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

Present: 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, Lucy Kluckhohn-Jones; Beatriz Magallon, Jennifer Merlic, Pete Morris, Melody Nightingale, Eric Oifer, Elaine Roque, Vicki Rothman, Christine Schultz.


Absent: Mitra Moassessi, Esau Tovar.

Guests: Vanessa Mejia

I. Call to Order 11:18

II. Action Items

1. Approval of the Minutes for May 1, 2012
   Minutes for May 1, 2012
   Vote: Approved Unanimously

2. Discussion regarding whether the college should offer classes not funded by the State of CA.

   - Three questions were posed to their various constituencies by Department Chairs and reported back to DPAC. Department Chairs Report was provided that outlines the responses by departments indicating lukewarm support for the self-funded classes.

   - The Executive committee supports a resolution for the college to provide classes not supported by apportionment. (Vote: 18 for and 1 Against)

3. AR 3211.1 Procedures for Hiring New Contract Faculty –Jamey Anderson, Personnel Policies

   - The substantive changes and minor revisions have been noted on the linked document. The changes included new wording as well as some deletions of previous language. The areas where changes occurred included: language to reflect the current online submission of documents by the applicants, the divisions of AR 3211.1 are identified by (#). The general nature of the changes are briefly noted (i.e. the specific wording is not typically included in the Minutes except in three places that are presented in italics).

   ➢ Including no revisions to (1)Position Identification

   ➢ Including revisions to (2)Search Procedures
     ➢ 2-A: inclusion of terms “…or designee, and representative(s)…
     ➢ 2-E: Applications will be accepted and maintained online
     ➢ 2-F: Inclusion of all post-secondary educational transcripts

   ➢ Including Revision to (3)Screening Committee
     ➢ 3-B: revision list of candidates to forward to the HR”
     ➢ 3-C: minor revisions
     ➢ 3-H: a repeated paragraph was removed
Including Revision to (4) Review of Application Materials
- 4-A: wording edited so as to apply to “online submissions”
- 4-B: minor editing changes

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
- 5-D: Clarification of language related to the screening committee’s obligation to follow the rules of confidentiality

Including Revision to (6) Recommendation for Final Interview
- 6-A: minor editing of placement of the phrase “…unless specifically approved by the Superintendent/President.”
- 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.

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: minor editing change of wording

Discussion followed related to maintaining a consistent policy for an EEO representative specifically as to whether the EEO representative is allowed to vote. It was noted that the EEO representative has the power to stop the hiring process.

This will be brought to the Senate for a first read.

4. **AR 4110 Residence Regulations**–Beatriz Magallon, Chair of Student Affairs Committee

   Clean version

   - California residency must be clear in the AR which is defined in Number-2.
   - Number-11 is a new addition
   - Number 1 and Number-2 (Residency Reclassification) are both new additions
   - There should be a definition for a California resident.
   - This will be brought to the Senate for a first read

5. **AR 4111.2 Classroom Assistance for Students with Disabilities**–Beatriz Magallon, Chair of Student Affairs Committee

   - These represent minor revisions.
   - This will be brought to the Senate for the first read.

6. **AR 4113 High School Concurrent Enrollment**–Beatriz Magallon, Chair of Student Affairs Committee

   Clean version

   - The committee decided to allow High School student to take two courses.
   - This will be brought to Senate for a first read

7. **AR 4345 Suspension of Services Provided by Disabled Student Programs & Services**–Beatriz Magallon, Chair of Student Affairs Committee

   Clean version

   - Use of the term Suspension instead of Termination
   - This will be brought to Senate for a first read
· A meeting is planned for Friday to obtain a clear view of future study abroad programs.
· Pending this meeting the language may be the same.
· It will be brought back to Senate for approval.

III. Information Items

1. Report sent to the Board from the Student Success Committee – Laura Campbell

· Basic Skills Initiative Success Committee presented to the Board information related to Accelerated courses developed and under-development in English and Math.
· English 85 an entry level, basic skills English course is a compressed 5-unit course with a lab from a previously 12-unit offering. It has met with success.
· English 20: combines English 21A and English 23
· There is now professional development for these courses and proved very successful in the Fall
· Math 85 has been completed and it is the compression of Math 81 and Math 84.
· Math 51: under development and is a compression of Math 31 and Math 18 for Non-STEM majors
· Math 34: under development is and is a compression of Math 20 and Math 31 for STEM majors
· Under consideration is an additional transfer level course and/or a summer intensive “MathJam”, non-credit summer course for non-STEM majors. The latter would be modeled after PCC’s intensive programs
· Information related to the Basic Skills and Career Technical Education Collaborative is provided in the report.

2. EAC Survey – Eric Oifer, Environmental Affairs Committee

· The EAC Survey will be sent out in the beginning of the Fall Semester and try to determine how sustainability is offered in their classes and help students identify classes with environmental issues.

3. Fellowships – Elaine Roque, Sabbaticals Committee

· 1 Sabbatical for Senate approval (7 of 8 sabbaticals)
· 6 Fellowships for Senate (6 of 7 Fellowships)
· Objective require clarity and are key to a good submission
· The Committee was diligent in its review

4. Professional Development Input Needed from Committees

· Please submit any ideas for Professional Development for the upcoming Fall.
· Three major sessions in the morning and then break-out sessions in the afternoon.

5. Recognition Luncheon - June 13th at 10:30 am

6. Senate Exec Fall Retreat August 21st

IV. Adjournment