

Department Chairs & Coordinators Meeting Minutes for Friday, October 1, 2010

Attendance: Vini Angel, Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Frank Dawson, Vicki Drake, Lisa Farwell, Chris Fria, Gail Fukuhara, Laurie Guglielmo, Janet Harclerode, Larry Jones, Lucy Kluckhohn, Helen LeDonne, Fran Manion Jim Martin, Eric Oifer, Toni Randall, Perviz Sawoski, Christine Schultz, Judy Schwartz, Eleanor Singleton, Susan Sterr, Joy Tucker. Guests: Kathy Sucher

Note: Emerita Felix delivered Run #2 of the spring schedule to chairs at the meeting.

- I. Announcements
 - a. November 5 meeting will be in the Loft
 - b. December meeting is moved to Dec 10 because of ranking meeting
 - c. Full Time Faculty Ranking Meeting is Dec 3, 10:00-?, lunch provided

- II. Senate Report
 - a. Department chair elections will be held this year in Math, Music, and Physical Science. The timeline is as follows:
 - * October 4th -Department members contacted and information forwarded
 - * October 5th-Nov. 8th -Nomination period
 - * Nov. 15th-19th -Departmental vote-to be conducted electronically.
 - * Week of Nov 29th-Departments notified of appointment
 - b. The Personnel Policies Committee has been working on updating the Administrative Regulation regarding Administrative Retreat Rights. A proposal from the PPC will go to the Senate Executive Committee on October 5. The committee has reached agreement on two issues that were raised last year:
 - i. The term "termination of position" was clarified – it means that the position was terminated by the District, not that the person was moved to a different position and not that the person's annual contract had come to an end.
 - ii. The department of proposed retreat will determine equivalencies.
 - c. SB1440 was just signed by the governor. It is the legislature's attempt to simplify the transfer process from California CC's to CSU's and calls upon the two systems to align requirements. The CC's are to offer transfer degrees, and these degrees will ensure transfer acceptance at a CSU campus, though not necessarily the student's campus of choice. There is a similar bill working through assembly now that would apply to the UC's.
 - d. The Student Affairs Committee is developing a best practices document on giving out add codes. Eric will email a copy to all chairs. Please discuss this with your department so the Senate may have a thorough and informed discussion of it. Several chairs suggested that the District consider reinstating waitlists. Jenny will ask Kierston to come to the Nov 5 meeting to discuss this possibility.

- e. The College of Future resolution passed in the Senate. This resolution supports the District's investigation of ways to increase revenue while maintaining our mission and lets them know that the faculty wish to be part of that discussion. The resolution was distributed along with these minutes.

III. Ranking Criteria

The ranking committee met and developed tentative plans for the ranking criteria to be used this year. They are asking for Chairs' input now and will meet again on October 7 to finalize the criteria. The plan is to use a 50/50 mixture of subjective and objective rankings. Objective ranking will be based upon two measures: % contract FTEF and hourly FTEF, with the relative weighting of these two measures to be determined, but the committee is considering giving more weight to the % contract measure. The data for these calculations will be based upon the Chair's descriptions of the proposed position which must include a list of courses the person would be likely to teach during their first 4 years at SMC. Subjective ranking will be based upon Chairs' responses to two questions. One relates to how the proposed position would help the department meet immediate needs, and the other relates to the longer term plan (3-5 years) for how this position would further departmental and institutional goals and plans. The committee will determine a reasonable limit on the length of these responses.

The ranking committee also asked for district input and I was suggested that we consider the Chancellor's instructions to emphasize transfer, CTE, and basic skills classes.

Eric hopes to have the finalized instructions to Chairs by October 11, and proposals will be due by November 15. Data will not be given to chairs in advance since the data cannot be generated until Academic Affairs has received the proposals and knows which positions are being sought. Chairs should use CalPass to get data for their programs if desired.

December 3 is the ranking meeting (10:00 in the Loft). Jeff & Mike will be present, but nonvoting, in order to provide answers to questions that may arise. The deans on the committee are not to serve in this informational capacity.

IV. Program Review Data & Annual Updates

The Program Review Committee has formed a small subcommittee to work on the development of a template for the annual updates to program review that were suggested by our accreditation visiting team. Jenny has agreed to serve on this subcommittee as a representative of the department chairs. She asked for and received initial input on two items: content to be included in the annual report and standard data to be made available by institutional Research for these reports, as well as for the full reports due every six years.

V. Student Writing Assignments

Kathy Sucher is on sabbatical leave this semester to research writing assignments given to ESL and Basic Skills students campuswide, and to develop a website where students can see sample assignments from various classes and get assistance with their own writing through sample student work and feedback thereon. She is interested in interviewing Chairs and/or other faculty in the various departments regarding what types of assignments are being given. She will send a follow up email to chairs. Please contact her to set up an appointment for an interview.

The meeting adjourned at 11:52 a.m. The next meeting will be on Friday, November 5 from 10:00-12:00 in The Loft (note change of venue!!). Please send agenda items to merlic_jennifer@smc.edu.