

# ***ACADEMIC SENATE***

## ***AGENDA***

*Tuesday, June 8, 2004*

The Santa Monica College Academic Senate will meet in **B144** at **11:00 a.m.**

❖ ❖ Senate agendas are available at [www.academicssenate.com](http://www.academicssenate.com)

### **AGENDA**

Public Comments:

Information Items:

1. President's Report -- Lesley Kawaguchi
2. Recognition Breakfast Information -- Wednesday, June 16, 2004, 9 a.m. in the Cafeteria. Full breakfast from Teddy's Café. \$7.00 per person in advance; \$8.00 at the door.

Action Items:

1. Approval of the minutes of the May 18 and June 1, 2004 Academic Senate meetings
2. Second Reading of revised AR 4321 (Withdrawals) -- Student Affairs Committee, Esau Tovar, chair
3. First Reading of AR 4340 (Course Repetition) and AR 4341 (Repetition of Withdrawal Coursework) -- Student Affairs Committee, Esau Tovar, chair
4. First Reading of AR 4113 (High School Concurrent Enrollment and Dual Enrollment) -- Student Affairs Committee, Esau Tovar, chair
5. New Courses and Certificates -- Curriculum Committee, David Zehr, chair
6. Resolution regarding roles for distance education courses -- Distance Education Committee, Fariba Bolandhemat, chair
7. Resolution on Academic Senate participation in Coordinating Council -- Academic Senate Executive Committee

New Business:

### **Adjournment**

**NEXT SCHEDULED MEETING: SEPT. 7, 2004**

**Action Items: June 8, 2004**

**SUBJECT 1: APPROVAL OF THE MINUTES OF MAY 18 AND JUNE 1, 2004**

It is recommended that the minutes from the following meeting of the Santa Monica College Academic Senate be approved as distributed:

## **Minutes of the May 18, 2004, Academic Senate Meeting**

**Present:** Brenda Antrim, Barbara Baird, Fariba Bolandhemat, Espy Bolivar-Owen, Suzanne Borghei, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Mary Colavito, Guido Davis Del Piccolo, Frank Dawson, Charles Donaldson, Vicky Drake, Tina Feiger, Gilda Feldman, Laurie Frederic, Dennis Frisch, Makiko Fujiwara-Skroba, Ethan Gallogly, Diane Gross, Janet Harclerode, Steve Hunt, Lesley Kawaguchi, John Kennedy, Lucy Kluckhohn, Deborah Kraut, Helen LeDonne, Fran Manion, Ricky Manoff, Laura Manson, April Mizuki, Dana Morgan, Pete Morris, Peter Morse, Jim Pacchioli, Paris Poirier, Anne Powers, Toni Randall, Elaine Roque, Vicki Rothman, Saul Rubin, Barbara Schelbert, Lantz Simpson, Michael Soldatenko, Elena Stark, Susan Sterr, Jim Stramel, Dayna Taus, Gary Todd, Esau Tovar, Robert Ware, David Zehr.

**Excused:** Moya Mazorow, Marc Trujillo.

**Absent:** Rory Barnett, Roma Brownlie, Gwen Dophna, Gordon Dossett, Georgia Farber, Kathy Flynn, Lynn Goodin, Christian Hart, John Henderson, Sharon Jaffee, Janie Jones, Kymberlyn McBride, Suzanne McDonald, Sue Ann Pinner, Howard Stahl, Richard Tahvildaran-Jesswein, Linda Webster.

**Guests:** Dina Cervantes, Sandi Burnett, Juan Quevedo, Maria Alvarado, Gloria Bando, Teresita Rodriguez, Jose Cue, Ken Mason.

Chair Kawaguchi declared a quorum at 11:21 a.m.

**Public Comments:** None.

### **Information Items:**

1. May Revise Rally, Dina Cervantes, Associated Students.
  - Associated Students needs four faculty to serve as advisers for a bus trip to Sacramento to demonstrate against the UC/CSU enrollment cap. The trip begins on May 24.
2. President's Report, Lesley Kawaguchi, President
  - President Kawaguchi informed the Board of Trustees that the Coordinating Council is not functioning well and that the Accreditation Report will recommend that the College's planning process be improved.
  - The College will receive an additional \$8 million under the governor's revised May budget. This amount ought to allow the College to resolve many of its financial problems, including the hiring back of part-timers and fulfillment of our full-time hiring obligations.
  - Gordon Dossett announced the birth of his daughter.
  - Short-term Fullbright awards are available. Karin Costello has received one.
  - Lee Ryan Miller will be speaking to the College on May 27.
3. Elections, Richard Tahvildaran-Jesswein, Elections and Rules
  - This presentation was postponed.
4. Recognition Breakfast Information
  - The Recognition Breakfast will be held in the Cafeteria on June 16 at 9 a.m. and will be catered by Teddy's Cafe. The cost is \$7.00 per person in advance and \$8.00 at the door.
5. Proposed Access Committee, Sandi Burnett, ADA Compliance Officer

- An ad hoc committee will be formed to explore the possibility of establishing a District Access Committee. Interested faculty should contact Sandi Burnett.
- 6. On-line Adds and Withdrawals Demonstration, Teresita Rodriguez and Jose Cue
  - The College will be moving to a fully online system, demonstrated by Teresita Rodriguez and Jose Cue, for adds and withdrawals beginning in the Fall 2004 semester.

**Action Items:**

1. Approval of Minutes, May 4, 2004, as perfected
  - M/S (Manion/Harclerode). **Approved unanimously.**
2. Fellowships, Janet Harclerode, for Sharon Jaffee, Sabbaticals and Fellowships
  - The Sabbaticals and Fellowships committee recommends the following faculty for fellowships: Will Cunningham, July 2004 to October; Maria M. Dell and Paul Wissman, Spring 2005; Suellen Gauld, Summer 2004 or Winter 2005; Esau Tovar, July 1, 2004, to August 30, 2004; Andrew Nestler, Summer and Fall 2004. The following faculty are recommended as alternates: Jami R. Evans, May through December 2004; Howard Stahl, Spring 2004 to Spring 2005). **Approved unanimously.**
3. New Course and AA Degree, David Zehr, Curriculum
  - Curriculum Committee recommends approval of Political Science 23, "The Politics of Gender," and a new Associate of Arts Degree in Nutrition and Wellness. **Approved unanimously.**
4. First Reading of revised Administrative Regulation 4321 (Withdrawals), Esau Tovar, Student Affairs
  - M/S (Zehr/Frisch) as perfected. **Approved unanimously.**
5. Second Reading of Administrative Regulation 4310.1 and AR XXXX, Esau Tovar, Student Affairs
  - M/S (Del Piccolo/Gallogly) to amend AR 4310.1 by deleting the words, "and such decisions by the instructor are final and may not be appealed by the student." **Failed** on a voice vote.
  - M/S (Zehr/Feiger) to approve AR 4310.1 and AR XXXX. **Approved** on a voice vote.
  - Second Reading of Complaint Procedure, James Stramel, Professional Ethics
  - M/S (Manion/Feiger). **Approved unanimously.**

M/S/approved (Feiger/Fujiwara-Skroba) adjourning at 12:34 p.m.

It is recommended that the minutes from the following meeting of the Santa Monica College Academic Senate be approved as distributed:

**Minutes of the June 1, 2004, Academic Senate Meeting**

**Present:** Barbara Baird, Fariba Bolandhemat, Suzanne Borghei, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Mary Colavito, Guido Davis Del Piccolo, Charles Donaldson, Gordon Dossett, Vicky Drake, Tina Feiger, Gilda Feldman, Laurie Frederic, Dennis Frisch, Makiko Fujiwara-Skroba, Ethan Gallogly, Diane Gross, Janet Harclerode, John Henderson, Lesley Kawaguchi, John Kennedy, Lucy Kluckhohn, Deborah Kraut, Fran Manion, Ricky Manoff, Laura Manson, Moya Mazorow, Kymberlyn McBride, April Mizuki, Dana Morgan, Pete Morris, Peter Morse, Jim Pacchioli, Anne Powers, Toni Randall, Vicki Rothman, Saul

Rubin, Barbara Schelbert, Lantz Simpson, Michael Soldatenko, Howard Stahl, Richard Tahvildaran-Jesswein, Dayna Taus, Gary Todd, Esau Tovar, Robert Ware, David Zehr.

**Excused:** Espy Bolivar-Owen, Susan Sterr, Marc Trujillo.

**Absent:** Brenda Antrim, Rory Barnett, Roma Brownlie, Gwen Dophna, Georgia Farber, Kathy Flynn, Lynn Goodin, Christian Hart, Steve Hunt, Sharon Jaffee, Janie Jones, Helen LeDonne, Suzanne McDonald, Sue Ann Pinner, Paris Poirier, Elaine Roque, Elena Stark, Jim Stramel, Linda Webster.

**Guests:** Ana Maria Jara, Lee Peterson, Miguel Aparicio, Juan B. Quevedo.

Chair Kawaguchi declared a quorum at 11:23 a.m.

**Public Comments:** None.

**Information Items:**

1. President's Report, Lesley Kawaguchi, President
  - The Academic Senate was saddened by the passing of Dorothy Gelvin and will send condolences to Dot's family.
  - Online Faculty Survey Regarding Campus Smoking.
    - Enforcement of campus policy has become a problem. Chief Miller and Gloria Lopez would like the Academic Senate to prepare a policy on this matter concerning faculty assistance in enforcement.
    - M/S (Frisch/Chandler) to conduct an online survey that would include as one of its choices to eliminate restrictions on outdoor smoking. **Failed** on a vote of 16 aye, 18 nay, and 7 abstain.
    - M/S (Donaldson/Tahvildaran) to refer this matter to the Faculty Association. **Approved** unanimously.
    - M/S (Kluckhohn/Colavito) to refer this matter to the Classified Senate. **Approved** on a voice vote.
  - The Executive Committee resolved on May 25, 2004, to "Announce suspension of Senate participation on the College-wide Coordinating Council until the Senate can take action on further participation at its June 1 meeting."
    - M/S (Chandler/Simpson) to resolve as follows:
      1. Call for a public forum the week of June 1 to discuss the proposed November 2004 bond issue;
      2. Announce the suspension of Senate participation on the Coordinating Council;
      3. Suspend all other Joint Academic Senate Committees where retaliation is not feared; and
      4. Furthermore, continue these actions until faculty confidence in the Administration is restored.
    - M/S (Dossett/Tahvildaran) to divide the motion as between paragraphs 1 and 2, on the one hand, and 3 and 4 on the other hand. **Approved** on a voice vote.
    - M/S (Tahvildaran/Morse) to amend paragraph 2 by appending the words, "until our recommendations for changes are implemented."

- M/S (Buckley/Donaldson) to table the amendment. **Approved** on a voice vote.
  - M/S (Tahvildaran/Donaldson) to table actions on the divided motion, parts 1 and 2, until a Special Meeting of the Academic Senate can be arranged for June 8. **Approved** on a voice vote.
  - M/S (Dossett/Harclerode) to table action on the divided motion, parts 3 and 4, until a Special Meeting of the Academic Senate can be arranged for June 8. **Approved** on a voice vote.
  - M/S/ (Tahvildaran/Morse) to direct the Executive Committee to meet and craft an alternative resolution for the June 8 Special Meeting of the Academic Senate. **Approved unanimously.**
2. Recognition Breakfast Information
- The Breakfast will be held on June 16, 2004, 9 a.m., in the Cafeteria. It will include a full breakfast from Teddy's Café. The cost is \$7.00 per person in advance and \$8.00 at the door.

**Action Items:**

1. Approval of Minutes, May 18, 2004
  - No action was taken.
2. Approval of Faculty Survey Regarding Smoking (see above)
3. Resolution regarding Coordinating Council Participation (see above).

M/S/approved (Zehr/Harclerode) adjourning at 12:37 p.m.

**SUBJECT 2: SECOND READING OF REVISED AR 4321 (WITHDRAWALS) --  
Student Affairs Committee, Esau Tovar, chair**

**ARTICLE 4300                    STUDENT PROGRESS AND GRADUATION**

**AR 4321                    Withdrawal from Class**

1. The instructor ~~shall~~ **may** withdraw any student from class if he/she has not attended by the due date of the first drop roster. A student may also be dropped for excessive absences **as stated in the instructor's course syllabus.**
2. While faculty have the right to drop students for non-participation, students have the ultimate responsibility for dropping courses they no longer wish to attend.
3. During the first three weeks (first week in summer or winter), a student may withdraw from a single class or from all classes. Transcripts will include no indication of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress policy.
4. From the fourth through the eighth week (second through third week in summer or winter) **and no more than 50% of the course**, a student may withdraw from a single class or from all classes. A student will receive "W's" on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress policy.
5. From the ninth through the twelfth week (fourth week through Wednesday of fifth week in summer or winter) **and no more than 75% of the course**, a student may withdraw from a single class or from all classes **if, in the instructor's judgment there are**

**extenuating circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary and only if the student is passing the class with a grade of “C” or better.** A student will be assigned a "W" if **both these conditions are met and certified by the instructor.** ~~certifies that the student was earning a "C" or better grade, or if, in the instructor's judgment, there are extenuating circumstances which make the withdrawal necessary.~~ A student who does not qualify for the "W," as noted above, or who leaves a class without notification ~~to~~ of the instructor or the Admissions and Records Office, may receive an "F." **W's received during this period will be annotated in the student's transcript and their corresponding units included in “units enrolled” as defined in the lack of progress policy.**

6. The last official drop dates are Friday of the twelfth week in regular semester and Wednesday of the fifth week in summer **or winter, or by the 75<sup>th</sup> percentile of the course meetings for classes of other durations.** A student actively enrolled in any class after the twelfth week (Wednesday of fifth week in summer or winter) shall receive one of the following: A, B, C, D, F, CR, NC, I, IP, or RD.
7. After the twelfth week (Wednesday of fifth week of summer or winter) **or after 75% of the course meetings,** a student may petition for a late withdrawal **if, in the instructor's judgment there are extenuating, documented, and verifiable circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary and only if the student is passing the class with a grade of “C” or better.** A student will be assigned a "W" if: **(1) both these conditions are met and certified by the instructor and (2) ~~due to extenuating circumstances such as verified cases of accident, illness, or other circumstances beyond the control of the student.~~ the request is approved by student must obtain the approval of both the faculty member and the Dean of Enrollment Services or designee.** **A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student's transcript and their corresponding units included in “units enrolled” as defined in the lack of progress policy.**
8. ~~Procedures shall be developed by the Santa Monica College administrative staff to provide for attendance, student request for withdrawal from class, and final examinations schedule. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have been passing the course at the time they attended in order to be eligible for a retroactive withdrawal. Additionally, students must have had such extenuating, documented, and verifiable circumstances as those stated in Section 6 above, in order for his/her retroactive withdrawal request to be considered.~~
- 9 Students must contact the Admissions Office to obtain withdrawal dates for classes of shorter duration than one semester.
- 10 **In instances of academic dishonesty where the instructor assigns a final grade of “F,” the “F” may supersede a student's right to a “W,” as stated in AR4411, section 4a.**

Reference: Education Code Sections 84522, 71066, 72285  
Title V, Section 51306

**SUBJECT 3: FIRST READING OF AR 4340 (COURSE REPETITION) AND  
4341 (REPETITION OF WITHDRAWAL COURSEWORK) --  
Student Affairs Committee, Esau Tovar, chair**

**ARTICLE 4300                    STUDENT PROGRESS AND GRADUATION**

**AR 4340                    Course Repetition**

Santa Monica College permits repetition of courses under some limited conditions. These are specified below:

**Repetition of Unsatisfactory Coursework**

~~Upon receiving prior written permission from a college counselor, a student who has been given a grade of "D", "F" or "NC" in a course in any accredited college may repeat such a course. Only the last grade will be used in compiling the grade point average.~~

1. **Definition:**

Unsatisfactory coursework is hereby defined as courses in which a student has received grades of "D," "F," or "NC."

2. Repetition Limitations:

- a. A repetition includes enrollment in courses after a "W" or unsatisfactory grade (D, F, NC).
- b. A course may be repeated **one** time (second enrollment) without counselor authorization.
- c. A course may be repeated a **second** time (third enrollment) with counselor authorization.
- d. A **third** repetition (fourth enrollment) could occur only when extenuating and documented circumstances prevented the student from completing the course successfully. In this case, a Request for Special Consideration must be submitted through a counselor. A final decision for its approval will be made by the Dean of Counseling and Retention (or designee) and such decision will be final.
- e. Students with documented disabilities may repeat a class beyond the limits imposed by this policy only when the appropriate DSPS personnel believe it necessary in order to prepare the student for enrollment in other classes. These additional repeats must be authorized by the DSPS Coordinator (or designee).

**Procedure**

1. ~~e. Every original grade remains a part of the permanent record. The original grade and course units will be ~~are~~ offset with parentheses and a footnote denoting the repetition of the class will be provided ~~and an explanation~~ at the end of the transcript. The semester's cumulative units attempted ~~is~~ are adjusted to reflect the course repeat.~~
  - f. Only the last grade will be used in compiling the Santa Monica College grade point average.
2. ~~Unsatisfactory course work may be repeated a maximum of two times. Petitions for exceptions due to mitigating circumstances (i.e., documented illness, personal emergencies, etc.) may be filed for review with the Dean of Counseling or designee.~~

## **Repetition of Satisfactory Coursework**

Repetition of courses in which a student has received a grade of "C" or better is permitted only in cases of unusual circumstances. The student must make this request directly through a counselor. Such repetition shall have no effect on GPA or units completed. Unusual circumstances are defined as, but not limited to the following:

- a. A refresher course is needed in order to advance to a higher course level. The original course shall have been completed no less than three years prior to the repetition.
- b. A program requires that a prerequisite be taken within a specified time before entry into the program.
- c. Further development of a physical education skill is required in order to advance to a higher level.

Reference: Title 5, Section 55763, 58161

*Reviewed and/or Updated: 12/11/2001*

## **ARTICLE 4300 STUDENT PROGRESS AND GRADUATION**

### **AR 4341 Repetition of Withdrawal Coursework**

Santa Monica College permits repetition of withdrawal courses under some limited conditions. These are outlined below:

1. Definition:  
Withdrawal coursework is defined as instances where "W" grades were received by the student.
1. Repetition Limitations:
  - a. A repetition includes enrollment in courses after a "W" or unsatisfactory grade (D, F, NC).
  - b. A course may be repeated **one** time (second enrollment) without counselor authorization.
  - c. A course may be repeated a **second** time (third enrollment) with counselor authorization.
  - d. A **third** repetition (fourth enrollment) could occur only when extenuating and documented circumstances prevented the student from completing the course successfully. In this case, a Request for Special Consideration must be submitted through a counselor. A final decision for its approval will be made by the Dean of Counseling and Retention (or designee) and such decision will be final.
  - e. Students with documented disabilities may repeat a class beyond the limits imposed by this policy only when the appropriate DSPS personnel believe it necessary in order to prepare the student for enrollment in other classes. These additional repeats must be authorized by the DSPS Coordinator (or designee).
- e. Every original grade of "W" remains a part of the permanent record. The original grade and course units (when completed with a grade of A, B, C, Cr, D, F, or NC) are offset with parenthesis and a footnote denoting the repetition will be provided at the end of the transcript. The semester's cumulative units enrolled and the total cumulative number of units enrolled will be adjusted to reflect the course repetition.

**SUBJECT 4: FIRST READING OF AR 4113 (HIGH SCHOOL CONCURRENT ENROLLMENT AND DUAL ENROLLMENT) -- Student Affairs Committee, Esau Tovar, chair**

**ARTICLE 4100            ADMISSION AND REGISTRATION**

**AR 4113            High School Concurrent Enrollment Program and Dual Enrollment Program**

The High School Concurrent Enrollment Program permits high school students the opportunity to enroll in courses at Santa Monica College while still attending high school. The Dual Enrollment Program permits high school students the opportunity to enroll in college courses at the high school site for educational enrichment. The purpose of these programs is to provide “advanced scholastic”, “educational enrichment opportunities for a limited number of eligible pupils” as defined by Education Code section 48800 and 76002.

Enrollment fees will not be charged for high school students participating in either the High School Concurrent Enrollment Program or the Dual Enrollment Program.

In both programs students are limited to six units, or two classes, per semester. Students will not be allowed to take courses in subject areas that the student previously received a grade below a C, whether taken at the college or high school level.

**Requirements for the High School Concurrent Enrollment Program**

Admission of high school students is permitted for educational enrichment opportunities under certain conditions.

1. The student must have completed the 9<sup>th</sup> grade, or equivalent. Students who have not completed the 9th grade by the beginning of the term for which the student wishes to attend will need to achieve a minimum score of 850 on the SAT, which will be administered by SMC.
2. No more than 10% of the enrollment of any Physical Education class can be comprised of high school students.
3. At the time of submitting an application, the student must adhere to the following guidelines:
  - a. Submit a Santa Monica College High School Concurrent Enrollment Approval form (obtained from the high school) which includes:
    - signature of counselor, principal or assistant principal with his/her title, which states specific course(s) for which the student has been approved to take during that semester or term. Students will be limited to taking only those courses for which they have been approved.
    - signature of parent or legal guardian
  - b. This form, with all appropriate signatures, as well as a copy of the student’s high school transcript, will be required prior to the student’s enrollment in each subsequent term.
4. High School Concurrent Enrollment students must take both the Math and English Assessment exams and meet any class prerequisites prior to the student’s initial enrollment.

To qualify to participate in the program, students must place into level B English, or higher, regardless of the course they wish to take.

- a. Dual Enrollment students must be assessed before enrolling in the student's second term in the program.
5. Credit awarded for courses taken at Santa Monica College may be used to satisfy high school subject or credit requirements, as defined by the student's high school.
6. High School Concurrent Enrollment students may participate in extra-curricular activities only at the high school level.

Reference: Education Code Sections 48800-48802; 76001-76002

**SUBJECT 5: NEW COURSES AND CERTIFICATES -- Curriculum Committee,  
David Zehr, chair**

**Counseling 16: Job Success Skills**—presented by Vicki Rothman. This entry-level employment course provides the skills that new employees need to retain their jobs. These skills include communicating skills; getting along with employers, supervisors, and customers; exhibiting positive attitudes and behaviors; adapting to the company culture; and surviving the initial months on the job. Department Vote: 28-0

**ET 62: History of Visual Effects**—presented by Bill Lancaster and Jim Keeshen. This class will explore the evolution of visual effects in the movie industry and reveal the secrets behind some of the most memorable scenes in film history. Through lectures, sample clips, and guest speakers, this course will travel back in time to see how much technology has changed the face of film production and peek at what the future might hold. This course is for anyone who has ever asked the question, “How did they do that?” CSU Transferable  
Department Vote: 7-0

**History 48: Nonviolent Resistance**—presented by Larry Ceplair. An examination of the causes of war and violence in world history and the various organized efforts to maintain peace and end wars. Nonviolent resistance movements will be emphasized. Department Vote: 8-0. CSU Transferable. UC Transferability pending

**OIS 5: English Skills for the Office**—presented by Pat Mantabe. This course is designed to review principles of grammar, punctuation, capitalization, and number format; improve vocabulary and spelling; and develop proofreading and editing skills. Includes using word processing software to create and revise documents. Department Vote: 14-0 CSU Transferable

**Distance Education Approval:**

OIS 5: English Skills for the Office  
Accounting 5: Advanced Accounting

**Certificates:**

**General Office Certificate**—presented by Gina Jerry, Fariba Bolandhemat, and Pat Mantabe. This option leads to careers in the business office. Occupational titles include general office, clerical, office assistant, secretary, and administrative assistant

**Website Software Specialist Certificate**—presented by Gina Jerry, Fariba Bolandhemat, and Pat Mantabe. 34 Units required for a Major for Career Certificate or 60 total units required for AA Degree.

**SUBJECT 6: RESOLUTION REGARDING ROLES FOR DISTANCE EDUCATION COURSES -- Distance Education Committee, Fariba Bolandhemat, chair**

**Distance Education Committee  
Access Permissions for online classes  
Resolution from Distance Education Committee – passed May 25, 2004**

Based on Distance Education committee discussions of various access roles for online classes the following role assignments were devised.

Note: Auditing is not permitted for any SMC classes.

<b>Access Roles</b>	<b>Assigned To</b>
1. Student course view - current (the current student view)	A. All students enrolled in course section - with instructor approval B. Visitors - with instructor approval C. Visitors - with instructor notification (i.e., accreditation team)
2. Student course view – all modules/weeks	A. Students enrolled in section - with instructor approval B. Visitors to course - with instructor approval (i.e., on campus student tutors, TA's)
3. Author view – current with <b>NO editing rights</b> , but can view exams	A. Department chairs evaluators / Peer / Instructor - Instructor will be notified at time of access
4. Author view – all modules/weeks. <b>NO editing rights</b>	A. Department chairs/evaluators - with instructor approval
5. Author view – All modules, with editing rights	A. Instructors or instructors' authorized designees - with instructor approval B. In cases of emergency, access to Role 5, without instructor authorization, may be obtained by Department Chair in consultation with Academic Affairs

**SUBJECT 7: RESOLUTION ON ACADEMIC SENATE PARTICIPATION ON COORDINATING COUNCIL -- Academic Senate Executive Committee**

**Whereas**, Santa Monica College has a long-standing tradition of serving students through its excellent academic and student services, and

**Whereas**, the faculty, staff, and administration have a responsibility to ensure the welfare of the College, and

**Whereas**, the Academic Senate has taken seriously its responsibilities to address vast issues as enumerated in this Resolution, and

**Whereas**, the College-wide Coordinating Council should afford the faculty an opportunity to participate effectively in planning matters, and

**Whereas**, the College-wide Coordinating Council did not approve the elimination of several academic programs in 2003, and

**Whereas**, the recommendations of the College-wide Coordinating Council regarding fulfilling the District's full-time faculty hiring obligations have gone unheeded, and

**Whereas**, the College-wide Coordinating Council played no effective role in planning the proposed November 2004 College bond measure, and

**Whereas**, the College-wide Coordinating Council has not ameliorated the poor morale and overall climate on the College campus, and

**Whereas**, Santa Monica College's March 2004 Institutional Self-study Goals IB.2 and IB.4, "Institutional Mission and Effectiveness," which called for the College to "clearly delineate and communicate the scope of the Collegewide Coordinating Council's responsibilities and its role in college planning" and for the Coordinating Council to "clarify its relationship with other planning entities (e.g., Budget Committee, District Technology Committee, Academic Senate joint committees, departmental structures)," have not been accomplished, and

**Whereas**, the College is not in compliance with Standard IVA.2, "Decision-making Roles and Processes," of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, which requires that "The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes" and that "The policy specifies the manner in which individuals bring forth ideas from their constituencies and work together on appropriate policy, planning, and special purpose bodies," and

**Whereas**, the Academic Senate has striven for two years to reform the College-wide Coordinating Council in order that it fulfill accreditation standards and afford the faculty an effective voice in College planning without meaningful success, and

**Whereas**, the Executive Committee of the Academic Senate voted at its May 25, 2004, meeting to "Announce the suspension of Senate participation on the Coordinating Council until the Senate can take action on further participation at its June 1 meeting," and

**Whereas**, the Academic Senate debated and tabled a motion to suspend all further Academic Senate participation in the College-wide Coordinating Council at its June 1 meeting,

**Therefore Be It Resolved That**, The Academic Senate shall participate in a College-wide planning body once one has been established by the District Board of Trustees, based upon mutual agreement among the Administration, Academic Senate, Classified Senate, Faculty Association, California State Employees Association Chapter 36, and the Associated Students.