

ACADEMIC SENATE

AGENDA

Tuesday, May 4, 2004

The Santa Monica College Academic Senate will meet in **B144** at **11:15 a.m.**

❖ ❖ Senate agendas are available at www.academicssenate.com

AGENDA

Public Comments:

Information Items:

1. President's Report -- Lesley Kawaguchi
2. Lunch Roundtables -- Peter Morse, chair, Professional Development Committee
3. Elections -- Richard Tahvildaran-Jesswein, chair, Election and Rules Committee
4. Plans -- Kym McBride, chair, Social Committee
5. Announcement -- Brenda Antrim, co-chair, Environmental Affairs Committee
6. Updated Academic Senate Budget -- Fran Manion, treasurer and chair, Fiscal Affairs Committee

Action Items:

1. Approval of the minutes of the April 20, 2004, Academic Senate meeting
2. Second Reading of revised AR 4310.1 and new AR 4352 -- Student Affairs Committee, Esau Tovar, chair
3. First Reading of AR XXXX -- Student Affairs Committee, Esau Tovar, chair
4. First Reading of Complaint Procedure -- Professional Ethics, Jim Stramel, chair

New Business:

Adjournment

INFORMATION ITEM #6 -- UPDATED ACADEMIC SENATE BUDGET -- Fran Manion, Treasurer and chair, Fiscal Affairs Committee

Santa Monica College Academic Senate Budget					
		Proposed	Actual	Proposed	Actual
July 1 through June 30	2001 - 02	2002 - 03	2002 - 03	2003 - 04	2003 - 04
Starting Bal - Cash on Hand July 1			\$1,401	\$5,125	8265
Cash Receipts					
Faculty Association	\$10,380	\$10,000	\$9,955	\$10,000	\$7,620
Follies	\$2,821	\$3,000	\$1,763	\$3,000	
Lion King/Mama Mia/Theater Event	\$1,412	\$3,645	\$5,058	\$3,500	
Retirement Breakfast	\$0	\$2,700		\$1,500	\$116
Other Social Committee Functions	\$4,068	\$1,300	\$720	\$1,000	
Thanksgiving receipts					\$763
Cash Receipts Total	\$18,681	\$20,645	\$17,496	\$19,000	\$8,499
District Contribution					
Secretary	\$5,602	\$0			
Conferences	\$6,800	\$8,700	\$4,872	\$4,872	\$1,435
Retreat	\$5,500	\$1,300			
Reassigned Time (1.6 FTE)		\$120,442	\$120,442	\$120,442	
Supplies	\$527	\$1,000	\$500	\$500	
ASCCC Membership	\$3,000	\$3,000	\$3,000	\$3,000	
District Contribution Total	\$21,429	\$134,442	\$128,814	\$128,814	\$1,435
Total Receipts	\$40,110	\$155,087	\$146,310	\$147,814	\$9,934

Action Items: May 4, 2004

SUBJECT 1: APPROVAL OF THE MINUTES OF APRIL 20, 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 April 20, 2004, Academic Senate Meeting

Present: Brenda Antrim, Barbara Baird, Fariba Bolandhemat, Suzanne Borghei, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Mary Colavito, Guido Davis Del Piccolo, Frank Dawson, Gordon Dossett, Vicky Drake, Tina Feiger, Gilda Feldman, Laurie Frederic, Dennis Frisch, Makiko Fujiwara-Skroba, Ethan Gallogly, Diane Gross, Steve Hunt, Janie Jones, Lesley Kawaguchi, John Kennedy, Lucy Kluckhohn, Deborah Kraut, Helen LeDonne, Fran Manion, Laura Manson, Moya Mazorow, Kymberlyn McBride, April Mizuki,

Dana Morgan, Pete Morris, Peter Morse, Anne Powers, Saul Rubin, Barbara Schelbert, Michael Soldatenko, Elena Stark, Susan Sterr, Jim Stramel, Richard Tahvildaran-Jesswein, Dayna Taus, Gary Todd, Esau Tovar, Marc Trujillo, Robert Ware, David Zehr.

Excused: Janet Harclerode, Sharon Jaffee, Toni Randall.

Absent: Rory Barnett, Espy Bolivar-Owen, Roma Brownlie, Charles Donaldson, Gwen Dophna, Georgia Farber, Kathy Flynn, Lynn Goodin, Christian Hart, John Henderson, Ricky Manoff, Suzanne McDonald, Jim Pacchioli, Sue Ann Pinner, Paris Poirier, Elaine Roque, Vicki Rothman, Lantz Simpson, Howard Stahl, Linda Webster.

Guests: Ana Jara.

Chair Kawaguchi declared a quorum at 11:19 a.m.

Public Comments: None.

Information Items:

1. President's Report, Lesley Kawaguchi, President
 - The Statewide Academic Senate has expressed concern regarding Assembly Bill 1335, the so-called "Academic Bill of Rights," which would allow administrators and bureaucrats in Sacramento to infringe upon the academic freedom of faculty in state colleges and universities.
 - President Kawaguchi and Dr. Tahvildaran-Jesswein attended the Statewide Spring 2004 Plenary session and participated in workshops on student learning outcomes and equalization.
 - The Coordinating Council has ranked new faculty positions for the 2004-05 hiring cycle. Dr. Robertson initially committed herself to only three new positions, Nursing, Art History, and Anatomy.
 - The Diablo Valley College Faculty Senate is soliciting contributions to fight a lawsuit against it by a college administrator who was the subject of a faculty no-confidence vote. This is only one of a number of examples where administrators are retaliating for faculty no-confidence votes.
 - Faculty should be aware that some students are using cell phones to photograph exams and textbook materials for the purpose of academic dishonesty.
 - Gordon Dossett represented President Kawaguchi at the most recent Board of Trustees meeting. The Board was pleased by the recent approval of the sexual harassment policy and congratulated Chair Quiñones for her appointment to the Board of Governors of the California Community Colleges.
2. Lunch Roundtables, Peter Morse, Professional Development
 - The Professional Development will sponsor a series of discussions at the Bread Factory from 12 to 1pm. Topics will include caring for elderly parents and family members, the Sustainable Works program, faculty advising of student clubs, and the SCORE program for student success. Contact Peter for additional details.
3. Elections, Richard Tahvildaran-Jesswein, Elections and Rules
 - The Senate expresses its gratitude to Peter Geltner and Jocelyn Chong for their assistance in conducting the online elections. Nearly 300 votes were cast. More elections for department representatives will be conducted throughout the Spring Semester. There is some concern about the organization of faculty representation areas on the Curriculum Committee.

4. Spam Control, Steve Hunt, Information Services
 - Brian Sher and Bob Dammer have prepared a written proposal for controlling spam email to college addresses. A cost/benefit analysis will be prepared.
5. Faculty Roles, "Exam Guard," Fariba Bolandhemat, Distance Education
 - The District is examining the utility of purchasing "Exam Guard" software for our eCollege classes. The cost is \$5 per student and would greatly enhance the academic integrity of our online classes.
 - The committee is working with eCollege to devise ways that department chairs and other interested parties might have limited access privileges to online classes for evaluation and other purposes.
6. Proposed Honor Code and Task Force, Esau Tovar, Student Affairs
 - A task force may be established to consider the value of an honor code for College students.

Action Items:

1. Approval of Minutes, March 30, 2004 Academic Senate Meeting
 - M/S (Tovar/Morse). **Approved unanimously.**
2. Approval of Honorarium for Lee Ryan Miller
 - Mr. Miller will speak on campus at 11:15am on May 27 in Math 33.
 - \$100 Honorarium **approved unanimously.**
3. First Reading, Board Policy 2410, "Nondiscrimination on the Basis of Disability," and Administrative Regulation 2512, "Accessibility Standards for Electronic and Information Technology--Section 508," Steve Hunt, Information Services
 - M/S (Dossett/Kluckhohn). **Approved unanimously.**
4. First Reading of Revised Administrative Regulation 4310.1, "Incomplete Grades," and new Administrative Regulation 4352, "Recognition of Academic Excellence," Esau Tovar, Student Affairs
 - M/S (Zehr/Sterr). **Approved unanimously.**
5. New Courses, David Zehr, Curriculum Committee
 - New Courses E.T. 3, "Principles of Project Management," E.T. 42, "Principles of Game Development," E.T. 44, "Game Design and Interactive Play Mechanics I," Art 30C, "Acrylic Painting Techniques," CIS 59B, "Dreamweaver II," CIS 62B, "Flash II," CS 37, "Web Programming in VB.Net," Cosmetology 28A, "Skin Care 2A," Cosmetology 28B, "Skin Care 2B," Education 01, "Introduction to Careers in Teaching," Education 02, "The Early Childhood Through 12th Grade Teaching Experience," Education 20, "Exceptional Children in School," and ECE 60, "Child Observation and Assessment." **Approved unanimously.**
 - Distance education courses CIS 51, "Web Page Design Using XHTML and CSS," CIS 59B, "Dreamweaver II," CIS 62B, "Flash II," CS 19, "Advanced Visual Basic Programming," CS 32 "Data Base Programming in VB.Net," CS 33, "C# Programming," CS 37, "Web Programming in VB.Net," and Journalism 01, "The News." Approved unanimously.

M/S/approved (Baird/Frisch) adjourning at 12:35 p.m.

SUBJECT 2: SECOND READING OF REVISED AR 4310.1 (INCOMPLETE GRADES) AND NEW AR 4352 (RECOGNITION OF ACADEMIC EXCELLENCE) -- 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 prior to the College Deadline for submission of final grades. 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 4352. Recognition of Academic Excellence

Santa Monica College prides itself in the quality of its academic programs and student services. We value our students’ lifelong appreciation and commitment for education attainment and

excellence. To this end, outstanding academic excellence by our students will be recognized in the following fashion:

1. Definitions:

- a. Graded units: courses in which grades of A, B, C, D, or F were received. Grades of Cr, NC, and I are excluded from consideration in granting of honors recognitions.

2. Dean's Honor List

Recognition of academic excellence shall be granted to all Santa Monica College students meeting the following criteria after each regularly scheduled semester (fall and spring) and their transcripts annotated with this designation:

- a. Completion of twelve (12) or more graded units in the qualifying semester;
- b. Earning a semester grade point average (GPA) of 3.0 or higher.

3. Honors at Graduation

Students who have consistently demonstrated outstanding academic excellence while attending Santa Monica College, shall be recognized at graduation and their transcripts annotated with the appropriate honors recognition, provided the applicable criteria are met and the student is in good academic standing (not on academic or lack of progress probation) at the time of graduation. Students who have been suspended from the college are ineligible to receive honors at graduation regardless of GPA attained.

- a. Graduating with Highest Honors
 - i. Attainment of a cumulative GPA of 4.0 (includes coursework from other colleges);
 - ii. Completion of a minimum of 12 units in residency at Santa Monica College;
- b. Graduating with High Honors
 - i. Attainment of a cumulative GPA of 3.70 – 3.99 (includes coursework from other colleges);
 - ii. Completion of a minimum of 12 units in residency at Santa Monica College;
- c. Graduating with Honors
 - i. Attainment of a cumulative GPA of 3.0 – 3.69 (includes coursework from other colleges);
 - ii. Completion of a minimum of 12 units in residency at Santa Monica College.

SUBJECT 3: FIRST READING OF AR XXXX -- Student Affairs Committee, Esau Tovar, Chair

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 President/Superintendent of Santa Monica College.
 - iv. A person who already has been awarded an honorary degree by SMC.
 - v. Current SMC employees.
 - vi. All incumbent elected officials.

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 President/Superintendent.
- d. The President/Superintendent, 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 President/ Superintendent 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.

SUBJECT 4: 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.

[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 managers¹ 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.

¹ http://www.smc.edu/management_association.

- 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. take another action consistent with the principles stated above.
 - i. If a complaint is found to have merit, the committee may
 - i. convey in person to all appropriate persons its concerns, findings, and/or recommendations.
 - ii. 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.
 - iii. ask the Senate President to consider bringing the matter before the full Senate for a possible vote of censure.
- 8. 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.

**SUBJECT 5: SECOND 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.