

Department Chairs & Coordinators Minutes for Friday, February 25, 2011

Attendance: Garen Baghdasarian, Fariba Bolandhemet, Anna Collier, Ron Davis, Frank Dawson, Vicki Drake, Lisa Farwell, Laurie Guglielmo, Larry Jones, Bill Lancaster (for Chris Fria), Helen LeDonne, Fran Manion, Laura Manson, Jim Martin, Jennifer Merlic, Toni Randall, Christine Schultz, Judy Schwartz, Eleanor Singleton, Susan Sterr, Gary Todd, Toni Trives, Joy Tucker.

Guests: Alan Emerson, Steve Hunt, Monica LaBenda, Georgia Lorenz, Ciza Tahan, David Zehr

- I. The minutes for the December meeting were approved.

- II. Announcements
 - o Gary Todd distributed flyers for a series of Technology Workshops scheduled for the Spring 2011 semester. The workshops are organized and funded by the Student Success Committee. Gary also distributed a report showing the ten SMC classes with the highest enrollment of basic skills students, excluding English, Math, and ESL classes. The list consists of Couns 20, Psych 1, Econ 1, Speech 1, Sociol 1, Bus 1, Pol Sci 1, Couns 11, Chem 10, and Comm 10.

 - o Ciza Tahan of the SMC Foundation invited committee members to attend the annual President's Circle Luncheon scheduled for March 11, 2011. The President's Circle is composed of people who donate \$1000 or more per year to the Foundation. The President's Circle funds a number of activities including but not limited to scholarships, Chairs of Excellence, and Margin of Excellence Minigrants. Please contact Ciza for more information. She is also searching for SMC alumnae who have made significant achievements in either Community Service or Professional Achievement. Two such alumnae will be honored by the Foundation at graduation. Please send nominees (include name and resume or bio) to Ciza.
(tahan_ciza@smc.edu)

- III. Monica LaBenda, Professional Development Coordinator, presented several documents prepared by the committee charged with developing an online flex system. The documents reviewed were:
 - o Wording and Activities List for the Full Time Faculty Flex Input Screen
 - o Wording and Activities List for the Part Time Faculty Flex Input Screen
 - o Information for the Professional Development Committee Webpage
 - o SMC Professional Development/Flex FAQ's
 - o Guidelines of Activities that do NOT Qualify as Individual Flex Activities

There was much discussion of the topic, with Monica answering numerous questions about the system and committee members providing extensive feedback. Chairs or

Coordinators with questions or comments on the system should direct them to labenda_monica@smc.edu. The committee will soon move on to developing the actual computer screens that faculty will use to input flex activities. Chairs will again be consulted for feedback on preliminary versions of those screens when they have been developed.

- IV. Jennifer Merlic gave an update on the Program Review Annual Update process currently under development. The Program Review Committee recently passed the following recommendation:

The Academic Senate Joint Program Review Committee recommends that the College purchase the Curricunet program review module as an addition to the Curricunet curriculum module. This cost effective solution will support institutional planning by providing an on-line template to facilitate creation and ongoing historical documentation of both the 6 year program review and annual updates in a format that links to data resources as well as curriculum and SLO documentation. These capabilities will significantly enhance progress toward compliance with statewide outcomes assessment and accreditation standards.

The S/ILO Committee also voted to support this recommendation. Jennifer also gave an overview of the types of questions the committee plans to include in the annual report. Topics to be addressed include initiatives and achievements of the past year, responses to outcomes assessment data, updates on how Program Review recommendations from the last 6-year review are being addressed, and a list of department needs that will be used to provide informational reports for appropriate planning group on campus. As the project proceeds, the Chairs and Coordinators committee will be kept updated and asked for feedback on the specifics of the program review reports, both annual and 6-year.

- V. Georgia Lorenz distributed the production calendar for the development of the Fall 2011 schedule. Greenbars will be in chairs' mailboxes Monday morning. Run 1 is due to Academic Affairs by March 9.

The plan for the summer schedule is to publish it online only sometime in mid-late March. The date for the start of summer enrollment has not yet been determined, but will probably be in mid May. If the tax extension package passes in June and we are able to add summer classes, it is likely that the added classes will run for weeks 3-8 of the summer session which begins on July 5.

Georgia also reminded chairs to get full time hiring committee meetings schedule ASAP since positions will be closing soon.

The meeting adjourned at 11:35 a.m. The next Chairs & Coordinators meeting is scheduled for Friday, April 1, 2011 in B-111. Please send agenda items to merlic_jennifer@smc.edu.