

Department Chairs & Coordinators Minutes **Friday, March 12, 2010**

Attendance: Eve Adler, Zeny Baduel, Garen Baghdasarian, Fariba Bolandhemat, Fran Chandler, Anna Collier, Ron Davis, Frank Dawson, Guido Del Piccolo, Judith Douglas, Vicki Drake, Lisa Farwell, Laurie Guglielmo, Lucy Kluckhohn, Fran Manion, Laura Manson, Jennifer Merlic, Eric Oifer, Toni Randall, Sandra Rowe, Perviz Sawoski, Christine Schultz, Eleanor Singleton, Susan Sterr, Toni Trives, Joy Tucker

Guests: Leslie Kawaguchi, Brenda Benson, Sheila Kuehl, Georgia Lorenz, Jeff Shimizu, Randy Lawson

Announcements:

- Rocky Young will speak regarding leadership at the Management Association meeting April 22, 9:30-11:00, B111. Those who knew and loved him are invited to attend. Please note that it will not be a social event, but a serious discussion on leadership.
- Student email is moving onto the gmail platform over spring break. Student email addresses will still be lastname_firstname@student.smc.edu, but gmail will now host those email accounts so the look and feel of the interface will be gmail. This change will allow students far more mailbox space, thus enabling SMC to mandate student use of these accounts. The mandate will go into effect for summer session. More on this at our next meeting.
- Faculty should start logging into eCompanion from within the SMC portal. The old entry point at www.smc.edu/ecompanion is less secure and will eventually be disabled.
- Judith Douglas distributed new conference forms to chairs. See her if you need some.

I. Approval of Feb 4 Minutes

The minutes were approved without modification.

II. Senate Report, Eric Oifer

- New Faculty Orientation: Eric proposed that the Senate (PPC) write an AR about an orientation program for new full time faculty hires. He is suggesting a year long process in which new faculty would have monthly workshops on various topics related to academic and professional matters. The AR would place much of the responsibility for the content of the orientation with the Senate, which would work in conjunction with Academic Affairs, Student Affairs, and HR as appropriate. Chairs showed support for the idea and suggested that veteran faculty could perhaps participate in the process as mentors/ambassadors.
- Administrator Retreat Rights: Eric is interested in clarifying AR3429 regarding the process for administrator retreat to the faculty (also via PPC).

III. Crisis Prevention Team, Brenda Benson & Sandra Rowe

The team has developed a succinct brochure describing the make up of this team and providing information on which campus offices are best to call for which types of

situations. The team website can be accessed off of www.smc.edu by using the quick link to Health & Safety and then selecting Crisis Prevention Team. This website lists the committee members and their contact information – a copy of this information is attached as a Word document, too. Membership includes people whose jobs involve working with students who are having difficulties including campus police, counseling, the disciplinarian, psychological services, health services, international education, and the Ombuds office. Their goal is the prevention of crisis situations on campus via a proactive approach. The team is eager to reach out to all members of the campus community to provide training on what to do in various situations. They encourage all faculty and staff to contact any member of the team anytime there is concern about a student. They have a workshop for faculty and staff that they would like to present to as many audiences as possible. Chairs are encouraged to invite them to a department meeting. The workshop is 45min-1hr in length, but can be customized to fit any time slot as needed. There was some discussion about the logistical difficulties of making this training available to part time faculty. It was suggested that the group hold large workshops for adjuncts at various times in the day and evenings.

Sandra Rowe gave chairs a draft of a comprehensive document she has developed entitled “Assisting the Emotionally Distressed Student” and is asking chairs for their feedback. Please send your comments directly to her. An electronic copy of this document is attached.

IV. New Curriculum Form, Guido Del Piccolo

The curriculum committee has combined nine forms required for submission of new and altered so they now reside in a single, larger document. The primary purpose was to reduce duplication of information on the various forms and help simplify the process. In the longer term, they hope to go completely online with the process, but that will take funding that is not currently in place. In the meantime, departments should submit the entire new form for any courses to be submitted from now on. The form will be available on the curriculum Committee website after their meeting of March 17. Note that it is NOT a fillable form as used previously. Problems were encountered with the fillable forms including no spell check, no copy/paste, and more, so the decision was to use a regular Word document instead. Departments can simply download the Word document and complete it.

V. SLO's Update/Discussion – Lesley Kawaguchi and Christine Schultz

Lesley & Christine discussed the mandates from ACCJC (our accrediting commission) which include that SLO's be available both online and on our syllabi, and that our assessment cycles need to be at the “proficient” level according to the ACCJC rubric (attached) by 2012. Most colleges in the state are currently at the “developmental” level, including SMC. What is missing for many colleges, including SMC, is a clear link between assessment results and institutional planning. About half or slightly more of the California CC's are now collecting assessment data in a centralized system, and most of them are using a commercial software product to do so (Illumen, Curricunet, Track Dat, etc). The committee has considered these options but all have significant drawbacks so they are proposing building our own system, similar to the grades submission forms, to collect assessment results.

There was much discussion of the proposal, but time was insufficient to fully address the topic. The S/ILO committee chairs were asked to put the proposal in writing and to come to the next Chairs & Coordinators meeting for further discussion.

VI. Public Policy Institute, Sheila Kuehl

Sheila Kuehn presented the three major goals of the new Public Policy Institute and provided a handout summarizing them (attached). She emphasized that most such institutes focus on research, but she prefers an approach that actively engages students in local opportunities for involvement in the process. The first event is schedule for April 29, 7-9 p.m. at the Bundy campus and features four speakers focusing on the local impacts of state and federal budget cuts. A copy of the flyer is attached.

VII. College Report

- Georgia provided information on Run 2 of the fall schedule. Room numbers AET00 and Bundy00 mean they still need a room! Also, classes assigned to new full time hires will just appear as “Staff” for now. Chairs are asked to get all Associate Faculty into the schedule in Run 2. She also noted that the update to the Associate Faculty lists will occur just after spring break, in week 10 of the semester.
- Jeff encouraged chairs with new full time hires to get the job descriptions in NOW! We have to work very quickly to complete the hiring process this semester. He also thanked the Chairs & Coordinators for all the time and effort that went into the accreditation process.
- Randy spoke about accreditation as well. He thanked all who participated and commented on what a very rewarding experience it was. He warned that the final Commission report often looks VERY different from that of the visiting team, so we won't really know our results until we received the Commission report in June.

Meeting adjourned at 12:00 p.m.

Next meeting Friday, April 2, 2009, 10:00-12:00, Business 111. Please send agenda items to Merlic_jennifer@smc.edu.