

# ***ACADEMIC SENATE***

## ***AGENDA***

*Tuesday, May 18, 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. May Revise Rally -- Dina Cervantes, Juanett Davis, Chason Smith, Associated Students
2. President's Report -- Lesley Kawaguchi
3. Elections -- Richard Tahvildaran-Jesswein, chair, Election and Rules Committee
4. 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.
5. Proposed Access Committee -- Sandi Burnett
6. On-Line Adds and Withdrawals Demonstration -- Teresita Rodriguez

Action Items:

1. Approval of the minutes of the May 4, 2004, Academic Senate meeting
2. Fellowships -- Sabbaticals and Fellowships Committee, Sharon Jaffe, chair
3. New Course and AA Degree -- Curriculum Committee, David Zehr, chair
4. First Reading of revised AR 4321 (Withdrawals) -- Student Affairs Committee, Esau Tovar, chair
5. Second Reading of AR 4310.1 and AR XXXX-- Student Affairs Committee, Esau Tovar, chair
6. Second Reading of Complaint Procedure -- Professional Ethics, Jim Stramel, chair

New Business:

### **Adjournment**

**NEXT SCHEDULED MEETING: JUNE 1, 2004**

**Action Items: May 18, 2004**

**SUBJECT 1: APPROVAL OF THE MINUTES OF MAY 4, 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 4, 2004, Academic Senate Meeting**

**Present:** Brenda Antrim, Fariba Bolandhemat, Suzanne Borghei, Alan D. Buckley, Guido Davis Del Piccolo, Frank Dawson, Gordon Dossett, Vicky Drake, Tina Feiger, Gilda Feldman, Dennis Frisch, Makiko Fujiwara-Skroba, Ethan Gallogly, Diane Gross, Janet Harclerode, John Henderson, Janie Jones, Lesley Kawaguchi, John Kennedy, Deborah Kraut, Fran Manion, Ricky Manoff, Laura Manson, Moya Mazorow, Kymberlyn McBride, Suzanne McDonald, April Mizuki, Pete Morris, Peter Morse, Jim Pacchioli, Sue Ann Pinner, Anne Powers, Toni Randall, Vicki Rothman, Saul Rubin, Lantz Simpson, Susan Sterr, Jim Stramel, Richard Tahvildaran-Jesswein, Dayna Taus, Gary Todd, Esau Tovar, Robert Ware, David Zehr.

**Excused:** Espy Bolivar-Owen, Fran Chandler, Georgia Farber, Lucy Kluckhohn, Barbara Schelbert, Marc Trujillo.

**Absent:** Barbara Baird, Rory Barnett, Roma Brownlie, Katarina Cerovic, Mary Colavito, Charles Donaldson, Gwen Dophna, Kathy Flynn, Laurie Frederic, Lynn Goodin, Christian Hart, Steve Hunt, Sharon Jaffee, Helen LeDonne, Dana Morgan, Paris Poirier, Elaine Roque, Michael Soldatenko, Howard Stahl, Elena Stark, Linda Webster.

**Guests:** Gloria Bando, Ken Mason, Maria Alvarado.

Chair Kawaguchi declared a quorum at 11:24 a.m.

#### **Public Comments:**

1. SMCFA PAC Fundraiser, Ken Mason, Vice President, Faculty Association
  - Assembly Member Fran Pavley will attend a Faculty Association fundraiser on May 22 at 4 p.m. at the home of Prof. Joan Mills. All interested persons are encouraged to attend.
2. Women's College-Black Collegians-SMC Associates Presentation, Guido Davis Del Piccolo
  - Dr. Patricia Hill Collins will be speaking about her book, ***Black Sexual Politics: African Americans, Gender, and the New Racism***, on Friday, May 7, at 6 p.m. at the Academy of Entertainment Technology.

#### **Information Items:**

1. President's Report, Lesley Kawaguchi, President
  - The Board of Trustees' Meeting for May has been rescheduled for May 10.
  - The History Department and the SMC Associates will present the Fifth Annual Asian-Pacific Islander Program at the Concert Hall on May 7 at 7 p.m.
  - The Distance Education Committee notes that students may use on-campus computing resources to complete assignments for their online classes with the exception of those specific computer labs dedicated to instructional purposes.
  - The Administration has decided to delay implementation of the Coordinating Council's recommendation to hire more than three new tenure-track faculty until publication of the governor's revised May budget.
2. Lunch Roundtables, Peter Morse, Professional Development

- The Professional Development Committee will sponsor luncheon roundtables on May 5, "Faculty Club Advisement," May 12, "Difficult Students," and May 18, "Sustainable Works." Additional topics and dates will be announced.
- The Committee is now planning the Fall Opening Day activities with the Administration
- 3. Elections, Richard Tahvildaran-Jesswein, Elections and Rules
  - Elections for department representatives are underway.
- 4. Plans, Kym McBride, Social
  - After consultation with the Classified Senate, the Committee will sponsor a traditional "Recognition Breakfast" on June 16, 9 a.m.
- 5. Announcement, Brenda Antrim, Environmental Affairs
  - The Environmental Committee hopes to finalize an Associate of Arts degree in Environment curriculum. A colloquium on this subject will be held at the home of William Selby on May 15. Faculty teaching environment-related curricula should attend.
- 6. Updated Senate Budget, Fran Manion, Treasurer
  - The Academic Senate has an approximate cash balance of \$8,100.

**Action Items:**

1. Approval of Minutes, April 20, 2004
  - M/S (Tovar/Frisch). **Approved unanimously.**
2. Second Reading of revised Administrative Regulation 4310.1, "Incomplete Grades," and new Administrative Regulation 4352, "Recognition of Academic Excellence," Esau Tovar, Student Affairs
  - M/S (Ware/Dossett) to table pending clarification of language. **Approved unanimously.**
3. First Reading of Administrative Regulation XXXX, "Awarding Honorary Associate Degrees," Esau Tovar, Student Affairs
  - M/S (Gross/Bolandhemat). **Approved unanimously.**
4. First Reading of Complaint Procedure, Jim Stramel, Professional Ethics
  - M/S (Morse/Feiger). **Approved unanimously,** as perfected
5. Second Reading of Board Policy 2410, "Nondiscrimination on the Basis of Disability," and Administrative Regulation 2512, "Accessibility Standards for Electronic and Information Technology--Section 508"
  - M/S (Todd/Antrim). **Approved unanimously.**

M/S/approved (Dossett/Manion) adjourning at 12:36 p.m.

**SUBJECT 2: FELLOWSHIPS -- Sabbaticals and Fellowships Committee, Sharon Jaffe, chair**

**Will Cunningham (3D Department at the AET-- July 2004 to October):** Prof. Cunningham will write the first textbook on Houdini that is aimed at an introductory through intermediate user level. He will also be collaborating with Doug Bloom, one of his coworkers at Rhythm and Hues, who will offer advanced expertise on specific topics.

**Maria M. Dell and Paul Wissmann (Life Science Department -- Spring 2005).** This collaborative fellowship project involves the design and implementation of a six week

embryology course to create an awareness and understanding of human development during the first weeks of life. Students will inspect anatomical specimens and will describe malformations from various case studies. The project also involves the planning of a field trip to the Department of Anatomy at Loma Linda Medical School's Embryological Museum and an embryology lecture symposium with guest speakers from the surrounding Los Angeles area. The stipend will be used to get pregnancy and embryological models and to compensate those guest speakers who participate in the embryological lecture symposium.

**Suellen Gauld (Earth Sciences -- Summer 2004 or Winter 2004/2005).** Prof. Gauld will collect comparative skeletal data from the archaeological site of Domuztepe in South Central Anatolia, Turkey which can be used to test her cannibalism hypothesis. The funds will be used to offset travel expenses to examine Middle Eastern skeletal collections housed at the American Museum of Natural History (New York), the Smithsonian Museum (Washington, D.C) and the University of Pennsylvania. Work on this project will result in the publication of multiple scholarly papers dealing with with specific aspects of the research.

**Esau Tovar (Counseling -- July 1, 2004 to August 30, 2004).** In this project, Prof. Tovar will analyze outcomes data for every student completing the ACCUPLACER test since October 2001. The main goal of this assessment will be to identify the top 100 courses in which students at the A,B, and C levels have an increased probability for success and to use this information in combination with other predictor variables to enroll in courses other than English/ESL and math. Prof. Tovar expects his findings to provide specific and statistically validated information to be used in course enrollment recommendations.

**Andrew Nestler (Mathematics -- Summer and Fall 2004).** This project involves the creation of a terminal, transferable mathematics course (or courses) for students not majoring in economics, business, engineering, mathematics or the sciences. The goal is to create a "math for poets" course comparable to the ones offered at many CSU schools, one that explores significant mathematical ideas and enables and empowers students to appreciate the beauty and utility of mathematics.

**The following proposals were selected as alternates:**

**1. Jami R. Evans (Health Science -- May through December, 2004).** Prof. Evans would like to work on the further planning and design of the foundational Occupational Therapy course (OT), to establish continuing relationships with existing OT programs in the area, to identify needed pre-requisites and general education requirements within the SMC curriculum, to identify positive marketing steps for the course, and to further establish student projects, especially service learning contracts in the local community.

**2. Howard Stahl (CS/IS -- (Spring 2004 to Spring 2005).** This project involves building a database in an effort to better track and retain students in the Computer Science Department. The collected data will be used to identify "at risk" students. In addition, the collected data will assist the department in understanding which course prerequisites lead to regular, positive student outcomes.

**SUBJECT 3: NEW COURSE AND AA DEGREE -- Curriculum Committee, David Zehr, Chair**

**Pol Sc 23: The Politics of Gender.** This course introduces the politics of gender in pluralist societies. The course considers materials from political theory, American politics, philosophy, and women's studies as it examines the role of gender, gender based social

movements, and sexual politics in political development and in contemporary political affairs. Department vote: 19-0. CSU/UC Transferable

**New AA Degree in Nutrition and Wellness**, presented by Doug Allan and Cynthia Gonzalez.

**SUBJECT 4: FIRST 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 first drop roster. A student may also be dropped for excessive absences **as stated in the instructor's course syllabus.**
2. 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.
3. From the fourth through the eighth week (second through third week in summer or winter) **or 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.
4. From the ninth through the twelfth week (fourth week through Wednesday of fifth week in summer or winter) **or 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 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.**
5. 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.
6. 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 due to extenuating circumstances such as verified cases of accident, illness, or other circumstances beyond the control of the student. The student must obtain the approval of both the faculty member and the Dean of Enrollment Services or designee.

7. ~~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 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.**
8. Students must contact the Admissions Office to obtain withdrawal dates for classes of shorter duration than one semester.
9. **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

*Reviewed and/or Updated: 4/29/2003*

**SUBJECT 5: SECOND READING OF AR 4310.1 AND AR XXXX -- Student Affairs Committee, Esau Tovar, chair**

**ARTICLE 4300 STUDENT PROGRESS AND GRADUATION**

**AR 4310.1 Incomplete Grades**

~~Petitions for an incomplete grade are initiated by the student by completing a form at the Admissions Office.~~ Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a C or better prior to the final exam or final project. The incomplete grade is not to be used to extend deadlines for coursework which the student might reasonably be expected to meet.

~~The Dean of Enrollment Services or Associate Dean, Admissions and Records, will verify that the petition for an incomplete is consistent with the requirements of Title 5 of the Education Code and meets the criteria so outlined in the Incomplete Policy.~~

~~Verification of illness or other circumstances should be provided to the Office of Admissions and Records. If such verification is not provided, the incomplete may be authorized provisionally, and the petitioning student will be required to submit authenticating documents. An incomplete grade will not be granted without the approval of the instructor.~~

**To receive an Incomplete, students must complete a “Request for Incomplete” form and submit the form to the Instructor of Record *before instructor’s submission of final grades or the College’s official deadline for submission of final grades, whichever comes first.* Instructors may approve the “Request for Incomplete” if they believe that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade. Instructors may require documentation that supports the student’s request. Instructors are not required to grant**

**incompletes and such decisions by the instructor are final and may not be appealed by the student.**

**The instructor will determine the date by which the "I" must be completed; this date shall be no later than one year from the end of the term in which the original grade was assigned. Incomplete grades may be made up no later than one year from the end of the term that they were ~~it was assigned.~~ Students may petition for a time exemption due to unusual circumstances. The instructor shall **record with the Office of Admissions and Records** ~~state on the petition~~ the conditions necessary for the removal of the incomplete, ~~with a copy sent to the student.~~ ~~This record shall contain the conditions for removal of the Incomplete~~ and the grade to be assigned (A through F) if the conditions are not met. **The student and instructor will both receive copies of said conditions.****

Incomplete grades will count in "Units Enrolled" but will not be included in "Units Attempted" or "Units Completed" and no grade points will be assigned.

*Reviewed and/or Updated: 6/11/2002*

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

### **AR XXXX Awarding Honorary Associate Degrees**

#### **I. Awarding Honorary Associate Degrees**

- a. Honorary Associate Degrees shall be awarded by Santa Monica College.
- b. All honorary degrees shall be conferred by the Board of Trustees in the name of Santa Monica College.
- c. The number of honorary degrees to be awarded in any academic year is determined by the Board of Trustees. Generally, the Board will consider granting no more than two awards per academic year.

#### **II. Purpose for Which Honorary Degrees May be Conferred**

- a. To recognize excellence and extraordinary achievement in significant areas of human endeavor, within which are embodied the objectives and ideals of Santa Monica College.
- b. To honor meritorious and outstanding service to Santa Monica College, the community, or to humanity.
- c. To recognize men and women whose lives and significant achievements should serve as examples for Santa Monica College students.

#### **III. Criteria for the Awarding of Honorary Degrees**

- a. Honorary degrees may be awarded to recognize achievements in all parts of the world and should represent a wide diversity of fields of endeavor.

- b. Nominees must have demonstrated intellectual and humane values that are consistent with the aims of higher education; with the highest ideals of the person's chosen field; and with the goals and aspirations of Santa Monica College as specifically set forth in its Mission Statement.
- c. Benefaction to Santa Monica College does not in itself justify the awarding of honorary degrees. However, nothing in these criteria shall preclude nominees who are benefactors of the College from being awarded this recognition.

#### **IV. Limitations on Eligibility**

- a. Honorary degrees shall not be awarded to:
  - i. Incumbent members of the Board of Trustees of the Santa Monica Community College District.
  - ii. The incumbent Chancellor of the California Community Colleges.
  - iii. The incumbent Superintendent/President of Santa Monica College.
  - iv. A person who already has been awarded an honorary degree by SMC.
  - v. Current SMC employees.

#### **V. Procedures for Selecting Honorary Degree Recipients**

- a. In all steps of these procedures, utmost care is to be taken to ensure confidentiality.
- b. Recommendations of persons to receive honorary degrees may originate from any member of the SMC community. Such recommendations should include the category of honorary degrees believed appropriate.
- c. Recommendations shall be submitted through the Office of the Superintendent/President.
- d. The Superintendent/President, after consultation with the Academic Senate President, shall establish a committee comprised of representatives from the faculty, classified, administration, students, and the community, to review recommendations and to assist in the development and compilation of materials in support of nominations. The Committee reviews all nominations and forwards its recommendations to the Superintendent/ President and the Academic Senate President. The College President in consultation with the Academic Senate President forwards a final recommendation to the Board of Trustees.

#### **VI. Conferral of Degrees**

- a. Honorary degrees may be conferred during any Santa Monica College graduation ceremony.

*Reviewed and Adopted:*

**SUBJECT 6: SECOND READING OF CODE OF ETHICS COMPLAINTS  
PROCEDURE -- Professional Ethics and Responsibilities Committee,  
Jim Stramel, chair**

PERC Charge (from Academic Senate by-laws; included for information/background):

- a. **Structure:** This committee shall include at least five faculty members broadly representing the diversity of the campus community. The Chair serves a one-year term (August to June) at the request of the President of the Academic Senate. The committee shall meet regularly as needed.
  - b. **Functions:**
    1. To recommend a Code of Ethics and to publicize it to the campus community, and to promote understanding of and adherence to such Code of Ethics and policies as may be adopted by the Senate.
    2. To recommend policies related to academic freedom and other rights and responsibilities of the faculty.
    3. Upon request of the Academic Senate President, to provide confidential advice, counsel, and/or peer mediation to faculty members on issues related to professional and ethical conduct which are not covered by the collective bargaining agreement or other District policies and procedures.
    4. To recommend a set of written procedures for hearing and investigating any complaints or alleged violations of Senate policies such as those on academic freedom, responsibility or ethics.
    5. To hear and/or investigate any such complaints brought to its attention by any member of the College community.
    6. At the direction of the Executive Committee, performing other actions and duties as assigned by the Academic Senate President in carrying out the purposes and policies of the Academic Senate.
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[From here down is the **Complaints Procedure**, as distinct from the Charge in the bylaws, above. This Procedure fulfills Function #4 above.]

**PREAMBLE:** The Professional Ethics and Responsibilities Committee aims to stimulate reflection and promote open dialogue on faculty responsibilities and duties, to encourage ethical conduct in all areas of faculty life, to offer clarification or interpretation of ethical principles or rules, and to offer whatever assistance, advice or support we can to any or all parties to a dispute. We are not a judicial body with disciplinary authority over employees of the College; however, in the most serious cases the Academic Senate does have the power to censure a faculty member.

Allegations of unethical conduct and the circumstances in which they arise can vary widely along many different dimensions. This makes it impossible to formulate a set of precise and detailed rules or procedures that will be entirely appropriate to every case. Each case is unique and calls for careful attention and responsiveness to the particulars of the situation.

The committee may help to clarify facts, issues, perceptions, principles and options pertinent to a conflict or allegation of unethical conduct. We strive to bring out multiple perspectives and to be sensitive to the needs and perceptions of the individuals involved. We are committed to principles of justice, fairness, impartiality,

equality, and respect. In all proceedings, the committee shall be mindful of the privacy/confidentiality of all parties.

1. The parties to any dispute are encouraged to resolve the matter among themselves.
2. Faculty wishing to seek advice or counsel may call any member of the committee for confidential assistance from a single member or from the committee as a whole.
3. A faculty member may receive individual counseling/advising of a confidential nature even when he/she chooses not to involve the other party to the conflict, or when the other party is unwilling to be involved.
4. Ordinarily, a formal inquiry should commence only at the behest of a complainant; however, the committee may determine that very serious misconduct warrants committee action even if the original complainant does not request a formal inquiry.
5. The parties to a dispute may mutually agree to participate in a confidential conflict-resolution process facilitated by a trained member of the committee or other faculty member (if available).
6. Upon receipt of a complaint or allegation of unethical or unprofessional conduct the committee shall, in consultation with the Senate President,
  - a. determine the appropriate institutional body to address the complaint.
    - i. PERC deals primarily with inter-faculty issues.
    - ii. Student complaints are referred to the Department Chair, Ombudsperson(s) or Campus Disciplinarian.
    - iii. Discrimination or harassment complaints are referred to the office of Human Resources.
    - iv. Employee complaints against managers<sup>1</sup> fall under the grievance process outlined in the Contract.
  - b. form a sub-committee to examine the circumstances concerning the alleged unprofessional conduct; this may include conducting interviews and collecting written statements, supporting documents or other relevant information. Faculty who are asked to speak with the committee are invited to bring a support person with them if they choose.
    - i. the sub-committee shall determine whether there is prima facie evidence of unethical conduct by reference to the appropriate documents, such as the Academic Senate Statement on Professional Ethics, Academic Regulations, Board Policies, etc.
    - ii. the sub-committee shall present its findings to the whole committee for review and resolution.
7. After due deliberation, the committee may
  - a. recommend that no further action be taken and the matter be closed.
  - b. continue efforts to clarify and discuss the situation with the involved parties in order to reach a satisfactory resolution of the problem.
  - c. refer the matter to the Department Chair.
  - d. refer the matter to the Faculty Association President.
  - e. refer the matter to the Academic Senate President.
  - f. refer the matter to the Vice-President of Human Resources.
  - g. refer the matter to the Vice-President of Academic Affairs.
  - h. refer the matter to the Vice-President of Student Affairs.
  - i. take another action consistent with the principles stated above.

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<sup>1</sup> [http://www.smc.edu/management\\_association](http://www.smc.edu/management_association).

8. If a complaint is found to have merit, the committee may
  - a. convey in person to all appropriate persons its concerns, findings, and/or recommendations.
  - b. send a formal letter of condemnation of the behavior (with any supporting documents) to those parties involved or interested in the dispute as deemed appropriate by the Committee.
  - c. ask the Senate President to consider bringing the matter before the full Senate for a possible vote of censure.
9. Right of Review: Any party to a dispute who disagrees with the committee's conclusions may request in writing within 30 days that the committee review its decision. The request for review should specify what the person disagrees with and explain why they think the committee's decision was inappropriate.
  - a. The committee shall in a timely manner review the appeal and notify all interested parties of its final decision.
  - b. If there is no appeal within 30 days, the committee's original judgment shall be final.