

ACADEMIC SENATE
AGENDA

Tuesday, March 22, 2005

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

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

AGENDA

Information Items:

1. President's Report -- Lesley Kawaguchi
 - a. Budget
 - b. Board of Trustees workshop
 - c. Welcome Center Retreat
 - d. Visit to Glendale Community College
 - e. Other
2. Professional Development -- Flex Day, March 10 -- Peter Morse, chair
3. Survey on Academic Integrity -- Esau Tovar

Action Items:

1. Approval of the minutes of the March 8, 2005, Academic Senate meeting
2. New and Distance Education Courses -- Curriculum Committee, David Zehr, chair
3. Academic Senate Elections -- Elections and Rules Committee, Peter Geltner, Chair

Old Business:

New Business:

Public Comments:

Adjournment

NEXT SCHEDULED MEETING: April 5, 2005

Action Items: Mar. 22, 2005

SUBJECT 1: APPROVAL OF THE MINUTES OF MARCH 8, 2005

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

Minutes of March 8, 2005, Academic Senate Meeting

Present: Brenda Antrim, Garen Baghdasarian, Espy Bolivar-Owen, Suzanne Borghei, Greg Brookins, Alan D. Buckley, Fran Chandler, Elizabeth Chávez, Cary Childress, Mary

Colavito, Vicki Drake, Tina Feiger, Gilda Feldman, Robert Foster (*Associated Students*), Dennis Frisch, Makiko Fujiwara-Skrobak, Ethan Gallogly, Peter Geltner, Diane Gross, Janet Harclerode, Steve Hunt, Josh Kanin, Lesley Kawaguchi, Marcella Kelly, Lucy Kluckhohn Jones, Moya Mazorow, Suzanne McDonald, April Mizuki, Pete Morris, Peter Morse, Jim Pacchioli, Sue Ann Pinner, Toni Randall, Elaine Roque, Vicki Rothman, Saul Rubin, Christine Schultz, Lantz Simpson, Linda Sinclair, Eleanor Singleton, Howard Stahl, Susan Sterr, Michael Strathearn, Richard Tahvildaran-Jesswein, Gary Todd, Esau Tovar, Marc Trujillo, Odemaris Valdiva, Robert Ware, Albert J. Wong, David Zehr.

Excused: Nate Brown, Guido Davis Del Piccolo, Janie Jones, Helen LeDonne, Fran Manion, Laura Manson.

Absent: Katarina Cerovic, Georgia Farber, Kathy Flynn, Carl Gettleman (*Classified Senate*), Lynn Goodin, Christian Hart, John Henderson, Christine Holmgren, John Kennedy, Ricky Manoff, Paris Poirier, Judith Remmes, Marci Spiegler.

Guests: Maria Alvarado, Tamorah Thomas, Sarita Santos, Georgia Bauman, Laurie McQuay-Peninger, Teresa Hall.

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

Information Items:

1. President's Report, Lesley Kawaguchi, President.
 - o Process to Create the District Planning and Advisory Council. The faculty and classified employee constituent group presidents have agreed to several revisions of the initial proposal for structuring the Council. One area of continuing discussion is the composition and functions of the Program Review Committee.
 - o Bundy Long Range Master Plan Steering Committee. The Bundy Campus is scheduled for opening in Fall 2005.
 - o The College budget remains problematic. The College is still uncertain about the actual enrollment totals for Fall 2004.
 - o Business Services will report to the Program Review Committee today.
 - o The faculty have been invited to participate in a discussion on the "Collapse Exhibition," based on the work of Jared Diamond at the Natural History Museum.
 - o New faculty hiring committees have been voluntarily suspended for a few weeks. The Ad Hoc Faculty ranking committee will reconvene to re-rank positions. After this year, the College will not accept "rollover" positions.
 - o Introduction of Academic Senate office manager: Tamorah Thomas .
 - o New Managers Introduction. Chair Kawaguchi introduced Dr. Georgia Bauman and Laurie McQuay-Peninger to the Senators.
2. Flex Day, Peter Morse, Professional Development. The institutional flex day will be conducted on Thursday, March 10. Faculty can sign-up for panels online.
3. Title V Grant, Janet Harclerode, Teresa Hall, and Sarita Santos. The Senators received a presentation on Title V grants, including efforts to improve retention, persistence, and graduation rates, creation of the Welcome Center, the Summer Bridge Program, and other initiatives.

Action Items:

1. Approval of Minutes, February 22, 2005.

- M/S (Gallogly/Tovar). **Approved unanimously.**
- 2. Resolution Regarding Bundy Long Range Master Plan Steering Committee, Executive Committee.
 - M/S (Buckley/Kluckhohn Jones) to call the question. **Approved** on a voice vote.
 - M/S (Sinclair/Geltner) the main motion. **Approved unanimously.**
- 3. Second Reading of Board Policy 4432, "Posting and Distributing of Publicity," Esau Tovar, Student Affairs.
 - M/S (Gallogly/Trujillo) to call the question. **Approved unanimously.**
 - The main motion was **approved** on a voice vote.
- 4. New Courses, David Zehr, Curriculum Committee.
 - M/S (Tovar/Gross) the following courses:
 - a. Cosmetology 64, "Salon Management"
 - b. Graphic Design 18, Introduction to Design Applications"
 - c. Graphic Design 35, "Drawing for Graphic Design"
 - M/S (Buckley/Tahvildaran-Jesswein) to divide the question between Cosmetology 34/Graphic Design 18 and Graphic Design 35. **Approved unanimously.**
 - M/S (Ware/Gallogly) to divide the question between Cosmetology 64 and Graphic Design 18. **Approved** on a voice vote.
 - M/S (Ware/Hunt) to table the motions. **Approved unanimously.**
- 5. Approval of Campus-Vote.com Subscription Renewal, Peter Geltner, Elections and Rules.
 - M/S (Gallogly/Hunt). **Approved unanimously.**

Old Business: None.

New Business: None.

Public Comments: None.

M/S/approved (Tovar/Tahvildaran-Jesswein) adjourning at 12:37 p.m.

**SUBJECT 2: NEW AND DISTANCE EDUCATION COURSES --
Curriculum Committee, David Zehr, Chair**

New Courses:

CS 23: Expert Systems and Chatbots. This course introduces expert systems. An expert system mimics the thought processes of an expert who gives advice on some narrow topic such as oil exploration, disease diagnosis, or computer design. A chatbot or virtual person, in many ways an embodiment of Alan Turing's vision of a thinking machine, is an expert system that converses much like people. A chatbot with an animated character, personality, facial expressions, and lip-synced speech, provides a more natural interface to websites and the computer. Students will build one or more chatbots. CSU. Department Vote: 13-0
Prerequisite: CS 3

CS 41: Linux Workstation Administration. This course introduces the Linux operating system to students as users, programmers, and administrators. Students install Linux to create a dual-boot system in class, and use a memory-loadable boot CD version at home. Use of fundamental commands, their graphical interface counterparts, editors, and programming tools are emphasized. Students learn to write shell script programs; read, compile, and execute a series of demonstration C programs; and install applications using the open source software distribution model. Central disciplines of local administration are

covered, including user account management, backup, task scheduling, logging, and local system security. CSU. Department Vote: 13-0. Prerequisite: CS 50

ET 20: Visual Development. This course explores the pre-production process used in the entertainment industry. Students will learn how to visually develop an idea for production. Areas covered by this course include story/concept development, art direction, writing, storyboarding, layout, sound design, and timing. Students will create an individual story bible, style guide and animatic based on an assigned theme. The course will also examine the differences in film, broadcast and video game production, and their impact on the design process. CSU. Department Vote: 8-0. Prerequisites: ET 2, ET 18, ET 91, ET 94

ET 24B: 3D Character Animation. This course focuses on the basic principles of character animation as applied to 3D characters. Techniques such as posing, timing, weight, anticipation, squash and stretch, overlapping action, and staging are covered. Students will also be introduced to the basics of performance animation. In addition to completing weekly exercises, students will apply the skills they learn to create an individual project. CSU. Department Vote: 8-0. Prerequisites: ET 19B, ET 24

ET 31A: Digital Video Fundamentals—presented by Chris Fria. This introductory course familiarizes students with the fundamental aspects of digital video production. Covering acquisition formats, authorizing formats and delivery formats, the class provides a strong foundation for working with digital picture (both motion picture and still pictures) and digital sound in non-linear digital video post production. Topics will include digital vs. analog, time code, frame rates, frame size, frame aspect ratio, pixel aspect ratio, data transfer rates, key frames, NTSC and PAL television standards, image composition and acquisition, video capture and compression. The technical aspects of video hardware and computer hardware will also be covered. CSU. Department Vote: 8-0 Prerequisites: None

ET 32: Digital Compositing. Digital compositing is the process of digitally manipulating a combination of source images to produce a seamless whole. This course provides a complete overview of the compositing process as it is used in film/television, visual effects, and multimedia. Areas covered include image creation and manipulation techniques as well as design and color fundamentals. Through a series of exercises and projects, students will develop the aesthetic and technical skills necessary for integrating diverse visual elements into cohesive imagery. CSU. Department Vote: 8-0. Prerequisites: ET 31A, ET 37

ET 39: Web Design Project. This computer-based course covers the design and production of a faculty supervised project for portfolio development. Students will produce an original web site project from creation of the original concept through the completion of the finished project. Emphasis will be placed on media design, information design, interactive design, efficient production practices, and successful communication. Students will complete one major project for their portfolio. CSU. Department Vote: 8-0 Prerequisites: ET 16, ET 36

ET 47: Digital Audio for Games. This Windows-based course will introduce students to the fundamentals of digital audio design for games. Topics covered will include principles of good audio design; the essential hardware and software tools of music production in digital environment; characteristics and differences between various audio formats; basic principles of sound waveform editing; and recording techniques for interactive and video integration. Practical experience will be balanced by an emphasis on understanding the fundamentals of

the technology and its applications within the game industry. CSU. Department Vote: 8-0. Prerequisite: ET 11

ET 59: Motion Graphics II. This course focuses on common professional uses of advanced motion graphics techniques. Areas covered include velocity controls and interpolation, spatial resolution and temporal resolution, expressions, parenting, advanced text animation, advanced plug-ins, keying, and color adjustment. By completing the projects in this course, students will increase their creative and technical skills and develop their professional portfolio. CSU. Department Vote: 8-0. Advisory: ET 58

ET 60: Post Production Project. This computer-based course covers the design and production of a faculty supervised project for portfolio development. Students will produce an original post production project from creation of the original concept through the completion of the finished project. Emphasis will be placed on design quality and technical execution. Students will complete one major project for their portfolio. CSU. Department Vote: 8-0. Prerequisites: ET 2, ET 31B, ET 59

ET 63: Digital Tracking and Integration. This course focuses on the techniques of combining digitally created elements with live-action footage. Areas covered include camera tracking, matchmoving, rotoscoping, motion capture and greenscreen photography. Through a series of exercises and projects, students will learn to seamlessly integrate computer generated elements with digital video. Emphasis will be placed on problem solving as well as software training. CSU. Department Vote: 8-0. Prerequisites: ET 24, ET 32, ET 91

ET 65: Digital Effects II. This course focuses on advanced methodologies for creating digital effects. Topics covered include advanced particle simulations, expressions and scripting techniques, dynamic simulations, rendering solutions, and effects compositing. This course emphasizes procedural workflows and the interdependency of various software tools to achieve efficient and flexible results. This course uses "Side Effects Houdini." CSU. Department Vote: 8-0. Prerequisites: ET 64

ET 80: Digital Effects Project. This computer based course covers the design and production of a faculty supervised project for portfolio development. Students will produce an original digital effects project from creation of the original concept through the completion of the finished project. Emphasis will be placed on design quality and technical execution. This course will also cover demonstration reel development. CSU. Department Vote: 8-0. Prerequisites: ET 32, ET 63, ET 64

Cosmetology 64: Salon Management. This course presents an opportunity for a student/licensee to learn clientele building, choosing the right salon, types of leases and rent agreements, business permits, how to handle supplies, labor related laws, and key points for operating a salon, as well as how to write a resume. 2 units. Department Vote: 13-0

Graphic Design 18: Introduction to Design Applications. This computer course provides an overview of digital applications used in the field of Graphic Design: Photoshop, Illustrator and Quark Xpress. Also covered: Operating Systems, file management and computer navigation basics. 3 units. Department Vote: 8-0. CSU

Distance Education

Art 1: Western Art History 1. This is an existing course. Department Vote: 8-0-2

CIS 40: InDesign. This is an existing course, but has been renamed. Department Vote: 13-0

ECE 11: Child, Family, and the Community. This is an existing course. Department Vote: 4-0

ECE 41: Supervision and Administration of Early Childhood, This is an existing course. Department Vote: 4-0

**SUBJECT 3: ACADEMIC SENATE ELECTIONS AND THE BY-LAWS --
Elections and Rules Committee, Peter Geltner, Chair**

In order to hold the Academic Senate elections, the Academic Senate must decide either to suspend the current election rules in the By-Laws or amend the By-Laws. Please see additional e-mail attachment.