

Santa Monica College Academic Senate
Executive Committee Agenda
Tuesday, August 23, 2011
8:30 to 2:00pm
BUNDY 123

Attendees: Jamey Anderson, Jason Beardsley, Teri Bernstein, Mary Bober, Patricia Burson, Laura Campbell, Jamie Cavanaugh, Mary Colavito, Guido Davis Del Piccolo, Judith Douglas, Steve Hunt, Lesley Kawaguchi, Lucy Kluckhohn-Jones, Beatriz Magallon, Jennifer Merlic, Pete Morris, Melody Nightingale, Eric Oifer, Elaine Roque, Vicki Rothman, Christine Schultz, Esau Tovar, Sal Veas, Vanessa Mejia

Continental Breakfast

Welcome and Introduction:

Janet Harclerode, current Academic Senate President

- An introduction of all *Executive Committee (EC)* members.
- The introduction highlighted the experience of the *EC* members and the wealth of their experience and varied contributions to the *EC*.
- The introduction thanked everyone for their willingness to contribute in a meaningful way.

Senate Accomplishments and ongoing work:

2010-2011 Senate Objectives and Accomplishments: Eric Oifer, past Academic Senate President

- SLO portal has been a major accomplishment over the past year. Accreditation has driven much and most of the significant recommendations have been addressed and strategic planning is next.
- SLO portal was awarded a statewide award.
- The faculty orientation workshops were piloted and successful. A future change of faculty orientation will be to start with student affairs and then move to theoretical what is SMC also Fridays and Thursdays will be rotated for faculty orientations.
- The FLEX days- over the years focus on the college's strategic initiatives. However, the PDC has done much of the legwork in preparing for FLEX Days. The accreditation report expressed a desire for more planning to be done by PDC.

- Adoption of the Earth Charter: we have an ongoing greening of our curriculum.
- Approaches to addressing cheating has not been addressed
- The Senate's formal relationship with the Honor Council has begun to be explored and this will continue in its development. Faculty showed significant interest in academic integrity forum.
- Suggestions were made on possible methods to share information through best practices, syllabi and publishing of "The Ethical Professor".

Curriculum Update: Guido Davis Del Piccolo, Chair of Curriculum

- 2010-2011 was a very productive year and 2011-2012 will be busy as well.
- SB 1440 required significant effort. SMC was able to achieve compliance with SB 1440 by having two SMC AA-T degrees approved by the Chancellor's office. These two degrees were in Sociology and Math; this is in spite of the fact that the Sociology AA-T did not appear to be initially in alignment with the TMC (Transfer Model Curriculum).
- The Chemistry AA-T matched the TMC however the Chemistry TMC was ultimately rejected by the CSU's over the summer.
- By mid semester a 100% will be using *CurricUNet*
- Discussion over the possibility and ease of including SLO's from the portal into *CurricUNet*.
- *CurricUNet* will allow for this flexibility to incorporate SLO's.
- The Emeritus courses were re-worked and numerous classes (11 courses) can be continued to be supported by the State. The Emeritus College transformed health and safety courses by changing their TOP code and therefore no longer are classified as an activity course(s).
- During (statewide) meetings on SB1440 "credit-by-exam" was also discussed. This topic may need to be re-visited in during this year.
- Change in statewide policy that allows evaluation of pre-requisites on course content review alone rather than statistical validation.
- Statewide issue is the repeatability of courses and Estella Narrie will be working on this issue with a statewide task force.

Update on One-year Program Review Progress and Program Review :
Mary Colavito, Chair of Program Review and Jenny Merilic, Chair of Chairs

- Response to the annual program review process: one of the goals is to bring programs into the college planning cycle (e.g., to help with facilities, professional development, and technology planning).
- The programs are asked to identify their needs, which will then be referred to DPAC sub-committees for review.
- Program Review will be streamlined for annual review and then every 6 years there will still be a more detailed review, but much of the information from the annual reviews can be populated into the 6-year automatically with the use of Curricunet.
- There are specific areas that will be included in the annual review as listed below:
 - *Program description and program goals
 - *Effectiveness efforts (S/ILOs) retention and success
 - *Areas for Program improvement
 - *Needs portion (series of templates: e.g. piece of equipment, cost) where information can be entered ; thus a standardized format
 - *Conclusions and recommendations (formulate yearly objectives)
- The group does not want it to be an over-whelming task. Thus, the online system can do some auto-populating of specific fields from year-to-year.
- Online program is being designed to obtain information and will continue to allow some flexibility to meet the goals of specific programs.
- The program review will not be online for this fall but individuals will test it with (paper/pencil).

PDC-Opening Day: Steve Hunt and Patricia Burson, PDC Co-Chairs

- Opening Day is Thursday, August 25th 8:00-3:00pm.
- There will be three interesting breakout sessions
- The morning sessions are shorter than in previous opening day events.
- A light breakfast and lunch will be provided.

- The workshops are designed to be both interesting and practical.
- The feedback from previous flex days is that presentations from peers and colleagues are appreciated and enjoyed.
- The Opening Day will be based on the theme of “coming together”. The Opening Day ceremony will be a positive presentation. (This year’s global theme is: Health, Well-Being, and the Pursuit of Happiness). This theme will make it possible to start the year on a positive note.

Online FLEX update: Steve Hunt and Patricia Burson, PDC Co-Chairs

- There is development of online flex forms. The State is auditing flextime and the college has been charged with accountability. Thus, the online FLEX will streamline the process for faculty and department chairs and make accountability easier.
- There was recognition of our new SMC website and an interest in having the Senate provide a commendation for the excellent work, effort and responsiveness by all those that have contributed to its development.

New Business:

- **Full-Time Faculty Hires and Ranking Committee**
- We have had a number of retirees this year and have 17 new faculty hires. New hires provide new energy and significant, meaningful contributions to departments.
- Faculty is highly appreciated by Dr. Tsang, who supports faculty hiring.
- Dr. Tsang is involved with the students and this part of the positive relationship and theme of our Opening Day.
- We will be putting together a Full-Time Ranking Committee. The goal is to create a diverse committee of various backgrounds, including individuals who have been on campus for longer periods of time as well as including faculty who are newer to our campus.
- **Senate Homepage Updates**
- Senate Homepages have been updated; however there are still some small glitches to be resolved.

- The web-based tool has an easier editor particularly since it has the feature that allows for “undo” and while there are slight differences, the basic structure is very similar.
- The suggestion has been made to post in *PDF* format
- Look for your name on upper right and to the left is “edit”
- Until you click on the tab “publish” the changes will not be made
- There is access to any link through share-point
- Simple changes on html can be made but not more complex changes can be difficult and result in loss of some information.
- **PDC Planning Input from Chairs Committee, Program Review, institutional Effectiveness, etc.**
- Through the planning of the PDC this has matched various initiatives (college and Senate). It is important perhaps to formalize linkages between the needs of the various departments and PDC. This is also a means to identify common and/or diverse needs of different departments.
- Within the annual program review there is a mechanism for identifying areas of professional development or training.
- **Student Support Services-institutionalizing the use of the three strategies—Writing Center, Supplemental Instruction, and Tutoring Centers**
- SI will be institutionalized. (SI is a peer tutor in your classroom who is proficient and who sets up tutoring outside the classroom, which is voluntary for students needing assistance.) SI has been very successful based on data obtained from small research studies (especially in math). The Sis are students, who are paid, so it is a “win-win” and has a big impact.
- One suggestion is for both committees (Student Success Committee and Student Support Committee) to look at Institutional Objective (7) and then to focus on the use of the three strategies.
- We need to consider for example, what have we learnt from the writing center that can also be applied to other areas and where for example should we put them, should they be expanded?
- We have a lot to do and a lot to learn for example in areas of, staffing, training and space.

- It is important to develop a set list of what every tutor must know, for example in areas of FERPA and safety. This will help develop consistency. This information will be used for a standard tutor-training that will be required of all tutors.
- There may be financial support in the area of supplemental instruction. For example a large Science Technology Engineering and Mathematics (STEM) Grant has been submitted which includes SI as one means to enhance student success. Nonetheless the physical space to deliver SI is a significant problem. It is therefore important to better understand what are the specific course characteristics that make a course a good model course for SI effectiveness.
- One key idea is that SI is most effective in the most rigorous, key and gateway course(s). Therefore you may want to clearly define a set principles that help determine what courses are best supported by SI
- Develop an inter-disciplinary approach and create learning communities. Learning communities and an educational plan for a student; the idea is to develop cohorts based on placement in English and Math and these cohorts then enter into this “pilot program” and they move through the system. SI can be developed within these learning communities and it can and positively affect student success. Learning communities may possibly have a stigma so it may involve changing the culture of how students enter college and it may not be an approach that works for everyone.
- **Budget and Winter Session**
- The budget picture is better than expected and the college was pretty good at predicting income and spent less than expected especially in areas of advertising (millions saved). More income came in due to increase in out-of-state tuition. The fiscal year ended with \$2.4 million in the black.
- The money that has been saved may be placed in areas that support supplemental instruction (SI), student success and technology maintenance.
- This is crucial because we are more and more dependent on technology to deliver instruction. (AET labs and CSIS labs will be updated)
- A significant change in Technology Planning is the move to describe what we should be doing versus what we are doing. For the first time the Information Services Committee (ISE) and the Distance Education (DE) Committee will meet at least once a term with Technology Planning as a group to brainstorm and come up with recommendations.
- It is important to know as a faculty what we need in order to perform our jobs and then have the District focus on the planning.

- Will find out much more when she meets with Budget tomorrow
- There will be winter session. The district is committed to educating as many students as possible, 11000 extra FTES. Also, about \$250,000 non-technology equipment in science and arts. Fall, winter spring (2012) there will be 200 more sections. Much of this has come about due to non-resident tuition, we are not expanding numbers but tuition has increased and this has supplemented our budget. The non-resident, international are complementing our population as well as supplementing our budget.
- Winter session will be offered as in our regular session format and not offered through contract education.

Committee Structure and Effectiveness:

- **Membership**
 - It is important to embrace new faculty and include them on our committees to build diversity of backgrounds and experiences.
 - Recruitment of new committee members should involve various modalities such as flyers, encouragement of departmental chairs and support and input from departmental colleagues.
 - It is important for faculty to know that new committee membership is formed each year, but it is sometimes difficult to uninvite members, but it is important to bring in new members and have faculty serve on different committees.
- **Effective meetings**
 - Have a beginning and ending time to the meetings.
 - Encourage contributions from individuals who are not participating in the committee's discussions.
- **Agenda**
 - It is important in order to hold an effective meeting that an agenda be provided on the Senate Website 72 hours prior to the meeting; this according to the Brown Act.
 - The agenda is determined by the committee's chair.

- Create agendas for next the meeting to create a successful committee structure. (Know what you want to accomplish so that the meeting is useful.)
- **Minutes**
- The notes and minutes can be sent to the committee prior to posting.
- **Objectives**
- Discuss with your committee the committee's specific objectives and create a formal list of these objectives and goals so that at the end of year you can determine if the committee's objectives have been met.
- Remember to reflect and consider: "are we accomplishing what we want to accomplish?"
- The Joint Committees maintain a ratio 2 faculty members to 1 administrator. You can also include students on your committee if this is beneficial to the goals and objectives of your committee.
- Aside from the Student Affairs Committee and the Curriculum Committee, the students do not have an official voice; therefore encourage students to be on DPAC where they have a voice. It is important that the faculty and administrators have the voice.
- Committee meetings are based on the Brown Act and this allows public comments that can be limited to two minutes.
- There was a discussion on the topic what is the distinction between mutual agreement versus the "majority" on the Personnel Policy Committee. If there is 3:3 split among the faculty it is best to not move forward to the Senate.
- Discussion transitioned to how Glendale Community College is making English-1 eligible a pre-requisite for most classes.
- The discussion then focused on the workload for SMC enforced pre-requisites that sometimes require waivers from department chairs. Counseling has a significant role and time commitment to pre-requisite enforcement.

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Senate Objectives for 2011-2012: DRAFT

- Institutional Objectives (used as resources for discussion)
- Senate Objectives are outlined below:

(1) Approaches to address cheating.

(2) TTF to Student Support Services Standing Committee, who will identify existing services and campus needs (and recommendations for campus tutoring, writing centers and SI).

(3) PD Planning: formalize input from other committees. Program review chairs, institutional effectiveness, ethics and professional responsibility honor council.

(4) Democracy Commitment: remember part of the purpose of the community college is to function in the service of democracy and to develop civic engagement.

- The objective of democracy commitment is closely aligned with the SMC campus mission of Global Citizenship.
- We could have a Senate objective to look for programs committees and activities that address this concept. What are all the activities being done at SMC that complement our democracy commitment?
- Examples of Democracy Commitment were highlighted in the work of Maricopa Community Colleges where forums on issues important to community were presented for critical thinking and analysis as well as by student involvement at the New York Times.
- We could develop a “Best Practices Document” that helps attain the objective of democracy commitment.

(5) STARS to look at resources and facilities; as part of greening the curriculum to see where we can bolster our sustainability. Sustainability at the course level but many people have greened their courses and it doesn't show up in their course outlines—perhaps getting this in their course information. Use the STAR rating systems to evaluate to see where we stand or self-assessment. Pilot the system. The EAC wants to really pilot.

- Use STARS rating system to self-assess SMC sustainability, its curriculum, facilities and resources.

(6) Some sort of placeholder for student success.

- We want to be aware of enrollment, pre-requisites and anticipate and respond to the SB 1143 Task Force for student success.
- There can be various benchmarks of student success and use these to gauge how well we are doing with these benchmarks of success as was done in Nancy Shulock's research.

(7) Develop infrastructure of study abroad program(s)

(8) Adopt a technology plan that guides the District in meeting its technology needs.

- Approval of a plan and its implementation comprises different activities.
- Implementation of technology is key.
- Senate primarily makes the plan whereas the implementation may fall to DPAC.

(9) Pilot and evaluate annual program review process.

(10) Achieve S/ILO proficiency level

- Other Senate Objectives
- Other
 - ❖ Campus Safety
- Is this a personnel issue that is handled through HR or the Union?

Adjournment