SMC ACADEMIC SENATE
Tuesday, May 22, 2012
11:15 a.m.-12:35 p.m.
Business Building Room 144

Present: Anderson Jamey; Antrim Brenda; Baudel Zeny; Beardsley Jason; Bernstein Teri; Bober Mary; Boosheri Sara; Breedlove Karen; Brookins Greg; Campbell Laura; Cavanaugh Jamie; Chandler Fran; Colavito Mary; Davis Del Piccolo Guido; Feiger Tina; Geddes James; Goodfellow Candyce; Graziadei Keith; Harclerode Janet; Hotsinpiller Mattew; Hunt Steve; Jaffe Sharon; Jerry Gina; Kawaguchi Lesley; Klineman Michael; Kluckhohn-Jones Lucy; Kraut Deborah; Lewis Brandon; Londe Stephen; Magallon Beatriz; Manson Laura; Mazorow Moya; Merlic Jennifer; Misaghi Angelina; Morris Peter; Nestler Andrew; Oifer Eric; Owens Michael; Pacchioli Jim; Rothman Vicki; Roque Elaine; Schultz Christine; Scott Jacki; Sterr Susan; Tilley Rosilynn; Tovar Esau; Trujillo Marc; Veas Sal; Villapando Alicia; Zehr David.

Excused: Adler, Eve; Burson Patricia; Dalton, Carrie; Douglas, Judith; Gallogly, Ethan; Jones, Janey; Munoz Maria; Nightingale Melody; Strathearn Michael;

Absent: Farber Georgia; Kravitz Peggy; Martin Jim; Moassessi Mitra; Mobasheri Fereshteh; Rogers John; Strong Lydia; Szekely-Garcia Claudia; Von der Ohe Christina;

Guests: Mejia Vanessa; Peters Tom; Spector Andrea; Stahl Howard

I. Call to Order: 11:23

II. Public Comments:
• A senator asked for clarification regarding how an item can get onto the senate agenda. According to the bylaws the Executive Committee serves as a steering committee to assist the senate president in setting the agenda.

III. Action Items
1. Approval of the Minutes for May 8, 2012
   • Minutes for May 8, 2012
     ▶ It was noted that bullet item #3 under item-3 should be corrected so as to state: “this does not refer to the second census date”. The terms “the second” were inverted in the Minutes.
     ▶ Vote Passed: Unanimously with above noted correction

2. Curriculum Items – Guido Davis Del Piccolo, Chair of Curriculum
   • Consent Agenda
     ▶ Renaming of degree from Speech to Communication Studies
     ▶ POL SCI 95: Public Policy-Experiential Learning change from pre-requisite POL SCI 31: Introduction to Public Policy to pre-requisite or co-requisite: POL SCI 31.

   • New Courses
     ▶ Business 34: Introduction to Social Media Marketing This an emerging area of marketing communication. It is a 3-unit course. There is an expansion of minimum
qualifications which include: Business; Business Education, Management, Marketing (Masters required, respectively). Proposed for: Certificate of Achievement; Marketing; Department Certificate and Business Marketing. Course Catalog Description has been changed to reflect changes.

**CIS 67: Wordpress**: This is the a very popular Content Management System platform which will provide students the skills to maintain a WordPress site. It is a 3-unit course, with a pre-requisite of **CIS 54 and CS60**. Note: not pre-requisite or co-requisite. Minimum Qualifications: Computer Information Systems. This course has been proposed for Certificate Achievement, Website Software Specialist.

**CIS-70: Social Media Applications** has been postponed because of a possible overlap with design technology.

**NUTR 3: Introduction to the Dietetics Profession**: This course is an overview course of dietetics which will touch on career opportunities, professional development, ethics among other relevant topics in this field. The course is designed to meet the course equivalent at the CSU-Didactic Program in Dietetics (DPD) programs for Food Preparation lectures with a lab. It is a 1-unit course with no pre-requisites. Minimum Qualifications: Nutritional Science/Dietetics, Masters required. This course has been proposed for Stand-Alone and not in any program.

**NUTR 8: Principles of Food Preparation**: This course addresses the scientific principles and terminology of food preparation and related activities which involves 2-lecture hours and 3-lab hours weekly. **NUTR 8** will help address the needs of the Nutrition/Dietetics majors to complete their lower division coursework. **NUTR 8** is designed to meet the course equivalent at the CSU DPD programs for Food Preparation lectures with a lab. It is 3-unit course with no pre-requisites. Minimum Qualifications: Nutritional Science/Dietetics, Masters required. This course has been proposed for Stand-Alone and not in any program. Both **NUTR 8** and **NUTR 3** will be CSU transferable but not GE.

**OFTECH 28: Electronic Health Records**: This course will be teaching students to use the software now available for patient records. The course covers terminology and procedures related to electronic submission of health records. The course will prepare students for employment in medical/administrative positions. **OFTECH 20: Medical Vocabulary** is a pre-requisite. It is a 3-unit course. The Minimum Qualifications are: Health Information Technology; Office Technologies. This course has been proposed for an AA Degree, Medical Administrative Assistant, and Certificate of Achievement. There is no English pre-requisite for this course. **OFTECH** comes out of CIS. It was suggested that English be considered as a pre-requisite for this course.

**PHOTO 31: Introduction to Photographing People**: This course is a splitting of PHOTO-6 which is an 8-unit course into smaller components. **PHOTO 31** is part of the updating of the Photography Department curriculum to the use of digital capture and output photographic methods. It is a 4-unit course. The pre-requisite is **PHOTO 30** and a pre- or a co-requisite of **PHOTO 39**. The Minimum Qualifications are Photographic Technology/Commercial Photography. This course is proposed for an AA Degree, Photography and Certificate of Achievement.

**PHOTO 33: Techniques of Lighting Product**: This course will have students research and apply current photographic styles for various promotional markets. This new lighting class is part of the break-up of the current **PHOTO 6** (8-unit class). **PHOTO 33** is a 4-unit
course. Pre-requisite of PHOTO 30 and the co-requisite of PHOTO 39 (concurrent enrollment is permitted). The Minimum Qualifications are Photographic Technology/Commercial Photography. This course is proposed for an AA Degree, Photography and Certificate of Achievement.

- **Distance Education includes the following courses:**
  - BUS 34: Introduction to Social Media Marketing
  - BUS 53: Importing and Exporting
  - CIS 67: WordPress
  - OFTECH 28: Electronic Health Records

- **Degrees and Certificates**
  - BUS 34: AS-T (aligns with the TMC)
  - HISTORY AA-T (aligns with the TMC)
  - Removal of Fundamental of Interior Architectural Design and Level-1 certificate for Digital Media; rename Level-2 certificate Digital Media

At the Spring 2012 Plenary the Statewide Academic Senate endorsed the use of the Transfer Model Curriculum (TMC) and there is a push to continue to adopt more of these AS-T degrees. Each department needs to decide if the TMC that has been created for their areas serves their students’ best interest or work to adopt alternative models that are more appropriate. At this point it appears that the Chancellor’s office is not approving any 1440 degree that is not in line with the TMC. A progress report by the State’s Legislative Analyst’s Office (LAO) on SB-1440 included recommendations that the Legislature provides additional guidance and clarification to both the community colleges and CSU’s as well as oversight to track our progress on the implementation of SB-1440.

- **Old Business**
  - CLEP Exams and SMC Credit (Degree, GE, and Course Equivalency): This was discussed 1-year ago and it sent back for further work. The Senate Agenda’s curriculum link ([Curriculum Items](#)) provides what will be provided in the SMC college catalog. It was noted that corrections needed to made: Math-26 must be changed from 5-units to 3-units. Also a change from Principals of Accounting to Principles of Accounting. *Financial Accounting* was not equivalent to any course but was given the units based on what CSU provides.
  - Revision of Ecological Literacy Criteria (Global Citizenship requirement): the most important change and/or application of scientific principles and techniques to study the causes of and potential solutions to environmental problems. The goal of this revision is to more inclusive of Physical Sciences.

- **Vote: Passes Unanimously**
  3. 1st Read AR 3211.1 Procedure for Hiring Full-Time Contract Faculty –Jamey Anderson, Chair of Personnel Policies

- The substantive changes and minor revisions have been noted on the linked document. The changes included insertion of new wording as well as some striking of previous language. One significant area where changes occurred included language to reflect the current online application and review process.
• The divisions of AR 3211.1 are identified by (#). The general nature of the changes are briefly noted (i.e. the specific AR wording is not always included but when it is included the wording is provided in italics).

• The Academic Senate discussion related to an item is noted following the specific AR item.

aporan revisions to (1) Position Identification

▶ Including revisions to (2) Search Procedures
   ➢ 2-A: inclusion of terms “…or designee, and representative(s)…”
   ➢ 2-E: Applications shall be accepted and maintained online by the Office of Human Resources.
   ➢ 2-F: Among the necessary documents that a candidate must submit are the SMC application form, cover letter, a minimum of two recommendation letters; a curriculum vitae or resume: “and unofficial copies of all post-secondary educational transcripts” The language was added to make sure that applicants know that the general preference is to submit all transcripts, rather than just proof of degree. The specific requirements should be in the job announcement and it will be up to the screening committees to only review those applications that are complete.

▶ Including Revision to (3) Screening Committee: language was modified related to how material is handled and carried. Specific examples are provided below:
   ➢ 3-B: revision to wording as follows “…, and the other [administrator] as Human Resources representative to the committee (responsible for ensuring compliance with District’s personnel policies and procedures and preparing the list of candidates to forward to the Office of Human Resources).”
   ➢ 3-C: minor revisions and inclusions
   ➢ 3-H: a repeated paragraph was removed (3-H and 3-G contain duplicated paragraphs)

▶ Including Revision to (4) Review of Application Materials
   ➢ 4-A: wording edited so as to apply to the current online submissions of applications by candidates. “The Office of Human Resources shall release online applications designated as complete to the screening committee via an electronic process.”
   ➢ 4-B: minor editing change from “screening committee file” to candidate application

▶ Including Revision to (5) Evaluation of Candidates
   ➢ 5-C: The wording is clarified regarding the process for secret voting of candidates to be interviewed and recommended to Superintendent/President. “At the request of any committee member and with the approval of a majority of the committee, votes for candidates to be interviewed and to be recommended to the Superintendent/President may be secret.”
   ➢ 5-D: Clarification of language related to the screening committee’s obligation to follow the rules of confidentiality. “As a condition to retaining the right to serve on the screening committee or future screening committees, each committee member agrees to maintain as confidential all information obtained about a candidate such as information obtained from the application materials outlined in 2F, the interview and all discussion during a screening committee meeting to evaluate the candidates, and to follow all procedures regarding confidentiality and security developed by the Office of Human Resources.

▶ Including Revision to (6) Recommendation for Final Interview
6-A: Editorial changes were made in 6A for clarity and to allow for more candidates to be sent forward if the committee so desire
6-B: inclusion of wording: *To the extent possible, the results of the reference checks shall be shared with the screening committee chair before names are forward to the Superintendent/President.*

**Senate Discussion related to Item 6B:** The timing of reference checks has been an ongoing issue. It is desired that the reference checks occur prior the final interview with the Superintendent/President. However, the time allowed for the verification of reference checks has been significantly influenced (reduced) by the fact that the SMC hiring processes often begin quite late. The lateness of the hiring process has been identified as a major factor influencing the time available to verify the references prior to the Superintendent/President interview. It is important for the search committee to consider if there are any candidates they might wish to send forward in case that a problematic reference reduces the finalist pool; please refer to item 6A regarding number of candidates that a screening committee can send forward. Also refer to item 8A for handling special circumstances.

**Including Revision to (7) Recommendation for Final Interview**
7-B: inclusion of the term “Human Resources administrator” in place of the equal employment opportunity representative or designee

**Including Special Circumstances in the Hiring Process**
8-A: editing of wording to include: “In instances where the Vice President, Human Resources, in consultation, where appropriate, with the equal employment opportunity representative, determines that the position’s applicant pool does not provide sufficient diversity…”

**Vote on first read: passed unanimously**

4. **2nd Read of AR4321 Withdraw from Class** – Beatriz Magallon, Chair of Student Affairs Committee

**Item-1 of AR 4321:** is pursuant to Title-5, Section 58004 of the California Code of Regulations. Faculty are required to clear their rolls of inactive enrollment. **Item-1** outlines what is considered inactive enrollment as of census day. **Item-1** provides a definition for “no longer participating.”

**Item-7 of AR 4321:** “To receive a guaranteed “W” from the day after census through the 75th percentile of a semester or session (the end of the 12th week for a full length course), a student may withdraw from a single class or from all classes pursuant to Title 5, Section 55024 (a.4) upon informing instructor. A student will receive “W” notation(s) on his/her transcript and units will be included in “units enrolled” as defined in the lack of progress and disqualification policy. It is currently set at the 84th day of the term and is a programming issue. The term “calendar week” could be changed to “instructional week.” The District considers Spring Break an “instructional week.”

**Motion to table the updated AR for the purpose of going back to chairs for further discussion(revised June 5, 2012):** by Andrew Nestler
**Motion seconded:** by Susan Sterr
**Motion did not carry:** (12 in favor, 18 opposed, 1 abstention)
Call for Quorum requested by Senator Zehr
37 present; (quorum is 33)

Vote to approve revisions of AR4321 (amended June 5, 2012 typo corrected)
Passed (24 in favor, 11 opposed, 3 abstentions)

VI. Adjournment: 12:45