

Executive Committee

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Patricia Burson x 4691

Laura Campbell x 8626

Jamie Cavanaugh x 3767

Mary Colavito x 4710

Carrie Dalton x

Guido Davis Del Piccolo x 3561

Steve Hunt x 4689

Lesley Kawaguchi x 4516

Peggy Kravitz x 4131

Beatriz Magallon x 4275

Jennifer Merlic x 4616

Angelina Misaghi x 8855

Mitra Moassessi x 4057

Pete Morris x 8654

Melody Nightingale x 4568

Elaine Roque x 4859

Vicki Rothman x 4048

Christine Schultz x 4940

Esau Tovar x 4012

Sal Veas x 4617

Santa Monica College Academic Senate
EXECUTIVE COMMITTEE MINUTES

TUESDAY, SEPTEMBER 20, 2011

11:15 am to 12:35 pm

HSS 261

Committee Member Attendees: Jamey Anderson, Jason Beardsley, Teri Bernstein, Mary Bober, Patricia Burson, Laura Campbell, Jamie Cavanaugh, Mary Colavito, Carrie Dalton, Guido Davis Del Piccolo, Janet Harclerode, Lesley Kawaguchi, Beatriz Magallon, Jennifer Merlic, Mitra Moassessi, Pete Morris, Melody Nightingale, Eric Oifer, Elaine Roque, Vicki Rothman, Christine Schultz, Esau Tovar, Sal Veas.

Guest: Vanessa Mejia

Excused: Judith Douglas; Steve Hunt; Lucy Kluckhohn-Jones, Angelina Misaghi

I. Call to Order: 11:17am

II. Action Items

1. Approval of the Minutes for September 6, 2011: Moved to approve

[Minutes for September 6, 2011](#)

2. Whistleblower Policy -Jamey Anderson, Chair of Personnel Policies Committee

- Currently being reviewed by senior staff and Bob Myers
- There is a need for consistency with other HR policies
- Two parts to the Whistleblower Policy: First part is *how* to make a whistleblower claim and *what* exactly is a whistleblower claim
- The second part: is protection against retaliation from a claim
- Administrators need additional time to review the policy

3. Adjunct Committee Survey -Carrie Dalton, Chair of Adjunct Committee

- Survey of adjunct faculty was conducted to collect feedback on their needs and interests
- 204 adjunct faculty responded
- 40 adjunct faculty had problem with site (not accessible off campus)
- The survey results suggest that the adjunct would like to have a better understanding of what SMC has to offer
- Three recommendations were an outcome of this survey (listed below)

1. Have a monthly mentoring afternoon program

2. Saturday hike for social interaction

3. Happy hour social perhaps as a fund raiser: third Thursdays

- Additional General Suggestions:
- Joint meetings between adjunct faculty of the Faculty Associated and adjunct faculty of the Academic Senate
- Feedback from others on mentoring, faculty tips, teaching, classroom activities are welcomed
- It was suggested that adjunct faculty may like to attend EAC meetings as a professional development opportunity and for social support
- It was suggested that the beach walk activity can also be educational through discussion about fitness, marine tides and related educational items.
- It was asked whether activities may be inclusive of full-time faculty

4. Other Committee Information:

- We are in need of a Social Committee and Chair of a Social Committee
- A significant part of the Social Committee's work is to organize the retirement breakfast
- The Professional Ethics Committee: The Chair is looking of committee participants
- The Environmental Affairs Committee (EAC) has placed sustainability course development as an important goal
- Sustainability courses in the environmental study courses
- SLO mapped to ILO-4 and these would be sustainability related courses. These courses can be easily identified.
- One method to attain a goal of sustainability is by the evaluation of a course SLO that also maps to an ILO (ILO-4).

III. Information Items

1. Website Troubleshooting – Waleed Nasr

- SMC Homepage: faculty and staff
- Sign: into SharePoint
- Next: Academic Senate
- Next: Access your page
- A suggestion was to “publish” rather than “check-in” and “check-out”
- Publish makes it “live” and prevents the page from being unavailable to others
- Save and close and then check out but the changes would not be “live”
- You must “check out” so that other people have access to the page
- If you are looking for “check out” then search under *page* found in the toolbar and there you will find “check-out”
- To establish a link: highlight text, link to either SharePoint or address (URL)
- To move to a specific page within a document type “.pdf#page= into URL
- You need to get a consistent name of ISIS (faculty Portal) web-based and establish one name

2. Committee Memberships?

- Committees that are in need of participants are listed below:
- The Sabbaticals, Fellowship and Awards Committee
- The Rules and Election Committee
- The Environmental Affairs Committee
- The Ethics and Professional Responsibilities Committee
- The Grade Appeals Committee
- The Information Services Committee
- The Professional Development
- The Social Committee

3. Grade Appeals Committee

- Grade Appeals Committee is in need of a committee member

IV. Announcements

- There is a draft proposal for a change to the dynamic enrollment process which would allow students to be wait-listed and this process would be entered into ISIS
- All pre-requisites would checked prior to allowing a student to be wait listed.
- Students can be on two wait lists.
- Students cannot be enrolled in a class and also wait-listed in another section of this same class.
- Students cannot be on a wait list that has a time conflict with another enrolled class.
- When a space does open in the class then an email notifies all wait-listed students simultaneously and all the wait-listed students have an equal opportunity to obtain this spot.
- The wait-list pool is a dynamic list that will “open” a space for any student who is able to enroll into the course
- On a related enrollment topic:, space(s) available in a course that become available due to the non-payment drop deadline would first be open to the wait-listed students and *then* open to everyone (i.e. non wait-listed students).
- The faculty will have a wait-list on day-1 of the semester. This list will include the students who did not get into the class but are still on the wait list.
- The proposed wait list process may be available as soon as Winter Session, 2012.
- The number of spaces on the wait list would be equal to 25% of class size although this could be adjusted.

V. Adjournment

- Meeting adjourned at 12:35