



Action Item: 7 Dec. 2010
TO: ACADEMIC SENATE
FROM: EXECUTIVE COMMITTEE
PREPARED BY: RECORDING SECRETARY
SUBJECT: APPROVAL OF MINUTES

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 23 Nov. 2010 Academic Senate Meeting

Present: Jamey Anderson, Brenda Antrim, Dianne Berman, Karen Breedlove, Greg Brookins, Ken Buckner Fran Chandler, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Tina Feiger, Kathy Flynn, Candyce Goodfellow, Keith Graziadei, Terry Green, Janet Harclerode, Matthew Hotsinpillar, Sharon Jaffe, Gina Jerry, Janie Jones, Michael Klineman, Lucy Kluckhohn-Jones, Helen LeDonne Laura Manson, Moya Mazorow, Mitra Moassessi, Pete Morris, Peter Morse, Andrew Nestler, Eric Oifer, Jim Pacchioli, Wendy Parise, Vicki Rothman, Christine Schultz, Susan Sterr, Claudia Szekely, Gary Todd, Esau Tovar, Mark Trujillo, Sal Veas, Carol Womack, David Zehr.

Excused: Sara Boosheri, Suzanne Borghei, Nancy Hanson, Amber Katherine, Lesley Kawaguchi, Jo Kidd, Deborah Kraut, Brandon Lewis, Jennifer Merlic, Melody Nightingale, Michael Strathearn, Christina von der Ohe.

Absent: Alula Abate, Rory Barnett, , Giulio Della Rocca, Georgia Farber, Ken Geddes, John Henderson, Jennifer Jesswein, Steve Kaufman, Maria Munoz, Rick Pernisco, Michelle Scholefield, Jacqueline Scott, Ventriss Woods.

Guests: Lisa Lewis Burns, Dennis Frisch, David Finkel, Jocelyn Chong.

SMC ACADEMIC SENATE

I. Call to Order - President Eric Oifer called the meeting to order at 11:22 a.m.

II. Public Comments:

Dennis Frisch reported on the November 8 meeting of the Community College Board of Governors. The Chancellor reported to the Board on what he plans to recommend to them in January regarding the composition of a student success taskforce. He said that faculty should play an important role, but the taskforces also needs CEOs from outside California, business leaders, and researchers.

III. Action Items:

1. Approval of the Minutes for November 9, 2010

http://www.smc.edu/Projects/37/2010-2011_Agendas_Minutes/Senate.Minutes.110910.pdf

Typos were reported.

Minutes were accepted as corrected.

2. Curriculum Items - Guido Davis Del Piccolo, Chair Curriculum

http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_11_17_10.pdf

Political Science 31 (Introduction to Public Policy) is added as a prerequisite to Political Science 95 (Public Policy—Experiential Learning), because that could make Political Science 95 UC transferable. There are lower division public policy courses at the UCs

Vote: passed unanimously

3. 1st Read AR 3429 Administrator Retreat Process - Jamey Anderson, Chair Personnel Policies (see below)

Senior staff expressed concerns on the previous version, because of the language changes from the education code. #1-A was changed back to what is said in the education code: "...their administrative assignment expires..."

"Position ends" has no standing in court.

Robert Myers, campus counsel, explained that if you didn't get a pink slip, your assignment did not expire. We were assured that resignation does not constitute an expiration.

1-D: added "possesses qualifications" instead of "equivalent qualifications".

Vote: Passed unanimously.

4. 1st Read AR 4311 Grade Entries - Greg Brookins, Chair Student Affairs (see below)

The committee received a request from the Admissions and Records Dept. for a non-substantive change from "credit/no credit" to "pass/no pass" to reflect changes to Title 5.

Greg will get clarification on the meaning of "actively enrolled".

Suggestion: Add a reference to the Administrative Regulation that says faculty assign grades.

Please send additional questions or concerns to Greg.

Vote on pass/no pass

No --2 No Abstentions

Vote carried.

5. 1st Read AR - Full-Time Status for Students with Disabilities with Reduced Course Load - Greg Brookins, Chair Student Affairs (see below)

Currently students who have a disability must carry a full load. We make accommodations on the academic side, but not in employment.

This Administrative Regulation was written in coordination with Admissions and Records and Robert Myers, Campus Counsel.

Federal law governs, if it is applicable, e.g. vets.

DSPS will determine procedures, case by case.

Q: How is the info disseminated when a student qualifies?

A: Current practice is that the student applies to DSPS and they supply the documentation.

Greg will take this back to the committee for clarity.

Vote: Passed unanimously.

IV. Information Items:

1. Committee Reports

a. Instructional Computing Plans and Google Apps Pilot - Sal Veas, Chair ISC

Sal and Wendy (see <http://www.1900pico.com/>)

Three groups on campus are involved: Technology Planning (DPAC subcommittee), Distance Education, and Information Services.

We are reframing how we think about technology; our focus now is on how faculty or the district as a whole work with technology. This will be a paradigm shift for SMC.

Mind maps are being developed from the point of view of the faculty member.

The Technology Committee's job is to make recommendations to the district. We want to be part of the conversation about what this means to faculty and students.

Where can we bundle technology.? How do students use technology? SMC is negotiating with Google to use Google Apps in a trial this spring. We know that mobile computing is critical and it needs to be appliance neutral. We are moving away from the appliance to the dropbox (cloud).

Bandwidth is very important.

We are on a Google platform for email. Many campuses are adopting the Google platform; it's free. Jocelyn Chong has been working with Google to make us the first community college to embrace it.

CLOUD computing—we need to get used to this concept. Google is our first step. All department websites are currently deployed to a private cloud. Server failure cannot interfere with access.

Jocelyn said that SMC started the student Google project in April 2010. Today we have 100,000 + accounts already created, with all Google functionality. In June, we mandated that students use their SMC email. Corsair Connect is their gateway, automatically linked to Google email.

What's the next step?

Spring semester, we will identify a few faculty to trial a prototype of Google Apps suite. IT will work with the group and pre-populate it so that faculty can post anything for their classes.

We will have training opportunities in Google media. There is also a Google academy for educators which creates Google-certified instructors.

This will be initiated by the Information Services Committee, then will go to Department Chairs and Distance Education Committee.

We want to move to mobile computing. We are still working with Google to identify resources. It looks very promising.

Next we need to generate a list of interested faculty.

This is the beginning of the discussion.

b. Hayward Award Nominee - Esau Tovar, Chair Sabbatical, Awards and Fellowships

Esau announced that Laura Manson is SMCs this year.

2. President's Report - Eric Oifer

a. ASCCC Fall Plenary Session

SB 1449, 1143

Eric said that we as faculty need to be on the front end of the discussion on defining student success. It's all tied to funding, which is currently based on how many students we have enrolled.

Washington and Texas have attractive models tying funding to student success.

Because it's part of the 10+1, we need to decide on what metrics we want used in our Institutional Effectiveness report. Lee Fritcher and Greg Gilbert spoke at the ASCCC Fall Plenary Session and said that we should not fear accreditation. It's about where the standards come from; national standards created by the federal government are the worst scenario. We need to have standards that reflect what we need locally, in the same way that we developed SLOs.

Student success could be a performance-based evaluation.

Eric would like us to participate.

b. eCollege proprietary content AR -deferred.

3. Committee Goals and Objectives - Personnel Policies and Student Affairs
(see below) --deferred

V. Announcements -None.

VI. Adjournment 12:32 pm

Next Scheduled Meeting: December 7, 2010

ACTION ITEM NO. 1 - Approval of the Minutes for November 16, 2010

http://www.smc.edu/Projects/37/2010-2011_Agendas_Minutes/Senate.Minutes.110910.pdf

ACTION ITEM NO. 2 - Curriculum Items - Guido Davis Del Piccolo, Chair Curriculum

http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_11_17_10.pdf

ACTION ITEM NO. 3 - 1st Read AR 3429 Administrator Retreat Process - Jamey Anderson, Chair Personnel Policies

Draft PPC 11/4/10

Administrators who have achieved tenure as faculty in the District:

A tenured employee, when reassigned from a faculty position to an administrative position retains his or her status as a tenured faculty member and, upon making a written request to the Superintendent/President, may retreat to a faculty status. In such cases, the Superintendent/President shall inform the department of retreat and the Academic Senate.

Academic Administrators who have not achieved tenure in the District:

Academic administrators hired after July 1, 1990 can acquire the right to become first-year probationary faculty members in accordance with this administrative regulation.

An academic administrator employed to perform services related to a contract with a public or private agency or a categorically funded position/project shall not be entitled to any of the retreat rights specified above. No employment contract for an administrator employed as stated above shall provide for retreat rights.

1. An administrator hired after July 1, 1990 who did not have faculty tenure in the District at the time of hire, may be reassigned to a first-year probationary faculty position upon making a written request to the Superintendent/President, and provided that he or she can demonstrate meeting all the following criteria:

A. Their administrative assignment expires or the administrator is terminated for a reason other than dismissal for cause. A voluntary resignation does not constitute an expiration of an administrative assignment.

B. The administrator has completed at least two years of satisfactory service to the District as a faculty member or administrator, or a longer period as established by contract with the administrator.

C. The administrator wishes to become a first-year probationary faculty member in a discipline that can support an additional full-time faculty position (i.e. the

reassignment would not result in the layoff of any full-time faculty member and the District has available ongoing funding to support the position.)

D. The administrator seeks a position in a discipline in which he or she has a valid credential or meets the minimum qualifications specified by the Board of Governors List of Disciplines or possesses qualifications deemed sufficient by the department of retreat as equivalent.

2. Upon determination by the Superintendent/President that reassignment to a first-year probationary faculty position is appropriate, the Superintendent/President shall forward the request to the department of retreat and the Academic Senate for review and recommendation.

3. After receiving the recommendations of the department of retreat and the Academic Senate, the Superintendent/President shall, if he or she determines to proceed with the reassignment, forward his or her recommendation to the Board of Trustees. The written record of the Board's decision on this matter shall include the views of the department of retreat and the Academic Senate, and shall be available for review.

Reference: Education Code Sections 87454, 87458 3

**ACTION ITEM NO. 4 - 1st Read AR 4311 Grade Entries - Greg Brookins,
Chair Student Affairs
AR 4311 Grade Entries**

1. There will be a grade entry on the student's permanent record for each course in which the student was actively enrolled as of the first day of instruction of the first census week.
2. Evaluative Grades. Symbols in each course to indicate evaluative grades are:

A=Excellent

B=Good

C=Satisfactory

D=Passing, less than satisfactory

F=Failure

P=Pass

NP=No Pass

3. Non-evaluative Symbols:

a. I (Incomplete): Incomplete symbols are given only on approval of designated staff members, and then only for unforeseeable, emergency, and justifiable reasons at the end of the term. Incomplete grades may be made up no later than one year from the end of the term that they were assigned. Students may petition for a time exemption due to unusual circumstances. The conditions necessary for the removal of the incomplete shall be stated by the instructor on a written record and communicated to the student. This record shall contain the conditions for the removal of the incomplete and the grade to be assigned if the conditions are not met.

b. IP (In Progress): The IP symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion. The IP symbol shall remain on the student's permanent record for the initial academic term in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the academic term in which the course is completed. The IP shall not be used in calculating grade point averages. The IP symbol may be assigned only by designated staff members.

c. RD (Reported Delayed): The RD symbol may be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the

student. It is a temporary notation to be replaced by another symbol as soon as possible. The symbol RD shall not be used in calculating grade point averages and may be assigned only by designated staff members.

d. W (Withdrawal): The W symbol shall only be used in accordance with Board Policy Section 4320.

e. MW (Military Withdrawal): The MW symbol shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from course. Upon verification of such orders, this symbol may be assigned at any time in accordance with Board Policy Section 4320. The MW shall not be counted in progress probation and dismissal calculations.

4. Grade points. A system of grade points is used to determine a student's scholastic standing and eligibility for graduation or transfer to another college. For each unit of credit, the student will receive grade points as follows:

A 4 grade points per unit of credit

B 3 grade points per unit of credit

C 2 grade points per unit of credit

D 1 grade point per unit of credit

F 0 grade point per unit of credit

P 0 grade point per unit of credit (at least satisfactory - units not counted in grade computation)

NP 0 grade point per unit of credit (less than satisfactory - units not counted in grade computation)

I 0 grade point per unit of credit (units not counted in grade computation) 4

IP 0 grade point per unit of credit (units not counted in grade computation)
RD 0 grade point per unit of credit (units not counted in grade computation)
W 0 grade point per unit of credit (units not counted in grade computation)
MW 0 grade point per unit of credit (units not counted in grade computation)

5. Credit/No Credit **Pass/No Pass**

a. Courses offered only on a **pass/no pass** basis.

The purpose of this policy is to permit the college to offer courses specifically designated as Pass/No Pass courses. Students enrolled in courses designated as Pass/No Pass shall be evaluated on a single satisfactory standard of performance. The P/NP grading system shall be used to the exclusion of other grades. "Pass" shall be assigned for meeting that satisfactory standard; "No Pass" for failure to do so. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Courses designated as pass/no pass shall be so noted in the college catalog.

b. Students option for pass/no pass grades.

The purpose of this policy is to permit the college to offer a student the option of enrolling in a course on a pass/no pass basis in lieu of enrolling on a grade basis. This option to enroll in a class on a pass/no pass basis is designed to encourage students to explore courses without fear of penalty of a low grade in areas which they have an interest but no special competence. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. A "P" grade is to be recorded for performance equivalent to "C or better" and an "NP" grade is to be recorded for less than satisfactory performance (D or less). To obtain approval to enroll in a course on a pass/no pass basis, the student must petition through the Office of Admissions and Records. The approval of the petition must be filed by published deadline which reflects 30% of the course length. Any course of duration two weeks or less may not be taken pass/no pass. A student taking a course on a pass/no pass basis cannot change to a letter grade basis after the published deadline that represents 30% completion of the course. The decision to take a course on a pass/no pass basis is irrevocable after the deadline even if it is later discovered that the "P/NP" grade is not acceptable by the student's transfer college.

c. Criteria for approval of a petition for Pass/No Pass

1) Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of Pass/No Pass enrollment. Full-time students (those enrolled in 12 or more units)

are limited to 6 units of Pass/No Pass enrollment. Exceptions for the enrollment in a single course exceeding 5 units may be authorized by the Dean of Enrollment Services.

2) Course units taken under the option of pass/no pass may not exceed a total of 12 units at Santa Monica College.

3) Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a pass/no pass basis.

d. Pass/No Pass Grades

Pass will be indicated on a student's permanent record as "P" with units completed and no grade points. No pass will be indicated on the student's permanent record as "NP" with no units completed and no grade points. In either case, a student's grade point average is not affected. Units in courses taken on a pass/no pass basis will be included in the student's cumulative units enrolled for purposes of determining lack of progress probation and dismissal.

6. Credit by Examination

The purpose of this policy is to permit the college to grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the appropriate college departments. Credit will only be granted for courses corresponding to Santa Monica courses. Credit earned by examination shall be clearly 5

annotated on the student's permanent record and added to units completed. Such credit shall not be counted in grade computation. Credit by examination shall not apply toward the residence requirements of the associate in arts degree.

7. Grade Point Average

A student's grade point average is the quotient of grade points divided by units attempted.

a. "All units attempted" is defined as units of credit for which the student was enrolled in any college/university, regardless of whether he/she completed the course or received credit or a grade.

b. Grades A, B, C, D and F are included in "all units attempted".

c. Units earned on a "pass/no pass" basis provide a P grade; these units are not included in "all units attempted".

d. Exempted from inclusion in "all units attempted" are the following: W, NP, I, IP, RD, MW.

8. Refunds

In the case of students who are members of an active or reserve U.S. military service, and who receive orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee and buy back textbooks at the bookstore's used book rate unless academic credit is awarded.

Reference: Education Code Sections 76224 and 84522

Title V, Sections 51300-51308 and 52302

ACTION ITEM NO. 5 - 1st Read AR - Full-Time Status for Students with Disabilities with Reduced Course Load - Greg Brookins, Chair Student Affairs AR___ Full-Time Status for Students with Disabilities with Reduced Course Load

The purpose of this Administrative Regulation is to provide full-time status to qualified students with significant disabilities who, as a direct result of disability, are unable to carry a full course load and, consequently, would be unable to participate fully in the benefits and privileges afforded full-time students.

Under College policy, full-time status requires enrollment in no less than 12 units.

While it is typically preferable for a student with a disability to be accommodated through methods such as academic advising, priority enrollment, and academic accommodations, it may be necessary for a student to request a reduced course load because of a more severe academic impact of a significant disability. Factors

unrelated to the disability such as employment, curricular activities, family/personal obligations, inadequate academic preparation, failure to use appropriate academic accommodations, or poor class attendance cannot be the primary reason(s) for a student with a reduced course load to be considered a full-time student. Students who are approved for full-time status with reduced course loads should work closely with their academic advisers on a coursework plan, particularly with respect to university and college degree completion time limitations.

This policy will allow an eligible student to carry a reduced course load without forfeiting the benefits and privileges of full-time status. However, eligible students should follow up with auxiliary services such as federal financial aid, personal health insurance, and non-College sponsored scholarships as these and other services may be adversely affected by the reduction in semester hours. The College cannot require outside entities to abide by the College's determination of a reduced course load/ full-time status designation. If a student who has been approved for a reduced course load further reduces his or her course load below the approved number of hours for full-time status, the student's full-time status shall be revoked automatically and will no longer be in effect.

Procedure Requests for reduced course loads/full-time status should be submitted to the Coordinator, Disabled Students Programs & Services (DSPS), or designee. The Coordinator, DSPS, or designee will grant or deny the request based on consideration of the factors set forth above. The reduced course load, if approved, is not permanent but must be re-evaluated each semester.