

**Department Chairs & Coordinators Minutes**  
**Friday, October 2, 2009**

**Attendance:** Eve Adler, Zeny Baduel, Garen Baghdasarian, Fran Chandler, Anna Collier, Ron Davis, Frank Dawson, Judith Douglas, Lisa Farwell, Gail Fukuhara, Laurie Guglielmo, Larry Jones, Helen LeDonne, Fran Manion, Ken Mason, Jennifer Merlic, Eric Oifer, Toni Randall, Sandra Rowe, Perviz Sawoski, Christine Schultz, Judy Schwartz, Eleanor Singleton, Susan Sterr, Gary Todd, Toni Trives, Rhoda Tuit  
**Guests:** Jamey Anderson

**I. Approval of September Minutes**

The September minutes were approved.

**II. Senate Report – Eric Oifer**

No report other than the discussion of the full time faculty ranking criteria below (see item V).

**III. Student Evaluations – Jamey Anderson, Personnel Policies Committee**

Jamey reported that the Senate Executive Committee has identified two separate issues related to student evaluation: one deals with the logistical issues surrounding the processing of the forms and return of data to faculty, and the other with the administrative regulations governing who should be evaluated when. The former will be addressed at meetings of the administration, faculty association, senate, and MIS beginning with a meeting scheduled for October 13. The latter has been assigned to the Personnel Policies Committee which Jamey chairs. The PPC is seeking input from the department chairs on issues covered in the AR. Issues identified included:

- Ensuring the language of the AR adequately addresses 8 week, 12 week, and online classes. Current language seems clear for classes of varying length and start date, indicating that student evaluations are to occur in the last quarter of each fall and spring assignment. Online classes need to be specifically addressed.
- Language in the section for tenured faculty is clear regarding the frequency of evaluation, but needs to be similarly clarified for part time and probationary faculty.
- Chairs support conducting student evaluations every semester to maximize feedback to instructors **IF** the logistics of the process can be worked out so they are streamlined and efficient. Otherwise, there are concerns about excessive workload.
- Some chairs are receiving complaints from students and faculty alike who want and miss the feedback opportunities that student evaluations provide.

There some concern that others on campus may not realize that this feedback is seen by many faculty as the primary reason for and benefit of student evaluations. To that end, it was suggested that the AR language be clarified with regard to the purpose of evaluation.

Note: The administrative regulations regarding student evaluations are AR3212 and AR3232 which can be found on the SMC website under Administration & College Governance > District Planning and Policy > Administrative Regulations. They also appear in Appendices M, N, and O of the faculty contract.

#### **IV. Full Time Faculty Hiring Resolution from Chairs**

The following resolution passed unanimously, moved by Garen and seconded by Laurie:

Whereas the college seeks to improve and expand its curriculum with respect to global citizenship, sustainability, basic skills, and adaptability to local labor markets;

Whereas the college continually seeks to maintain and increase its reputation for excellence in academics, career technical programs, and student support services;

Whereas the college is deeply involved in efforts to develop and administer quality assessments of learning outcomes in all courses, services, and programs;

Whereas the work of full time faculty is, by far, the primary mechanism for realization of all of these goals;

Whereas increased reliance on temporary faculty in lieu of replacement of full time faculty has diminished the full time workforce from an already low 56% (1998-2002) to only 46% in 2008, raised the ratio of part time to full time faculty headcounts above 3.4 : 1, and placed SMC well below comparable California Community Colleges with respect to full time to part time ratios;

Whereas attempts to maintain existing program quality and consistency require the remaining full time faculty to devote a substantial portion of their nonteaching workload to mentoring and evaluating the influx of part time faculty, thereby further reducing their availability to pursue departmental, programmatic and institutional goals;

Be it unanimously resolved that the Academic Senate Department Chairs & Coordinators committee recommends that the Board of Trustees make the hiring of full time faculty its top faculty spending priority.

Jenny will attend the October 6 Board meeting to present the resolution.

## **V. Full Time Faculty Request Process – Eric Oifer**

Eric, as chair of the full time faculty ranking committee, asked the chairs & coordinators for input on the process to take to the first meeting of the committee scheduled for October 9. The following items were discussed:

- Eric will give information to the chairs regarding the request process as soon as possible after the October 9 meeting. Requests will be due from chairs on Nov. 11.
- The ranking meeting will occur on November 20 at 10:00 a.m. in the Loft.
- Last year's list is last year's list – it will not factor into this year's ranking in keeping with past practice.
- Dr. Tsang has asked that requests involve the replacement of part time faculty, not growth of programs. Some chairs expressed concern because they may wish to change areas of emphasis. Eric agreed to discuss this with Dr. Tsang.
- Objective criteria to be used by the committee will likely include FTEF ratios, # of FT hires needed to reach 60% (also expressed as a % of existing FT faculty), history of faculty changes in the program, high enrollment courses/demand.
- Subjective criteria to be used by the committee will likely focus on viability issues and SLO's. There was quite a bit of discussion about how SLO's should be included. Chairs suggested that we simply begin our requests with a statement such as "Having completed assessment of student learning outcomes and analyzed the assessment results, our program requests..." since chairs have already reported on what SLO's and assessments are in place in their departments. The requests should focus on how discussion of assessment results have factored into planning for new full time faculty hires.
- Chairs also expressed several preferences for the ranking meeting itself. Most plan to attend and want colleagues to feel free to do so or not as they please. Chairs asked that the moderator at the meeting make a special effort to pull comments from ranking committee members to ensure that genuine deliberation occurs. Chairs would like to be able to see all the faculty requests, not just their own. The brief presentations of the positions conducted by area administrators in the past were found useful and chairs would like that practice to be reinstated.
- There was strong support for the use of some sort of template for chairs to use in making their requests.

## **VI. College Report – Jeff Shimizu & Georgia Lorenz**

- Enrollment is still high, about 8.3% FTES above this time last year.

- Many departments have not yet submitted office hour forms for this semester. They are needed ASAP and include a report on part time office hours as well as the usual full time report.
- The winter schedule is ready to go. Classes will be held on the main campus only, Mon-Thurs, with classes ending by 3:00 and buildings closing at 5:00. Off campus buildings will be open during the days but will not house instruction. The District is working with CSEA on details of plans for evening staff schedules during the six weeks of winter session.
- The District and CSEA are continuing their work on clarification of the role of faculty work supervisors.
- The second run of the spring schedules are due to Georgia by Monday, October 5.
- Department chair elections will occur this fall. Departments holding elections are: Business, Counseling, Design Tech, ECE, English, Health Science (faculty leader), History, and Modern Languages. The timeline for these elections is as follows:
  - October 6th —Department members contacted and information forwarded.
  - October 7th-Nov. 11th —Nomination period
  - Nov. 16th-20th —Departmental vote—to be conducted electronically. Details and directions will be distributed under separate cover.
  - Week of Nov 23rd—Departments notified of election results

Meeting adjourned at 11:55 a.m.

Next meeting Friday, November 6, 2009, 10:00-12:00, Business 111.

Please send agenda items to Jennifer Merlic at [merlic\\_jennifer@smc.edu](mailto:merlic_jennifer@smc.edu)