

Executive Committee

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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, NOVEMBER 15, 2011

11:15 am to 12:35 pm
HSS 261

Present: Eve Adler, Jamey Anderson, Jason Beardsley, Teri Bernstein, Mary Bober, Patricia Burson, Laura Campbell, Jamie Cavanaugh, Mary Colavito, Judith Douglas; Guido Davis Del Piccolo, Janet Harclerode, Lesley Kawaguchi, Beatriz Magallon, Vanessa Mejia, Jennifer Merlic, Eric Oifer, Elaine Roque, Vicki Rothman, Sal Veas.

Excused: Carrie Dalton, Steve Hunt, Lucy Kluckhohn-Jones; Angelina Misaghi, Pete Morris, Melody Nightingale, Esau Tovar, Christine Schultz.

Absent: Mitra Moassessi

Guest: Vanessa Mejia

I. Call to Order

II. Action Items

1. Approval of the Minutes for October 18, 2011

[Minutes for November 1, 2011](#)

Vote: Unanimously Passed

2. Functions of the Student Instructional Support Committee – Jason Beardsley, Chair of SISC

Point 1. Identify needs and make recommendations for instructional support, systems, and services.

Point 2. Recommend training strategies for tutoring services.

Point 3. Recommend and support strategies for promoting awareness and use of instructional support services.

Point 4. Review and respond to relevant findings and publications of the Office of Institutional Research and submit research proposals as needed.

3. Strategic Planning Task Force ([key indicators](#)) – Janet Harclerode & Eric Oifer
[Institutional Effectiveness Report](#)

- “The Master Plan for Education is reviewed and updated in each subsequent year. The document is extensively revised every five years as part of the long-term strategic planning process. This includes a review of the College’s Vision, Mission, and Goals statements as well as identification of long-term strategic initiatives.”

<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Documents/Master%20Plan%20for%20Education%202011-2012%20Update.pdf>

• The four Strategic Initiatives are:

- *Career Technical Education* (This is also part of our mission)
- *Basic Skills* (This is also part of our mission)

- *Sustainability*

- *Global Citizenship*

- ➔ ILOs have helped to institutionalize Global Citizenship but we have responsibility to advance the initiatives and ILOs.

- ➔ Sustainability and global citizenship are not as institutionalized as we may think. The ILOs alone may not be sufficient to remove an item from the Strategic Initiatives.

- Questions posed were: Should these four Strategic Initiatives remain as our College's strategic initiatives? What things should we consider for the future?

- A list of 2011 Key Indicators has been developed. Use the "Institutionalized Effectiveness Report to understand how the data was collected and what it represents.

- These numbers reflect the result or outcome of the work we do rather than driving the work we do. This Report is a snapshot over a three-year period of how we are doing.

- We have integrated Career Technical Education *with* transfer so as to invigorate education and turn it into an interesting Strategic Initiative beyond "job training centers".

- Perhaps the topics of "Cheating and Academic Honesty" can be incorporated into a Strategic Initiative.

- Ethics in the workplace and personal responsibility are excellent topics for Strategic Initiatives. The behavior is a model to the student.

- Perhaps the concept of basic skills can be extended to develop the students' "essential skills".

- Once we decide on specific ideas for the Strategic Initiatives we can then bring these ideas to the Academic Senate as an "Action Item".

4. AR 3211.1 Procedure for Hiring Full-Time Faculty – Jamey Anderson, Chair of Personnel Policies

- The Personnel Policies Committee is still in the process of discussing the issues brought up last time at Executive Committee. The Personnel Policies Committee wants to look at similar situated campuses.

III. Information Items

1. Student Success Task Force Response Committee: there has been some "back-pedaling" in a few areas, e.g., in professional development, ESL, and requiring educational plans.

2. Professional Development Committee:

- There will be a survey from the PDC administered to faculty. It will be lengthy, but we need people to respond so that we may use the information to develop a professional
- development plan.

3. Other Committee Reports

- *January 12* 2012 Technology Planning Committee Joint Retreat*: to encourage the campus to look at technology as a campus-wide initiative. The Committee hopes that Dr. Tsang will be the keynote speaker at this retreat. *Changed since this discussion, new date **January 26, 2012**.

- *Turnitin* Software (<https://turnitin.com/static/index.php>) is used to identify plagiarism. Some individuals mistakenly view Information Services Committee (ISC) as the source of this

software; however ISC addresses “paying” for software but does not make the decision to purchase the software.

- ISC’s role is about *paying* for the software but it is not involved in the decision to make the purchase.
- The question was raised whether the Curriculum Committee should be involved in this discussion since the “*turnitin software*” can impact grading. Another suggestion was whether there should be a special task force to address this issue?
- Also, if we use “*turnitin*” then this must include training. The cost per unit is quite expensive.
- This issue is more complex than one may think; for example, these online services have influenced *how* students turn in their research papers since the papers are turned in electronically, thus it this may effect students who have less computer accessibility.
- In addition, this issue relates to do with academic integrity and therefore fits into a larger discussion we have with our students on issues of honesty, integrity and character.
- Is this the best solution for our campus and furthermore will it identify cheating from non-outside sources?
- The Academic Senate Joint Information Services Committee is preparing the annual list of instructional technology requests. Computer use policy for student and faculty.

IV. Announcements

1. Faculty Recognition Event - June 13, 2012 from 10:30 to 2:00. Eve Adler, Janet Harclerode, and Vanessa Mejia will be organizing the event. Let them know if you would like to help our.

- The committee would like to send out letters to those who did not obtain the reward. The nominations were very impressive and therefore it was very difficult to select just one individual.
- A draft of the letter that will be sent out to all faculty who received nominations states that they are “winners of the college” and these individuals are doing “amazing things”.
- Two great SMC faculty have been selected by the Sabbaticals, Fellowship and Awards Committee and if the Committee does move forward with the recognition of *two* faculty members, then the Committee would like one of the selected faculty to be recognized and the other recognized faculty member to be forwarded for the Hayward Award. <http://asccc.org/awards/hayward>
- It was discussed whether it might be possible for *all* faculty who received nominations to be also recognized at the end-of-the-year Faculty Recognition Event. However, a reason for not presenting all names at the Faculty Recognition Event was identified as of a procedural nature since a person can be re-nominated at another time.

V. Adjournment 12:30