

Department Chairs & Coordinators Minutes Friday, May 7, 2010

Attendance: Eve Adler, Zeny Baduel, Garen Baghdasarian, Fariba Bolandhemat, Anna Collier, Ron Davis, Judith Douglas, Lisa Farwell, Laurie Guglielmo, Larry Jones, Helen LeDonne, Fran Manion, Laura Manson, Jennifer Merlic, Eric Oifer, Toni Randall, Sandra Rowe, Perviz Sawoski, Christine Schultz, Judy Schwartz, Eleanor Singleton, Toni Trives, Joy Tucker, Rhoda Tuit

Guests: Mary Jane Weil, Merle Arnold, Georgia Lorenz, Randy Lawson

Announcement: Please remind *all* faculty that they are *required* to read their SMC email on a very regular basis! The ombuds office is currently experiencing severe problems reaching some faculty members. Note that Microsoft Outlook allows faculty to set up a rule that automatically forwards their incoming mail to another email address. In Outlook, see the "Tools" menu, then select "Rules & Alerts", then click the button "New Rule" and select the option to "start from a blank rule" then follow the prompts.

I. Approval of April 2 minutes

The minutes were approved including modifications emailed earlier by Fran Chandler.

II. Senate Report

1. Incomplete Applications

The Administrative Regulation concerning the hiring of full time faculty prohibits hiring committees from considering incomplete applications. With this year's short timeline for advertising and hiring, there is a lot of concern in various departments about this AR and the possibility of relaxing it for these special circumstances. There is also great concern about the precedent that would be set if we choose to ignore one of our own regulations. In the end, it was decided that the AR should be followed, but the following actions would be taken:

- Eric will contact HR to see if they will keep track of the number of incomplete applications so we know how large a problem this may actually be, and also to see if they will contact those applicants whose files are incomplete to notify them of what they are missing.
- Eric will talk with the District concerning possible deferring of positions to next year *if* there are cases in which the pool is deemed insufficient. (Normally such positions do NOT "roll over", but given the extenuating circumstances this year, perhaps deferences could be allowed?)

2. BRIC-TAP

SMC has been selected to participate in grant funded project designed to help colleges improve processes related to data-driven decision making while working within the existing culture of the campus. The core team will include three members from BRIC and seven from SMC. The SMC members are Eric Oifer, Christine Schultz, Janet Harclerode, Esau Tovar, Fran Manion, Randy Lawson, and Caroline Sheldon. The BRIC members include a faculty member (Iain Walton), an Institutional Researcher and a

member of the RP group. The team will seek input from a wide cross section of the campus community. Work will begin in the fall semester with a team visit.

III. Evaluation procedures for probationary faculty

The joint FA/Senate/District committee that is reviewing evaluation procedures is interested in the chairs input regarding the procedure for evaluation of probationary employees. Currently, an employee can opt for a “sole evaluator” instead of a panel for year 3 of the tenure process. At the end of year 3, the sole evaluator decides either to allow a sole evaluator again in year 4, in which case tenure is guaranteed, or to require a panel in year 4. The committee is concerned about placing such a critical decision in the hands of any one person, and is therefore considering requiring a panel evaluation for all 4 years of the tenure process, though perhaps the panel in years 3 and 4 could be smaller and faculty-only. There was very nearly unanimous support for this change amongst the chairs.

IV. Disabled Students Exam Proctoring – Judy Schwartz & Mary Jane Weil

SMC’s Disabled Students Center wishes to train faculty regarding issues related to special accommodations required by some students. There are two reasons for the training: such training is mandated by law and there are currently several widespread misconceptions amongst SMC faculty regarding these accommodations. Judy & Mary Jane suggested several options for how best to reach *all* faculty including providing chairs with a written document to share with faculty and get a sign off, mass email/snail mail to all faculty, pop up windows upon first time accessing rosters each semester, or an online training required of all faculty. Chairs were supportive of all options. To address concerns that faculty might not actually read the information in the online training, it was suggested that questions be inserted throughout the training. Eric suggested that this be incorporated into the series of orientation workshops for faculty being offered next year. Judy also announced that the proctoring center is expanding its hours until 7:00 p.m. on Mon-Thurs.

V. SMC Foundation – Merle Arnold

Congratulations to Merle Arnold who will become the new President of SMC’s Foundation effective this July 1. Merle addressed the chairs, focusing on his two primary goals as president: to increase the number of full time faculty who are members of the President’s Circle (donation of \$1000 annually required for membership) and to create Chairs of Excellence in the departments of Math and English. Merle reported on the many benefits provided to our campus by the Foundation and its President’s Circle including student scholarships, faculty chairs of excellence, faculty margin of excellence grants, the sports hall of fame, alumni recognition awards at commencement, the “student ambassadors program” and VIP day. Merle is also looking for examples of former SMC students who have achieved great success. Send success stories to Jennifer Merlic (Merlic_jennifer@smc.edu) and she will forward them on to him.

VI. College Report

On June 16, the student email addresses listed on our class rosters will all switch to the SMC addresses.

The college is definitely proceeding with the plan to purchase and implement Curricunet. The timeline for implementation is expected to be about 6 months. The funds to purchase this software were taken from savings realized in the renegotiation of the college's eCollege contract. We anticipate major improvements to the logistics of our curriculum process and online storage of course outlines of record. Sometime in the fall semester there will be training opportunities for all chairs, as well as for any members of our departments we recommend.

The meeting adjourned at 12:00.

Next meeting: June 4, 10:00-12:00, B111. Please send agenda items to merlic_jennifer@smc.edu.