

**ACADEMIC SENATE**  
**AGENDA**

*Tuesday, March 8, 2005*

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**

Information Items:

1. President's Report -- Lesley Kawaguchi
  - a. Process to create the District Planning and Advisory Council
  - b. Bundy Long Range Master Plan Steering Committee
  - c. Introduction of Academic Senate office secretary: **Tamorah Thomas**
  - d. New managers introduction: **Dr. Georgia Bauman**, instructional services director; **Laurie McQuay-Peninger**, director of grants.
2. Professional Development -- Flex Day, March 10 -- Peter Morse, chair
3. Title V grant -- Janet Harclerode, Instructional Faculty Leader; Teresa Hall, Student Services Faculty Leader; Sarita Santos, Program Manager, Title V Co-op Grant.

Action Items:

1. Approval of the minutes of the February 22, 2005, Academic Senate meeting
2. Resolution regarding Bundy Long Range Master Plan Steering Committee -- Executive Committee
3. Second Reading of BP 4432 (Posting and Distributing of Publicity) -- Student Affairs Committee, Esau Tovar, chair
4. New Courses -- Curriculum Committee, David Zehr, chair
5. Approval of Campus-Vote.com renewal -- Elections and Rules Committee, Peter Geltner, Chair

Old Business:

New Business:

Public Comments:

**Adjournment**

**NEXT SCHEDULED MEETING: March 22, 2005**

**Action Items: Mar. 8, 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 the February 22, 2005, Academic Senate Meeting

**Present:** Brenda Antrim, Garen Baghdasarian, Espy Bolivar-Owen, Suzanne Borghei, Greg Brookins, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Cary Childress, Mary Colavito, Guido Davis Del Piccolo, Vicki Drake, Georgia Farber, Tina Feiger, Gilda Feldman, Robert Foster (*Associated Students*), Dennis Frisch, Makiko Fujiwara-Skrobak, Ethan Gallogly, Peter Geltner, Carl Gettleman (*Classified Senate*), Diane Gross, Janet Harclerode, Christine Holmgren, Steve Hunt, Josh Kanin, Lesley Kawaguchi, Marcella Kelly, John Kennedy, Lucy Kluckhohn Jones, Helen LeDonne, Fran Manion, Ricky Manoff, Laura Manson, Moya Mazorow, Suzanne McDonald, April Mizuki, Pete Morris, Peter Morse, Jim Pacchioli, Sue Ann Pinner, Vicki Rothman, Lantz Simpson, Linda Sinclair, Eleanor Singleton, Steve Soucy, Michael Strathearn, Richard Tahvildaran-Jesswein, Gary Todd, Esau Tovar, Marc Trujillo, Odemaris Valdiva, David Zehr.

**Excused:** Elizabeth Chávez, Toni Randall, Elaine Roque, Saul Rubin, Marci Spiegler, Susan Sterr.

**Absent:** Nate Brown, Kathy Flynn, Lynn Goodin, Christian Hart, John Henderson, Janie Jones, Paris Poirier, Judith Remmes, Christine Schultz, Howard Stahl, Sal Veas, Robert Ware, Albert J. Wong.

**Guests:** Jacqueline Nagatsuka, Juan B. Quevedo, Lillian Cavalieri, Michael Soldatenko, Miguel Rios, Leonard Crawford, Kiersten Elliot, Steve Myrow, George Teroy.

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

### Information Items:

1. President's Report, Lesley Kawaguchi, President
  - o Process to create the District Planning and Advisory Council.
    - M/S (Kluckhohn Jones/Geltner), "Resolved, the Academic Senate accepts the proposed structure of the District Planning and Advisory Council as a working document." **Approved unanimously.**
  - o Budget and Enrollment. The college is about 1,000 FTEs below its goal. There might be as much as a \$4 million shortfall in the District's budget. The college currently has less than \$200,000 in reserves.
  - o Student Equity Plan.
  - o New Part-time Senator: Steve Soucy, Business Department.
  - o Introduction of New Managers: Leonard Crawford, Kiersten Elliot, Jacqueline Nagatsuka, Steve Myrow, and George Teroy were introduced to the Senators.
  - o Occupation Committee: Sal Veas has resigned as chair of the committee.
2. Sabbaticals and Fellowships, Marce Kelly. March 7 is the deadline for applications.
3. Elections and Rules, Peter Geltner. The expense to conduct online election for Spring 2005 will be higher than in the previous election. The Senate may have to make alternative arrangements.
4. "Listening Tour," Richard Tahvildaran-Jesswein. President-elect Tahvidaran-Jesswein will be visiting individual departments to discuss faculty concerns.
5. Professional Development, Peter Morse. Faculty and staff will be notified by email about online sign-ups for the Spring Flex Day activities.
6. Title V Grant, Janet Harclerode. Discussion was postponed.

### Action Items:

1. Approval of Minutes, December 14, 2005.
  - o M/S (Tovar/Tahvildaran-Jesswein). **Approved unanimously.**
2. Second Reading, Board Policy 1215, "Awarding of Honorary Degrees," Esau Tovar, Student Affairs.
  - o M/S (Gallogly/Feiger). **Approved unanimously.**

**Old Business:** None.

**New Business:** None.

**Public Comments:** Miguel Rios stated the position of many classified employees regarding their representation on Academic Senate joint committees.

M/S/approved (Feiger/Zehr) adjourning at 12:27 p.m.

**SUBJECT 2: RESOLUTION REGARDING BUNDY LONG RANGE MASTER PLAN STEERING COMMITTEE**

Whereas the Bundy campus is being considered as a location for programs as well as general education courses; and

Whereas the Academic Senate and other constituencies on campus were not given timely notification that a meeting of the Bundy Long Range Master Plan Steering Committee would occur on February 25, 2005, in order to send representatives; and

Whereas the short notice for the "Visioning" meeting on February 25, 2005, resulted in few faculty participating in a discussion about Departments and Programs that need to grow, modernize, and possibly move to the Bundy campus;

Be It Therefore Resolved That, the Academic Senate of Santa Monica College reminds the administration that the faculty, with their expertise and as those potentially affected by the plan to introduce programs and general education courses at the Bundy campus, must be full participants in the discussions; and

Be It Therefore Further Resolved That, the Academic Senate of Santa Monica College expects to be notified of upcoming meetings with agendas in a timely fashion.

**SUBJECT 3: AR 4432 (DISTRIBUTION AND POSTING OF PUBLICITY)  
-- ESAU TOVAR, CHAIR, STUDENT AFFAIRS  
COMMITTEE**

**ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

**AR 4432 ~~Distribution and Posting~~ and Distribution of Publicity**

This regulation applies to the main campus and each of the satellite campuses.

Students

1. ~~All authorized student activities may be publicized and advertised on campus,~~

subject to the following conditions:

- ~~A. Publicity posted on campus must be stamped by the SMC Student Activities Office or designated satellite campus office before being displayed. Administrators at each satellite campus will be responsible for adherence to this regulation for distribution and posting of publicity at their campus.~~
  - ~~B. Publicity materials may be posted only on school bulletin boards and designated posting locations. Posting on departmental bulletin boards must be approved by the department chairperson or designee. All permanent structures, such as buildings, sidewalks, walls, windows, blackboards, lawns, trees, drinking fountains, lamp fixtures, phone booths, vending machines, and classrooms, shall not be utilized for affixing publicity materials, posters or signs. All materials must be dated and removed by the posting group or organization within 24 hours following the activity. Any exceptions will require approval by the Dean of Student Life or designee.~~
- ~~2. On Campus Student publications may be distributed at designated sites on campus.~~
  - ~~3. Campus student organizations wishing to request a table for the dispensing of informational materials should file a table request in the SMC Student Activities Office at least five (5) working days in advance of the date the table is to be used. Tables may be placed in the Free Speech Area and Library walkway. Dispensing of information is permitted during campus operational hours only.~~
  - ~~4. Publicity to be distributed shall have been reviewed by the organization advisor and a copy of all such material shall be on file in the SMC Student Activities Office or designated satellite campus office.~~

### Faculty and Staff

Posters, bulletins, and circulars pertaining to college academic, departmental, and administrative affairs shall be posted in areas designated for such purposes.

### **Posting of Publicity Approval**

Student activities and other student and college related material may be publicized and advertised on campus in designated areas only, subject to the following conditions:

1. For posting on Associated Students bulletin boards:
  - a. Material must be stamped by SMC Office of Student Life (A.S.)
2. For posting on departmental bulletin boards:
  - a. Material must be approved by department chairperson or designee.
3. For posting on bulletin boards in classrooms:
  - a. Faculty members are responsible for posting on bulletin boards in classrooms;
  - b. Posted material should be related to classroom instruction;
  - c. Should be respectful of instructors and students using that room;
  - d. Publications by students or other parties advertising sales of goods or services (e.g., paid tutoring services, selling of books, rentals) are prohibited and subject to removal by college personnel.
4. Posting is prohibited on all permanent structures, such as buildings, sidewalks, walls,

windows, blackboards, lawns, trees, phone booths, vending machines.

5. Posting of commercial publications:
  - a. Commercial advertisements for off-campus events, productions, sales, etc., may be posted only on the designated bulletin boards. Publicity posted on campus must be stamped by the SMC Office of Student Life or designated satellite campus office before being displayed.
  - b. Sales by off-campus individuals or organizations, promoting their bulletins, circulars, newspapers, magazines, or other printed material is permitted in designated areas. These individuals and organizations must obtain a permit from the office of the SMC Events Manager. In-person selling shall be accomplished in such a manner as not to harass or intimidate any student or other person on campus.
6. Content of Publicity for Posting:
  - a. In an effort to maintain an environment conducive to learning and free of harassment, the following guidelines should be observed:
    - i. Publicity may not contain references to the promotion of alcohol, illegal substances, or obscene material.
    - ii. Publicity must not advertise events that restrict attendance on the basis of age, race, ethnicity, religion, sex, sexual orientation, national origin, disability, or political affiliation.
    - iii. Posting parties are strongly encouraged to include specific contact information (e.g., name, organization, telephone, email) on all their publications.

#### Distribution of Publicity by Off-Campus Individuals and Organizations

Off-campus individuals and organizations wishing to distribute (not post) materials on campus must adhere to the following rules and regulations:

1. The individual or organization should, but is not required to, register in the SMC ~~Student Activities~~ Office of Student Life (A.S.) or designated satellite campus office and file a copy of the material to be distributed ~~in the SMC Student Activities Office or designated satellite campus office.~~
- ~~2. Free printed materials by off campus individuals or organizations shall be distributed in the Free Speech Area and the Library walkway.~~
2. Distribution of materials, including free printed publications or gathering of signatures may not occur in classrooms, hallways, ~~inside libraries~~ the Library, or in parking lots.
3. No literature may be placed or left on vehicles.
4. The District may reasonably limit the number of persons distributing materials in any given area for safety purposes and to prevent the disruption of educational activities.

#### SMC Disclaimer of Content

The content and opinions expressed in all forms of publicity posted and distributed by college individuals and organizations and by off-campus individuals and organizations do not necessarily express those of the College. Permission to post and distribute materials does not implicitly or explicitly signify endorsement by the College.

### **Offensive Publicity & Complaints**

While it is not the intention of Santa Monica College to authorize the posting of material deemed offensive by some individuals, students, faculty, and staff are prohibited from removing these without prior authorization. The offended party may address his/her complaint to one of the three parties noted below. Such party will then pursue the proper protocol for removal of publicity.

1. Department Chair;
2. Dean of Student Life;
3. Dean of Student Services.

#### **SUBJECT 4: NEW COURSES -- DAVID ZEHR, CHAIR, CURRICULUM COMMITTEE**

**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

**Graphic Design 35: Drawing for Graphic Design.** This studio course is an introduction to drawing fundamentals for Graphic Designers: observation techniques, attention to format and proportion, perspective and composition. Students will develop and practice techniques employed by working graphic artists to quickly create drawings for concept, layout development and communication to clients, photographers, illustrators and associates. 3 units. Department Vote: 8-0. CSU

#### **SUBJECT 5: APPROVAL OF USING CAMPUS-VOTE FOR ONLINE ELECTIONS -- PETER GELTNER, CHAIR, ELECTIONS AND RULES COMMITTEE AND EXECUTIVE COMMITTEE**

Approve \$395 for the Pro Election System annual subscription (3/20/05-3/20/05)