

# ***ACADEMIC SENATE***

## ***AGENDA***

*Tuesday, March 30, 2004*

The Santa Monica College Academic Senate will meet in **B144** at **11:15 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. Accreditation -- Gordon Dossett
3. Copyright policy -- Steve Hunt, chair, Information Services Committee
4. Elections -- Richard Tahvildaran-Jesswein, chair, Elections and Rules Committee
5. PDC Funds -- Peter Morse, chair, Professional Development Committee
6. Incomplete policy -- Student Affairs Committee, Esau Tovar, chair and Teresita Rodriguez, Acting Dean, Enrollment Services

Action Items:

1. Approval of the minutes of the March 16, 2004 Academic Senate meeting
2. Vote to override election timeline bylaws -- Elections and Rules Committee, Richard Tahvildaran-Jesswein
3. Sabbatical recommendations -- Sabbaticals and Fellowships, Sharon Jaffe, chair
4. Approval of new course -- Curriculum Committee, David Zehr, chair
5. Second Reading of AR 3121 -- Sexual Harassment Policy -- Personnel Policies, Jim Pacchioli and Robert Sammis, VP Human Resources
6. First Reading of BP 2410 and AR 2512 -- Information Services Committee, Steve Hunt, chair

New Business:

### **Adjournment**

**Action Items: Mar. 30, 2004**

**SUBJECT 1: APPROVAL OF THE MINUTES OF MARCH 16, 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 March 16, 2004, Academic Senate Meeting**

**Present:** Brenda Antrim, Rory Barnett, Suzanne Borghei, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Mary Colavito, Guido Davis Del Piccolo, Charles Donaldson, Gordon Dossett, Georgia Farber, Tina Feiger, Gilda Feldman, Makiko Fujiwara-Skroba,

Ethan Gallogly, Diane Gross, Janet Harclerode, John Henderson, Steve Hunt, Sharon Jaffee, Lesley Kawaguchi, John Kennedy, Lucy Kluckhohn, Deborah Kraut, Helen LeDonne, Fran Manion, Ricky Manoff, Laura Manson, Moya Mazorow, Suzanne McDonald, April Mizuki, Dana Morgan, Pete Morris, Peter Morse, Jim Pacchioli, Sue Ann Pinner, Paris Poirier, Anne Powers, Toni Randall, Vicki Rothman, Barbara Schelbert, Lantz Simpson, Michael Soldatenko, Elena Stark, Susan Sterr, Jim Stramel, Richard Tahvildaran-Jesswein, Dayna Taus, Gary Todd, Esau Tovar, Marc Trujillo, Robert Ware, Linda Webster, David Zehr.

**Excused:** Barbara Baird, Vicky Drake.

**Absent:** Fariba Bolandhemat, Espy Bolivar-Owen, Roma Brownlie, Frank Dawson, Gwen Dophna, Kathy Flynn, Laurie Frederic, Dennis Frisch, Lynn Goodin, Christian Hart, Janie Jones, Kymberlyn McBride, Elaine Roque, Howard Stahl.

**Guests:** Juan Quevedo, Maria Alvarado, Ken Mason, Suzanne McDonald.

Chair Kawaguchi declared a quorum at 11:20 a.m.

#### **Public Comments:**

1. Sue Ann Pinner announced that Patti Gallagher and Donald Fredrickson would perform in concert on Sunday, March 21, 7 p.m., in the SMC Concert Hall.

#### **Information Items:**

1. President's Report, Lesley Kawaguchi, President
  - o The Executive Committee will be meeting in the Library Conference Room in the future because, unlike the Senate office in Liberal Arts, the Conference Room is accessible to the disabled.
  - o The Coordinating Council and Budget Committee are discussing strategies to regrow college enrollment. Coordinating Council has resolved to resume hiring of full-time faculty in Fall 2004.
  - o Trustee Margaret Quiñones' name is on the list of potential appointees to the California Community Colleges Board of Governors .
  - o President Kawaguchi, David Zehr, and Janet Harclerode met with Randy Lawson to discuss student learning outcomes and related measurement indices. The most recent College audit was presented at the March Board of Trustees meeting and a copy of the audit is available in the Senate office. Trustee Quiñones inquired about progress on the sexual harassment administrative regulation. President Kawaguchi raised concerns about the proposed College contract with DLI to provide assistance in establishing an online nursing program and the lack of faculty consultation in connection with the proposal. A tape recording of Trustee Quiñones' remarks in response to President Kawaguchi's comment was played in which the Board Chair made intemperate remarks. Extensive discussion ensued concerning the College's distance education offerings, the role of faculty participation in planning these programs, and an apparent disregard by some Board members for faculty concerns.
2. Institutional Flex Day, Peter Morse, Professional Development
  - o The Institutional Flex Day program was a great success and the Senate expressed its gratitude to Peter Morse and his committee for their hard work in organizing the day's events.
3. Accreditation, Gordon Dossett, Immediate Past President

- The Visitation Team will be visiting campus next week.
- 4. March in March, Ken Mason, Faculty Association
  - The student/faculty "March in March" on Sacramento was successful in focusing legislators' attention on the impact of proposed budget changes on student success.
- 5. Personnel Policies, Michael Soldatenko
  - A revised draft of the administrative regulation on sexual harassment was distributed to the faculty. Robert Sammis has been invited to attend the next Academic Senate meeting to answer such questions as faculty may have about the proposal.
- 6. Elections and Rules, Richard Tahvildaran-Jesswein
  - Upcoming Senate elections will be conducted online. The cost of providing this service is \$395. M/S (Donaldson/Dossett) to approve the expenditure of \$395 to pay for the online election service. **Approved unanimously.**
  - Dr. Tahvildaran-Jesswein announced his candidacy for Academic Senate president and excused himself accordingly from administering the upcoming elections.

**Action Items:**

1. Approval of Minutes, March 16, 2004, as perfected
  - M/S (Donaldson/Tovar). **Approved unanimously.**
2. Revised AA Degree in Kinesiology, Dance, and Recreation, David Zehr, Curriculum Committee.
  - **Approved unanimously.**
3. Second Reading of AR 4411 (Code of Conduct), Esau Tovar, Student Affairs
  - M/S (Frederic/Feiger) to amend the proposed policy as follows:
    - a. Amend 3(f) to read, "Copying or allowing another student to copy from one's paper or answer sheet during an examination or for a graded assignment."
    - b. Add as new provision 3(i) the following, "Accessing or reproducing exams in any form without the prior authorization of the instructor, with the purpose of showing, selling, or publishing them."
    - c. Delete from 5(b) the words, "Student Conduct Appeals Procedures," and substitute in its place the words, "Code of Academic Conduct."
    - d. Amendments approved unanimously.
  - The amended motion was **approved unanimously.**

M/S/approved (Donaldson/Tovar) adjourning at 12:30 p.m.

**SUBJECT 2: VOTE TO OVERRIDE SENATE BY-LAWS TIMELINE REGARDING ELECTIONS -- Elections and Rules Committee, Richard Tahvildaran-Jesswein, Chair**

**SUBJECT 3: SABBATICALS RECOMMENDATIONS -- Sabbaticals and Fellowships Committee, Sharon Jaffe, chair**

□ **Miguel Aparicio (Art, Fall 2005):** This is a sabbatical project combining formal study of the French Language in France, professionally beneficial travel and independent research in the area of methodology in teaching French. Prof. Aparicio will enroll in the French University of Aix-Marseille III for a regular advanced level IV French semester

(which comprises 3½ months) with a load of 20 weekly hours of study. Independent research will be done concurrently with the courses. Prof. Aparicio will visit classes for the purpose of appreciation of methods used, engage in pedagogical discussions with the professors involved and undertake analyses of methodologies.

□ **Mary Bober (Life Sciences, Spring 2005):** Prof. Bober will obtain training in the laboratory of Dr. Michael Birrer in the area of genomics and cancer biology at the National Cancer Institute (NCI). The goals of the sabbatical are to acquire the skills required to perform microarray analysis of DNA and to obtain, through laboratory research and NCI seminars, a current perspective on both the molecular techniques relative to the study of cancer detection and prevention.

□ **Ellen Cutler (DSPS, Fall 2004):** Prof. Cutler will develop documents for evaluating text-to-speech options for college students with learning disabilities. These documents can be used by professionals as well as students to ensure choosing technologies that provide the most effective compensatory strategies. A range of options will be evaluated incorporating the following technologies: free software; multi-featured studying and writing software; software for listening to PDF files; digital talking book listening options; and MP3 players.

□ **Philip Daughtry (English, Spring 2005):** Prof. Daughtry will write a series of short stories focused around a theme of initiation for his sabbatical project. A manuscript version of at least 125 final draft pages will be produced. Prof. Daughtry will also visit people and places central to his plots and encounter some characters and/cultures around whom he intends to base some of the stories.

□ **Cynthia Gonzalez (Life Sciences, Fall 2004):** In this sabbatical project, Prof. Gonzalez will establish a Nutrition and Wellness Associate of Arts program (for transfer) within the Life Science Dept. This program would strive to increase the representation of diverse and culturally competent health care practitioners in our communities by recruiting more women and underrepresented groups into the sciences and cultivating their awareness of and interest in health care professions (particularly nutrition). The program will also infuse cultural content/context through the nutrition curricula to enhance the cultural competency of all participants.

□ **Gail Livings (Philosophy/Social Sciences, Fall 2004):** Prof. Livings will undertake independent sociological research on social changes in the United States that have occurred since the events of September 11, 2001. She will focus primarily on the effects of 9/11 as a factor in the interaction between citizens and the criminal justice system. Prof. Livings plans to examine various legal changes, their implementation and their effects on ethnic/racial minorities, immigrants and organizations challenging the consequences of the USA Patriot Act and on our constitutional rights at the local, state and federal levels.

□ **Deborah Schwyter (Physical Sciences, Spring 2005):** Prof. Schwyter will learn the theory, operation and maintenance of SMC's NMR spectrometer. This experience will allow her to actively teach NMR technology to the organic chemistry/biochemistry students of SMC. In addition, Prof. Schwyter will gain the background needed to create new course materials related to NMR technology. This will involve becoming a student in courses outside of science in the areas of foreign language and art. Through art and foreign language classes, Prof. Schwyter will gain a renewed understanding of what students need in a teacher, particularly when tackling a new and difficult subject.

□ **Lynette Shishido (Business, Spring 2005):** Prof. Shishido's sabbatical project falls under two categories: professional development and field study relating to the area of human relations and ethical issues in business. Her field study will include talking with top managers, middle managers and employees regarding ethical issues in business as well as reading and analyzing various ethic codes and their implementation in the "real world." Prof. Shishido's professional development will include participation in training sessions and

orientations, attending seminars presented at the Josephson Institute of Ethics, and conducting case studies.

The following two alternates were selected:

- William Konya (Mathematics, Fall 2004): Prof. Konya plans to engage in independent research regarding the lives of selected mathematicians whose work is studied in precalculus, calculus, multivariable calculus and elementary statistics.
- Lisa Farwell (Psychology, Fall 2004): Prof. Falwell will use her sabbatical period to complete manuscripts for publication in scientific journals. She would conduct research necessary for publication in selective scientific journals.

**SUBJECT 4: NEW COURSE -- Curriculum Committee, David Zehr, chair**

**CIS 60 B, Photoshop II** -- This course is for non-design students interested in learning the advanced features in Photoshop using Personal Computers (no Macs). Students will learn to use advanced image creation and editing tools using Adobe Photoshop. Students will be able to create and modify images, text, and animation for the WEB that can be used for a variety of applications. 3 units, CSU transferable, Dept. vote: 14-yes, 0-no

**SUBJECT 5: Second Reading of AR 3121 -- SEXUAL HARASSMENT -- Personnel Policies, Jim Pacchioli**

Draft of AR 3121 was handed out at March 16 meeting, but it is attached below.



AR 3121 Sexual  
Harassment Appro...

**SUBJECT 6: FIRST READING OF BP 2410 AND AR 2512 -- INFORMATION SERVICES COMMITTEE, Steve Hunt, Chair**

ARTICLE 2400                      DISTRICT ENVIRONMENT

**BP 2410    *Nondiscrimination on the Basis of Disability***  
*(Pending A.S. approval 3/30/2004)*

In accordance with federal and state laws the Santa Monica Community College District prohibits discrimination on the basis of disability in the provision of services, programs, contracts, employment, and other activities. Standards for what constitutes discrimination on the basis of mental or physical disability, the definition of disability and qualified individual with a disability, and the establishment of a complaint mechanism for resolving allegations of discrimination are also upheld as specified in public law.

(Americans with Disabilities Act, Public L. 101-336)

**ARTICLE 2500: INFORMATION TECHNOLOGY**

**AR 2512                      Accessibility Standards for Electronic and Information Technology - Section 508**

*(Pending A.S. approval 3/30/2004)*

Electronic and information technologies (EIT) are a significant means by which Santa Monica Community College District provides information to students, faculty, staff and other constituents. The need to ensure accessibility to all members of the campus community becomes critical as more administrative services and learning environments are based on EIT. It is also a part of the district's ongoing commitment to establishing a barrier free learning community, or universal access, to all qualified individuals.

Individuals with disabilities are guaranteed access to educational institutions and systems of communication under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Amendments to Section 508 of the Rehabilitation Act clarify accessibility requirements for EIT developed, procured, maintained, or used by federal agencies.

The technical standards of Section 508 provide criteria specific to the following technologies:

- Software Applications and Operating Systems (1194.21)
- Web-based Intranet and Internet Information and Applications (1194.22)
- Telecommunications Products (1194.23)
- Video and Multimedia Products (1194.24)
- Self Contained, Closed Products (1194.25)
- Desktop and Portable Computers (1194.26)
- Functional Performance Criteria (1194.31)

Furthermore, California Government Code Section 11135 states the following:

- (1) In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, state governmental entities, in developing, procuring, maintaining, or using electronic or information technology, either indirectly or through the use of state funds by other entities, shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.
- (2) Any entity that contracts with a state or local entity subject to this section for the provision of electronic or information technology or for the provision of related services shall agree to respond to, and resolve any complaint regarding accessibility of its products or services that is brought to the attention of the entity.

As mandated by federal and state laws and the California Community Colleges Chancellor's Office it is necessary that Santa Monica Community College District comply with Section 508 Standards to ensure accessibility to EIT for individuals with disabilities. The Board directs the President/Superintendent or designee to enforce compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194.