Santa Monica College Academic Senate
EXECUTIVE COMMITTEE AGENDA
TUESDAY, MARCH 13, 2012
11:15 am to 12:35 pm
HSS 261

Present: Jamey Anderson, Jason Beardsley, Teri Bernstein, Mary Bober, Laura Campbell, Jamie Cavanaugh, Mary Colavito, Judith Douglas; Guido Davis Del Piccolo, Janet Harclerode, Lesley Kawaguchi, Lucy Kluckhohn-Jones; Beatriz Magallon, Vanessa Mejia, Jennifer Merlic, Pete Morris, Melody Nightingale, Eric Oifer, Elaine Roque, Vicki Rothman, Christine Schultz. 

Excused: Eve Adler, Patricia Burson, Carrie Dalton, Steve Hunt, Angelina Misaghi

Absent: Mitra Moassessi, Esau Tovar, Sal Veas.

I. Call to Order

II. Action Items

1. Approval of the Minutes for February 28, 2012

   Minutes for February 28, 2012 : approved unanimously

2. AR 4340 Limits for Credit Course Enrollment – Beatriz Magallon, Chair of Student Affairs

   AR 4340 Clean Draft

   Two Academic Regulations (AR) have been brought together: AR4340 and AR4341 which permitted the deletion of AR4341.

   Noteworthy: Student can only take a course a maximum three times and this will begin Summer 2012

   (2a.) changed from original
   (4f.) will be removed, a W under this AR is not a substandard grade, waiting for clarification
   (4c.) A petition for special consideration may be submitted only after meeting with a counselor.

   AR4321 is going to be coming up; some impact on international students and Student Affairs will be meeting on this topic. It addresses an instructor’s ability and time frame to give a “W” for extenuating circumstances.

   http://www.smc.edu/ACG/AcademicSenate/Documents/Student%20Affairs%202011/AR%204321.pdf

   Some students are able to enroll in Summer/Fall and Winter/Spring in the same class; this is probably a programming issue. The repeat policy will eventually catch these students. Also, the student payment will also deter this since they have to pay for the course.

   Other suggested changes:
   Extenuating circumstances such as “flood” (change from floor)...
   Lower case “verified” to be consistent with other document formatting
3. Planning for the accreditation follow up report
   • Midterm report is due after three years.
   • Suggested that the individuals who served on Accreditation Steering Committee would be helpful to contribute to this follow up report.
   • The recommendations from the Accreditation Committee went to DPAC and the process of reviewing these issues has already started.

4. Turn-it-in software – Jennifer Merlic, Chair of Chairs
   • Demonstration of “turn-it-in”; it is a suite of 3 different programs: Prevention of Plagiarism; Peer Reviewing; and Paperless Grading.
   • Discussion touched on copyright issues. “Turn-it-in” is legally compliant.
   • There are already 5 people interested in a pilot program for “Turn-it-in”.
   • It is both educational and also used to catch plagiarism.
   • Business Dept would be interested in this program since they already include similar software in their writing courses.
   • “Turn –it-in” keeps a snap shot of websites as well as a file of previous papers.
   • Approximately 60K license/year for a school the size of SMC.

III. Information Items

1. Wait List Concerns – Jennifer Merlic, Chair of Chairs
   • Faculty are not using the wait list and adding outside of the wait list; students who were waited listed but were not selected are upset.
   • There are “no-shows” on wait list and perhaps there can be a reminder sent to wait listed students.
   • 25% of enrollment for on-ground wait listed but perhaps 35% of enrollment for wait listed online classes.
   • When students print their schedule does it indicate “wait listed” classes? This is not clear, and it might be helpful if it were.
   • Can there be different deadlines for wait listed DE students? Distance education will use the current process for another semester to review how it works.

2. One-year Program Review - Process and incorporating the results into the planning process – Mary Colavito, Chair of Program Review
   • Annual Review is brief; there is still a 6 year review but no more 2-year review for CTE programs.
   • Annual Review looks at assessments and yearly objectives that can be evaluated each year
   • Annual Review of facilities and department needs to see how they fit into the College’s needs.
   • Paper version of Annual Review is being “beta” tested.
   • VP in pertinent areas will be reading these Annual Reviews.
   • Subcommittee of Program Review Committee may be faculty who read the one-year reviews.
   • Clarity is required as to how the Annual Review is handled and filtered. A need for faculty input and for a faculty driven process that will lead into our professional development plans.
   • Effective review of annual reports is time consuming and perhaps requires re-assigned time for self-evaluation.
   • Six year review will be more in-depth than the one-year and more specific in its requirements than the previous process.

IV. Announcements
1. Flex Day March 15th  8:00 am – 3:30 pm
2. Earth Week Movie  YERT (Your Environmental Road Trip – 50 states in 1 year) [http://www.yert.com/](http://www.yert.com/)

V. Adjournment