

Department Chairs & Coordinators Meeting Minutes for Friday, September 9, 2011

Attendance

Members: Vini Angel, Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Laura Campbell, Anna Collier, Ron Davis, Judith Douglas, Vicki Drake, Alan Emerson, Lisa Farwell, Chris Fria, Laurie Guglielmo, Janet Harclerode, Larry Jones, Lucy Kluckhohn Jones, Helen LeDonne, Gloria Lopez, Jim Martin, Jennifer Merlic, Pete Morris, Wendy Parise, Toni Randall, Sandra Rowe, Perviz Sawoski, Christine Schultz, Linda Sinclair, Eleanor Singleton, Susan Sterr, Toni Trives, Joy Tucker. *Guests:* Ellen Cutler, Al DeSalles, Steve Hunt, Monica LaBenda, Randy Lawson, Erica LeBlanc, Georgia Lorenz, Fereshteh Mobashari, Katharine Muller, Jeff Shimizu, David Zehr.

- I. Announcements:
 - a. Jennifer Merlic announced that Chairs agendas and meeting handouts will be distributed electronically ONLY beginning next month (October, 2011) so please print your own copies if you want to have a hard copy. Otherwise, a copy will be displayed on the projection system only.
 - b. Al DeSalles provided an update on the online submission system for reprographics jobs. A pilot group will be testing the new system over the next two weeks and a campus-wide launch is anticipated by the end of the month. He also informed us that a new service will be available later this semester that will allow faculty to submit hardcopy documents to be scanned and placed on either a thumb drive or a CD (if preferred by the instructor). Watch email for more details regarding both systems.
 - c. Steve Hunt distributed hardcopies of the new PDC conference request forms and reminded chairs that money is currently available. The maximum request permitted is \$300 per person.
- II. Ellen Cutler presented a new "Captioning FAQ" that she prepared in response to the many faculty questions received by her and her colleagues regarding this topic. The [Captioning FAQ](#) assembles all the details regarding captioning of various types of video/audio in one place. Ellen reviewed the content of the FAQ with the committee and welcomes calls at x4496 if there are questions or suggested additions to the FAQ.
- III. Monica LaBenda provided an update on the Online Flex tracking system that is currently under development. The work group anticipates pilot testing the new system in spring 2012 and rollout to the campus in fall 2012. The new system will be paper free!

Monica also described the two-stage emergency management training recently announced via email by Mike Tuitasi. The first phase of the training is provided by FEMA training is available online. The second phase of the training is to be done live with workshops currently scheduled for September 27, October 25, and December 13.

Watch email for more information.

Departments may call Jere Romano (campus police) to request a 45-minute workshop of emergency preparedness for their departments. Each participant receives a free emergency preparedness kit.

FERPA training has now been completed by 80% of FT faculty and by 50% of PT faculty. Monica will email those faculty in each department who have not yet completed the training to remind them and will copy the relevant department chair on that message.

Sexual Harassment Prevention training is moving to an online format. This two-hour training is mandated for all supervisors and must be repeated every two years. A question was raised about whether this law applies to chairs who are not formally supervisors. Monica will look into that issue.

- IV. Discussion of both the part time faculty hiring AR as well as the Study Abroad approval process were delayed until the next meeting in order to allow time for the remaining agenda items.
- V. Jenny distributed a [working draft of an Annual Program Review process](#) that is currently under development by a task force assembled by the Program Review Committee. The documents propose questions to be included in what will eventually be an online process hosted in the CurricuNet software system. Katherine Muller, Erica LeBlanc, Janet Harclerode, and Jenny Merlic, all members of this task force, collected feedback from chairs & coordinators regarding the annual process and will bring that feedback to the full task force to inform the next set of revisions to the draft documents. Chairs who are interested either in joining the task force, in piloting a paper-based version of this process this spring, or both should contact Mary Colavito, Chair of Program Review, to volunteer.
- VI. College Report
 - a. Jeff Shimizu thanked chairs & coordinators for all their hard work that contributed to such a smooth opening of the fall semester. Jeff summarized the budget information Dr. Tsang provided in his speech on Opening Day including a brief recap of stronger than expected revenues and expenditure savings for 2010-2011, plans for spending the savings based on Board Goals and Institutional Objectives, and a 5-year trend comparison of SMC's overall revenue & expenditures for 2007-2008 through 2011-2012. [See the attached handout Jeff provided.](#) Jeff & Janet also went over the proposed timeline for full time faculty requests:

New Fulltime Faculty Hiring Ranking Committee Timeline

Sept 30 – Dept chairs' preliminary request – e-mail Jeff (cc: Janet)
Oct 7 – First meeting of committee to discuss process
Oct 14—Academic Affairs sends data to departments

Oct 28 – Chairs' formal requests due
Nov 18 – Notebooks of requests and data to committee members
Dec 2 – Committee meets to make rankings to send to Dr. Tsang

Contact Jeff with questions or concerns.

- b. Georgia reminded chairs that there is an Instructional Chairs meeting Friday, September 16. The first hour will be a standard meeting, but in the second hour chairs will participate in a focus group assessment of the Global Citizenship Initiative.

The winter and spring schedules will both be *approximately* the same size as last year. Note that demand for the digital learning studio is increasing as more faculty are trained to use it. Chairs should indicate on the green bars if a section is interested in using that facility. There will again be a First Year Experience program for new international students this spring – notes regarding these sections are included in the cover letter chairs received from Georgia along with the spring schedules.

The meeting was adjourned at noon. The next meeting of the Academic Senate Department Chairs and Coordinators Committee is scheduled for Friday, October 7, 10:00-12:00 in B-111. Please send agenda items to merlic_jennifer@smc.edu.