

Department Chairs & Coordinators Minutes for Friday, October 7, 2011

Attendance

Members: Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Laura Campbell, Anna Collier, Ron Davis, Vicki Drake, Alan Emerson, Lisa Farwell, Chris Fria, Gail Fukahara, Laurie Guglielmo, Janet Harclerode, Larry Jones, Lucy Kluckhohn Jones, Helen LeDonne, Jim Martin, Jennifer Merlic, Wendy Parise, Toni Randall, Sandra Rowe, Perviz Sawoski, Christine Schultz, Judy Schwartz, Eleanor Singleton, Susan Sterr, Toni Trives, Joy Tucker. *Guests:* Ellen Cutler, Nancy Grass-Hemmert, Steve Hunt, Randy Lawson, Eric Oifer

- I. The [September Minutes](#) were approved.
- II. Ellen Cutler presented information that applies to all users of eCompanion and eCollege, as well as any other electronic resources used with SMC classes. A copy of her PowerPoint presentation on [New Distance Ed Guidelines for Disabled Students](#) is available here. Faculty asked how best to set priorities in cases where there may be a large archive of instructional materials that need to be made accessible. Ellen recommended the following priorities:
 - a. Top priority goes to any materials to which a disabled student/faculty member/staff member needs access now. These issues must be handled promptly. Please call Ellen Cutler (x4496) or Tom Peters (x8706) *immediately* if you have a student who needs access now.
 - b. The next priority is to ensure that all new material be accessible from the start.
 - c. The last priority is to address old materials to which no disabled student currently needs access.
- III. Laurie Guglielmo provided highlights of the [New Course Repeat Policy](#) that goes into effect with summer 2012. This policy is mandated at the state level. The most significant change is that students will be allowed a total of three repeats of a course (excluding repeatable courses) whether each attempt results in either W or a grade less than C. So, for example, if a student drops a class twice with a W, then gets a D in the third try, he/she would not be allowed to try the class again at SMC. When the policy goes into effect next summer, past W's and grades less than C will count towards the total maximum of three tries, so it is important to educate students now. SMC plans to provide popup warnings to students who may be impacted by this policy change.
- IV. Laurie Guglielmo went over the steps required to compute-enforce existing prerequisites. These steps are summarized in her handout entitled [Prerequisite Enforcement](#). Departments need to be sure to have strong departmental buy-in before embarking upon this effort because there is a significant amount of work involved in handling waivers, challenges to the prerequisites, midterm placement rosters, etc. Note that the information presented in her handout is only for enforcement of existing prerequisites. Departments that wish to establish a new prerequisite should contact the Curriculum Committee for information on how to proceed.

V. Eric Oifer presented on two topics. First, he reported that the Environmental Affair Committee (EAC) unanimously agreed to the following recommendations for defining Sustainability Focused and Related courses:

1. Santa Monica College will define Sustainability Related courses as all courses included in the Environmental Science, Environmental Studies, Solar Photovoltaic Installation, Energy Efficiency, and Resource and Recycling Management Associate Degrees and Certificates of Achievement except for those courses that include an SLO mapped to ILO #4, which will be defined as Sustainability Focused courses.

2. All courses not included in the above degrees, but which include an SLO mapped to ILO #4 will be defined as Sustainability Related courses.

He also asked chairs for feedback from the departments on how best to get the word out to students regarding which sections of courses have a particular focus on issues related to sustainability.

Second, he provided an overview of [The Democracy Commitment](#), a nationwide initiative in which SMC is participating. Contact Eric for more information on how members of your department can participate.

VI. Janet Harclerode and Randy Lawson provided an overview of The SMC Planning Process, a process which has been refined, clarified, and streamlined over the past several years. Their presentation explains how DPAC (The District Planning and Advisory Council) functions, and how the work of various campus and Senate committees, task forces, etc is incorporated into the Master Plan for Education and other college plans.

VII. College Report
There was no college report other than a reminder that run 2 of the spring schedule is due Monday.

The meeting adjourned at 12:05. The next meeting of the Academic Senate Department Chairs and Coordinators Committee is scheduled for Friday, November 4, 10:00-12:00 in [The Loft](#). Please send agenda items to merlic_jennifer@smc.edu.