



Action Item: 12 Oct. 2010
TO: ACADEMIC SENATE
FROM: EXECUTIVE COMMITTEE
PREPARED BY: RECORDING SECRETARY
SUBJECT: APPROVAL OF MINUTES for September 28, 2010

Recommendation Number 1:

It is recommended that the minutes from the following meeting of the Santa Monica College Academic Senate be approved as distributed:

Minutes of the 28 Sept. 2010 Academic Senate Meeting

Present: Jamey Anderson, Brenda Antrim, Dianne Berman, Sara Boosheri, Greg Brookins, Ken Buckner, Fran Chandler, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Georgia Farber, Tina Feiger, Kathy Flynn, Ken Geddes, Candyce Goodfellow, Keith Graziadei, Nancy Hanson, Janet Harclerode, John Henderson, Matthew Hotsinpiller, Sharon Jaffe, Gina Jerry, Janie Jones, Steve Kaufman, Lesley Kawaguchi, Lucy Kluckhohn-Jones, Deborah Kraut, Helen LeDonne, Laura Manson, Jennifer Merlic, Mitra Moassessi, Pete Morris, Maria Munoz, Andrew Nestler, Melody Nightingale, Eric Oifer, Jim Pacchioli, Vicki Rothman, Christine Schultz, Jacqueline Scott, Susan Sterr, Claudia Szekely, Gary Todd, Esau Tovar, Mark Trujillo, Sal Veas, Carol Womack, David Zehr.

Excused: Terry Green, Amber Katherine, Peter Morse, Wendy Parise, Michael Strathearn, Rhoda Tuit, Christina von der Ohe.

Absent: Alula Abate, Rory Barnett, Suzanne Borghei, Karen Breedlove, Giulio Della Rocca, Jennifer Jesswein, Jo Kidd, Michael Klineman, Brandon Lewis, Rick Pernisco, Michelle Scholefield, Richard Tahvildaran-Jesswein, Ventris Woods.

Guests: Lisa Lewis Burns, Susan Aminoff, Howard Stahl.

I. **Call to Order-- President Eric Oifer called the meeting to order at 11:18 a.m.**
There is no president's report because there are many action items on the agenda.
Eric introduced guests, Tricia Ramos and Susan Aminoff.

II. **Public Comments:**
Janie Jones announced the first social event of the year. (Invitation if attached to agenda.)
Contact Marina Parise at x 8723 to RSVP.

III. Action Items:

Approval of the Minutes for September 14th, 2010

http://www.smc.edu/Projects/37/2010-2011_Agendas_Minutes/Senate.Minutes.91410.pdf

Correction: Add Randy Lawson's name to the list of participants in the BRIC/TAP meeting report.

Correction: Jenny Merlic is not a member of the Distance Education Committee (Committee appointments list.)

Minutes were accepted as corrected.

2. Adoption of New Courses - Guido Davis Del Piccolo, Chair - Curriculum

http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_09_15_10.pdf

Nursing 50 is cross-listed with health ed.

4 new noncredit courses are being offered by Emeritus

We will no longer receive apportionment for activity classes. These courses will be sent to chancellors under the T.O.P. code of health and safety. Other activity classes have moved to community ed. To keep classes going until they are converted, will be offered as community for \$20. Emeritus is one of the few depts. that make a profit. Long term plan is to move as many of these courses into credit courses as possible.

Curriculum Committee and Emeritus were commended for doing this.

Vote: passed unanimously.

Journalism AA degree change: Journalism 15 now a required course

Vote: passed unanimously.

3. ASR07-10 College of the Future Resolution

Because the District does not require Senate approval to proceed in implementation of this resolution, and because faculty were invited to participate in the discussion, Eric would like the Senate to discuss it and to vote.

This resolution just establishes areas for exploration; it leaves the door open to us to discuss future developments.

The District sees this as a pilot. Some of the provisions, such as selecting vendors, is outside the Senate's purview. SMC counsel is vetting vendors.

Q: Could students get an SMC degree with mostly contract ed courses?

A—Theoretically, yes, but it is our faculty who are teaching these courses.

We will always try to meet needs of our base; the District sees these classes as supplemental.

Q: Do our contract ed classes adhere to the ARs?

A: YES

Vote: yes—31 no—10 abs—3

Passed.

4. Academic Senate Committee Appointments

Add Michael Strathearn to the Social Committee.

This list does not include interested parties.

Vote: Passed unanimously

IV. Information Items:

1. Committee Reports

a. CTE Strategic Plan and Scan - Laura Manson - Chair CTE

This is a scan of the workplace environment. It is going to board a week from today. It was done to determine who will be CTE in 5 years. Per Laura Manson, career tech strategic is a priority for SMC. All CTE members were represented at a recent 2-day retreat. The document is a working paper to educate admin., faculty and staff about CTE; five categories are studied: leadership, equity, partnership, funding, and research data analysis. (See brochure) Next year's document will reflect changes.

CTE is a mission of the college.

Tricia said the committee looked at our institutional data in the context of our local labor market. This is one snapshot of CTE. Any student who took a CTE class is counted. The study, titled "SMC in an Economic Context", is available on the Institutional Research webpage. This is study of our region, as it is defined by Jack Kyser, LAEDC. A study like this has not been done anywhere else in CA.

The study validates what we are doing. It is not meant to be a tool to be used to add/delete programs; it was a collaborative effort.

b. Add Code Policy Recommendation - Greg Brookins, Chair Student Affairs

This is a first pass at creating a best practices policy by end of semester.

The initiative came from the Professional Ethics Committee, because it was felt that current policy was inconsistent with Title 5.

Some of the issues that were highlighted:

--diagnostic tests cannot be required

--Add codes cannot be restricted to specific populations.

--Advisories cannot be enforced.

There was not time for a full discussion. The committee would like support for a best practices document. Please send suggestions to Greg.

Suggestion: Take back to the committee for discussion, then bring back to Assembly for further discussion.

c. Administrative Retreat Rights changes - Jamey Anderson, Chair Personnel Policies

We have an AR and policies in place. The focus now is on how to improve the policy we have and not get into a philosophical discussion of retreat rights.

Jamey will send a copy of the old policy and latest copy of the new policy and the ed code which is addressed. Fuller discussion at next meeting.

d. 2010-2011 Sabbatical Proposals - Esau Tovar, Chair Sabbaticals, Fellowships & Awards

All members of the committee are committed to granting all 8 sabbaticals this year. Deadline for submissions is Nov. 8. Decision will be a consensus vote of the members.

Nominations for Hayward award will be solicited.

Deadline is November 15.

V. Announcements

1. International Potluck Dinner Social - Saturday, October 9th - 5pm - Email Marina Parise to RSVP

Dates welcome - no children please. Parise_marina@smc.edu

VI. Adjournment 12:30

Next Scheduled Meeting: October 12, 2010

Action Item No. 1 – Approval of the Minutes for September 14, 2010

http://www.smc.edu/Projects/37/2010-2011_Agendas_Minutes/Senate.Minutes.91410.pdf

Action Item No. 2 – Adoption of New Courses – Guido Davis Del Piccolo, Chair Curriculum

http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_09_15_10.pdf

Action Item No. 3 – College of the Future Resolution

Santa Monica College

Academic Senate

ASR07-10

August 31, 2010

College of the Future

Whereas, the College is committed to fulfilling its mission of offering open-access educational opportunities and our state funding base is insufficient to serve student demand for courses and services;

Whereas, allocation of resources for higher education and life-long learning continues to be unstable, unpredictable and uncertain;

Whereas, the College seeks to expand programming and augment student pathways to baccalaureate completion, career development and other educational opportunities;

Resolved, the College shall explore the establishment and sustainability of additional contract education offerings such as for-credit opportunities for high school and non-resident students and relationships with accredited baccalaureate institutions. The College shall abide by Administrative Regulations 3211 (Recruitment and Selection – Permanent Faculty), 3230 (Recruitment and Selection – Temporary Faculty), 3231 (Equivalency Process for Part-Time Faculty Positions), 5100 (Curriculum), 5200 (Academic Freedom and Responsibilities), and 5300 (Academic Standards) as it develops and offers these for-credit opportunities.

Resolved, the College shall explore entrepreneurial projects, such as not-for-credit revenue-generating study tours and innovative fee-based programs; and

Resolved, these offerings shall be designed to enhance and support the College's commitment to its mission and students, while strengthening its fiscal stability.

Eric Oifer, Academic Senate President

1st Read, Academic Senate – August 31, 2010

Revised, Executive Committee – September 7, 2010

Revised, Academic Senate – September 14, 2010

Executive Committee Vote (14-2-2) – September 21, 2010 3

Action Item No. 4 – Academic Senate Committee Appointments

Career and Technical Education Committee (CTE)

Laura Manson, Chair

Joy Tucker

Ford Lowcock

Vicki Rothman

Salvador Carrasco

Fariba Bolandhemat

Social Committee

Janie Jones, Chair

Terry Green

Marina Parise

Sara Boosheri

Information Services

Sal Veas

Simon Balm

Ellen Cutler

Jinan Darwiche

Maria Erickson

Steve Hunt

Walter Meyer 4

Information Item 1b – Add Code Policy Recommendation – Greg Brookins, Chair Student Affairs

The Issue: Instructors may be using enrollment procedures relating to add codes that are inconsistent with Title 5 Sect 58108 (Registration and Enrollment Procedures).

Title 5 policies possibly being violated:

1. Students will not be required to participate in any preregistration activity not uniformly required
2. The college or district shall not allow anyone to place or enforce nonacademic requisites as barriers to enrollment or in the successful completion of a class
3. Registration procedures that result in restricting enrollment to a specialized clientele shall not be used.

Best Practices

The Academic Senate Student Affairs Committee makes the following recommendations relating to add codes:

- Create an appropriate priority wait list for students who contact the Faculty members before the start of the term
- Make a list of the students' names when giving out add codes
- Ask the wait list students to do their homework for the first couple of weeks of the term to make their transition into the class easier after they are accepted in the class
- Set up a lottery system to give out add codes on the first day of school
- Students who want an add code need to be present the first day of class
- F-1 students who cannot be present the first day of class should contact their instructor by e-mail at least 2 days before the first day of school
- Clear communication policy – Students should be reminded about the important dates and deadlines so they don't miss the refund deadline if they drop a class – It is suggested to publish the important dates and deadlines for each session in the Corsair Newspaper.
- The Faculty should communicate their add codes to their students at least 24 hours before the refund deadline
- Enforce enrollment prerequisites in ISIS

The Student Affairs Committee advises against the following practices:

- Requiring diagnostic tests as a condition of taking a course
- Asking the student to buy a book as a condition for obtaining an add code
- Requesting pictures from the student as a condition for obtaining an add code
- Enforcing non-sanctioned prerequisites which are not published in the class schedule. This would include making "advisories" mandatory prerequisites for taking a class
- Rejecting a student's request because of his/her verbiage in e-mail communication

Communication w/Instructors

- Department Chairs Meeting
- Faculty All
- Visit Department Meetings of Impacted Departments

Communication w/Students

- Admissions and Records
- Associated Students Meetings
- Student Focus Groups/Panels

Announcements:

Santa Monica College's Academic Senate
Social Committee
Invites you
to join us at our

International Potluck Dinner Social

On Saturday, October 9th, 2010

5-9pm

Address will be provided upon R.S.V.P. (location in Santa Monica – close to SMC)

Please bring with you an international *Main course, *Side dish or *Salad and a favorite bottle of wine or beverage.

Dessert & Coffee to be provided by the Academic Senate

RSVP by October 6th, to Marina Parise @ x8723 or email at

Parise_Marina@smc.edu with the type of dish you wish to bring and # of persons attending

Spouses/partners are welcome