

Department Chairs & Coordinators Minutes
Friday, September 3, 2010
10:00 – 12:00, Business 111

Attendance: Vini Angel, Garen Baghdasarian, Fariba Bolandhemat, Suzanne Borghei, Ron Davis, Deborah Kraut for Frank Dawson, Vicki Drake, Lisa Farwell, Chris Fria, Laurie Guglielmo, Janet Harclerode, Larry Jones, Lucy Kluckhohn, Helen LeDonne, Gloria Lopez, Fran Manion, Laura Manson, Jim Martin, Jennifer Merlic, Pete Morris, Eric Oifer, Toni Randall, Sandra Rowe, Perviz Sawoski, Christine Schultz, Eleanor Singleton, Susan Sterr, Gary Todd, Toni Trives, Joy Tucker

Guests: Nancy Hanson, Sherri Lee Lewis, Vanna Ratnarsansy, Georgia Lorenz, Jeff Shimizu, Randy Lawson

- I. Announcements
 - a. NEW conference forms from PDC – See Nancy Hanson for copies. She will also bring hard copies to the September 17 Instructional Chairs meeting. Please throw all old ones away. Use only those forms with “Revision 9/1/10” in the bottom left corner. Faculty need to submit both forms (blue & white) with chair’s signature on **both** forms to Academic Affairs at least 30 days prior to the event. Funding is not guaranteed until the faculty member receives approval back from the PDC. Maximum conference funding per faculty member per year is \$500.
 - b. Disabled Students Center Training – Please remember to send invitation to faculty by Friday, September 3.
 - c. Global Council requests departments develop a “tag line” related to the theme of *FOOD* for this year. Please develop a tag line and send it to Pete Morris ASAP. Tag lines will be used in promoting events, on the monitors in the student cafeteria, etc.
- II. Senate Report
 - a. Eric reported that the full time faculty ranking committee will meet later in September to begin developing the criteria for this year’s ranking process. Chairs will have an opportunity to provide feedback/input at our Oct 1 meeting. Requests will go out to chairs in early October and will be due 3 or 4 weeks later. The ranking meeting will occur in early November. The plan is still to hire 15 new full time faculty this year, plus 5 more that were deferred from last year for a total of 20.
 - b. The Senate passed a first read of their goals for 2010-2011. See the Aug 31 Senate Agenda for a copy. (http://www.smc.edu/projects/37/2010-2011_Agendas_Minutes/Senate.Agenda.083110.pdf)
 - c. Eric presented a schedule of workshops to be held monthly for new faculty hires, although all faculty are welcome to attend. See the Aug 31 Senate Agenda (link above) for a copy.
 - d. The Senate passed a first read of a resolution from the College of the Future committee. See the Aug 31 Senate Agenda (link above) for a copy.

- e. The Student Affairs committee has developed a best practices document regarding how add codes are given out to students. The Senate will discuss it at their next meeting. See the Sept 14 Senate Agenda for a copy.

http://www.smc.edu/Projects/37/2010-2011_Agendas_Minutes/Senate.Agenda.091410.pdf)

III. HR Update: leaves and absences

- a. Sherri reported that training for members of evaluation panels for new full time faculty hires will be conducted the week of September 13. All chairs with new full time faculty need to get the name of a department peer and a nondepartment peer to Sherri ASAP. If possible, please obtain the consent of your nominees prior to sending them to Sherri.
- b. Sherri also introduced Vanna Ratnaransy who is a new member of the Human Resources department and who will be processing leaves. I will forward an electronic copy of her handout describing proper reporting procedures for reporting leaves ASAP. All absences should be reported, even if no report of absence form is received. Also, please be sure all faculty are aware of their responsibility to report all absences to you.

IV. Tutoring Discussion

Janet discussed last year's Tutoring Task Force (now a joint committee of 2 administrator and 4 faculty) recommendation to standardize some aspects of our tutoring programs across campus. In particular, the committee is considering collecting common data from students and tutors, and implementing common training for tutors. They will also begin discussing the pros and cons of centralizing tutoring services in a common location. Janet provided examples of the type of data that would be collected by showing us the data in use in ESL. The data are extensive and allow faculty to see which students went for tutoring, how often, what topics were asked about, etc. Janet asked chairs to talk with our departments about these possibilities and to collect feedback on what type of information we'd like to collect from our students and their tutors, as well as our feelings on centralization – what would we gain and what would we lose if we did so? Please send your feedback to Janet Harclerode.

V. College Report

- a. Jeff asked for feedback on the enrollment issues (i.e. waitlists, the add code process, etc) in light of the very high demand for classes. He also reminded chairs that the college will start the full time faculty hiring process earlier this year so chair input on what data/criteria will be used will be sought.
- b. Georgia gave out materials for spring scheduling. Run 1 will be due back to her on September 24. She also gave out the final copies of the Winter 2011 galleys—no need to return them to her. Departments that would like a hard copy of the complete winter schedule (showing all departments) should request one from Georgia. Winter & spring registration will probably begin on Dec 1 and the schedules will be posted 2 weeks prior to that in an attempt to give students more time to plan their schedules. The size of the spring semester is the same as spring 2010.

- c. Randy provided an update on accreditation, beginning with the great news that SMC received an unqualified reaffirmation. We do have a follow up report due on October 15 addressing recommendations 1 and 3. Such follow up reports are very common. The Master Plan for Education will become the central planning document for SMC and will now include all other planning documents as well as links from the other documents to the Master Plan. DPAC worked all summer drafting the 2010-2011 Master Plan so it can be sent along with the October 15 follow up report. Randy explained that the college needs to work on ways to document relationships between planning in individual departments and institutional planning, which will likely be conducted via the program review process and may involve *brief* annual updates from departments to Program Review.

VI. SLO Pilot Update

Christine demonstrated the new page in ISIS in which chairs can enter the SLO's for each course in their department, along with mapping of each SLO to the Institutional Learning Outcomes and their related competencies. Chairs can see this function in ISIS by logging in, going to the "Staff" tab, and looking in the right hand column under "School Information". This function is available to chairs only. A copy of the ILO's and their subcompetencies is attached. SLO's must be entered before grade rosters are generated in order for a SLO roster to be generated for that course. Please see Christine's email for specific deadlines.

Christine also presented a mock up of the SLO rosters that will be available to faculty soon. Any instructor who is teaching a course for which the chair has entered at least one SLO will receive a roster. The rosters list each student by name, then give a list of all SLO's for that course below each student name. Instructors use a drop down menu to select one of three options for each student and each SLO:

- Not Assessed
- Meets standard
- Does not meet standard

Meeting adjourned at 12:15. The next meeting is scheduled for Friday, October 1, 10:00-12:00 in Business 111. Please send agenda items to merlic_jennifer@smc.edu.