

*ACADEMIC SENATE*  
*AGENDA*  
*Tuesday, May 24, 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

Action Items:

1. Approval of the minutes of the May 10, 2005 Academic Senate meeting
2. Second Reading of Administrative Regulations 4340 and 4341 -- Student Affairs Committee, Esau Tovar, chair
3. Second Reading of Administrative Regulations 3230 and 3211.1 -- Personnel Policies Committee, Christine Holmgren, chair
4. Second Reading of Proposed Board Policy on Copyright -- Information Services Committee, Steve Hunt, chair

Old Business:

1. Academic Senate By-Laws Revisions -- Elections and Rules Committee, Peter Geltner, chair

Public Comments:

**Adjournment**

*IF NEEDED, NEXT SCHEDULED MEETING: May 31, 2005*

**Action Items: May 24, 2005**

**SUBJECT 1: APPROVAL OF THE MINUTES OF May 10, 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 May 10, 2005, Academic Senate Meeting**

**Present:** Garen Baghdasarian, Espy Bolivar-Owen, Suzanne Borghei, Greg Brookins, Nate Brown, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Elizabeth Chávez, Cary Childress, Mary Colavito, Guido Davis Del Piccolo, Vicki Drake, Tina Feiger, Gilda Feldman, Kathy Flynn, 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, Fran Manion, Ricky Manoff, Laura Manson, Moya Mazorow, Suzanne McDonald, Pete

Morris, Peter Morse, Jim Pacchioli, Sue Ann Pinner, Toni Randall, Vicki Rothman, Christine Schultz, Lantz Simpson, Eleanor Singleton, Marci Spiegler, Michael Strathearn, Richard Tahvildaran-Jesswein, Gary Todd, Esau Tovar, Marc Trujillo, Odemaris Valdiva, Albert J. Wong, David Zehr.

**Excused:** Brenda Antrim.

**Absent:** Georgia Farber, Robert Foster (*Associated Students*), Lynn Goodin, Christian Hart, John Henderson, Janie Jones, Helen LeDonne, April Mizuki, Paris Poirier, Judith Remmes, Elaine Roque, Saul Rubin, Linda Sinclair, Steve Soucy, Howard Stahl, Susan Sterr, Robert Ware.

**Guests:** Tamorah M. Thomas, Patricia Burson, Chunglai Yu, Mitra Moassessi, Maria Alvarado.

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

M/S (Tahvildaran-Jesswein/Brown) seeking unanimous consent to move the Information Items and Action Items 1 and 2 to the end of the meeting. There being no objection, **unanimous consent was given.**

### **Action Items:**

1. Approval of Minutes, April 5, 2005, as perfected.
  - M/S (Tovar/Gallogly). **Approved unanimously.**
2. Doman Renewal, Odemaris Valdivia, Treasurer
  - M/S (Valdivia/Harclerode) to approve an additional \$120.00 for renewal of the Academic Senate Internet domain name. **Approved unanimously.**
3. Sabbaticals and Fellowships Recommendations, Marce Kelly, Sabbaticals and Fellowships
  - M/S (Zehr/Feiger) the following for sabbaticals and fellowships:
    - Sabbaticals: Marily Adler, Health Science (Spring 2006); Jan Austin, Earth Sciences (Spring 2006); Suzanne Borghei, History (Spring 2006); Suellen auld, Earth Science \*Fall 2005); Christine Holmgren, Philosophy (Spring 2006); Anne Marie Karlsen, Art (Spring 2006); Lesley Kawaguchi, History (Spring 2006); and, Peter Morse, Physical Sciences (Fall 2005).
    - Fellowships: Gerry Clark, CSIS (Fall 2005); Ken Geddes, CSIS, (Fall 2005); Gloria Heller, English (Fall 2005); Harold Rogler, Computer Science (Fall 2005); Paul Wissmann, Life Sciences (Fall/Spring, 2005-06, one fellowship, two semesters); and, as an alternate, Andrea Spector, ESL (Fall 2005).
  - **Approved unanimously.**
4. New Courses, David Zehr, Curriculum
  - Curriculum Committee recommends the following new courses: ASL 1, "American Sign Language," and Graphic Design 35, "Drawing for Graphic Design." **Approved unanimously.**
5. First Reading of Administrative Regulations 4340 and 4341, Esau Tova, Student Affairs
  - M/S (Brown/Hunt). First reading **approved unanimously.**
6. First Reading of Administrative Regulations 3230 and 3211.1, Christine Holmgren, Personnel Policies
  - M/S (Hunt/Tovar). First reading **approved unanimously.**
7. First Reading of Proposed Board Policy on Copyright, Steve Hunt, Information Services
  - M/S (Manson/Gallogly). First reading **approved unanimously.**

### **Old Business:**

1. Revision of the Program Review Process, Janet Harclerode, Program Review
  - o M/S (Harclerode/Tahvildaran-Jesswein) as perfected. **Approved unanimously.**

#### **New Business:**

1. Academic Senate By-Laws Revision, Peter Geltner, Elections and Rules
  - o M/S (Morse/Valdivia). First reading **approved unanimously.**
2. Resolution Regarding Governor Schwarzenegger, Executive Committee
  - o M/S (Zehr/Chandler) to restate third and fourth "Whereas" in order to clarify the titles of the voter initiatives. **Approved unanimously.**
  - o M/S (Chandler/Brown) to delete first Resolved. **Motion failed** on a voice vote.
  - o M/S (Chandler/Bolivar-Owen) to delete from first Resolved, "...disapproves of the so-called 'California Live Within Our Means Act' and the so-called 'Excellence in Teaching Act,'" and insert "reiterates its support for tenure as a vital element of academic freedom." M/S (Gallogly/Hunt) to call the question. The **question was called** on a voice vote. The main amendment was defeated by a vote of 13 Yea, 18 Nay.
  - o M/S (Gallogly/Hunt) to call the question on the main motion. The motion to call the question failed on a voice vote.
  - o M/S (Tovar/Tahvildaran-Jesswein) to call the question on the main motion. The **question was called** on a **unanimous vote.**
  - o The main motion was **approved** on a vote of 32 Yea, 8 Nay, and 4 Abstain.

#### **Information Items:**

1. President's Report, Lesley Kawaguchi, President
  - o DPAC and Subcommittees. The Council is now functioning. Lesley Kawaguchi was elected as vice chair. Fran Manion, Steve Hunt, Teri Bernstein, Christine Holmgren, and Eleanor Singleton, among others, will represent the Academic Senate on various DPAC subcommittees.
  - o Presidential search committee. Lesley Kawaguchi, Lantz Simpson, and Richard Tahvildaran-Jesswein will represent the faculty on the presidential search committee, which will comprise three faculty, three students, three classified employees, three administrators, and four community members.
  - o Rose Garden in memory of Dot Gelvin. Dr. Gelvin's memory will be honored at the annual Recognition Breakfast in June.
  - o May 24 faculty meeting regarding presidential search. The search consultant will speak with faculty on May 24.
  - o Airport Campus Meeting.
  - o Other.

**Public Comments:** None.

M/S/approved (Manhoff/Morse) adjourning at 12:43 p.m.

**SUBJECT 2:                   SECOND READING OF ADMINISTRATIVE  
REGULATIONS 4340 AND 4341 -- Student Affairs Committee,  
Esau Tovar, chair**

(Please download -- I couldn't preserve the changes otherwise.)



AR4340 & 4341  
Submitted to AS for 2

**SUBJECT 3: SECOND READING OF ADMINISTRATIVE REGULATIONS 3230 AND 3211.1 -- Personnel Policies Committee, Christine Holmgren, chair**

ARTICLE 3200 ACADEMIC PERSONNEL

AR 3230 Part-Time Hourly Temporary Faculty

AR 3230.1 Procedure for Hiring Part-Time Hourly Temporary Faculty

1. Position Identification

To the extent possible, each department shall draft a tentative annual schedule of course offerings projecting summer, fall, winter and spring terms. A staffing proposal for these sessions will be projected to identify areas that may need to be filled with hourly assignments.

2. Establishment of Candidate Pool

Position announcements will be prepared semiannually or as requested by the departments pursuant to the hourly **temporary** faculty needs analysis and consistent with the District's Equal Employment Opportunity ~~program~~ **Plan**.

A. Search Procedures

1. ~~The position announcements will be distributed through the District's~~
2. ~~established posting procedures, as well as through additional listings identified~~
3. ~~by the department. All applications for temporary hourly employment are~~
4. **accepted on an on-going basis.** Every effort will be made to recruit broadly so
5. as to attract a diverse candidate pool. All applications will be received and
6. entered into the application tracking system by the Office of Human Resources.
7. ~~The Academic Personnel Office will perform an initial screening for minimum~~
8. ~~qualifications before distributing applications to departments for consideration.~~
9. ~~No applicant may be considered unless referred to the department through the~~
10. ~~Academic Personnel Office.~~

B. Selection Process

11. **During each academic year, the Department Chairperson/Faculty Leader** shall
12. ~~convene and chair~~ a selection committee to screen and interview potential
13. **temporary** hourly faculty. The selection committee will consist of at least the
14. **Department Chairperson/Faculty Leader or designee**, a probationary/tenured
15. faculty member, preferably from the subject area **and/or program area**, and an
16. equal employment opportunity representative. **Any retired faculty member**
17. **employed by the District as temporary hourly faculty may serve on the**
18. **screening committee. In the event that an equal opportunity representative is**
19. **not available, the Department Chair will assume this responsibility.**

20. Individual committee members are expected to be present for each committee  
21. meeting and the chair of the committee shall have the authority to exclude  
22. members who fail to regularly attend. The committee will identify a pool of  
23. candidates qualified to be hired.

24. The department chairperson will make recommendations of faculty  
25. assignments from the candidate pool or current hourly faculty with  
26. satisfactory evaluation status. Probationary/tenured faculty who have a  
27. satisfactory evaluation status may be considered for hourly overload  
28. assignments. **If the department selection committee selects an applicant whose**  
29. **application has not yet been received by the Office of Human Resources, the**  
30. **Department Chair/Faculty Leader shall notify the Office of Human Resources,**  
31. **which will then review the applications for minimum qualifications. The**  
32. **applicant may not be offered the temporary hourly position until his or her**  
33. **application has been properly reviewed by the Office of Human Resources for**  
34. **minimum qualifications.** If a Department Chair's/Faculty Leader's recommendation  
35. of a temporary hourly faculty assignment is not accepted, the appropriate Academic  
36. Administrator, upon request of the Department Chairperson/Faculty Leader, shall  
37. promptly communicate in writing the reasons to the Department Chairperson/Faculty  
38. Leader.

39. **The interview step may be eliminated in the case of a candidate who has**  
40. **previously taught in the department, received satisfactory evaluations, and left**  
41. **the district for his/her own reasons. If that person desires to be considered**  
42. **for a future appointment, he/she will only be required to submit an updated**  
43. **application.**

44. In an emergency situation where, **when the applicant pool has been exhausted**  
45. **and consequently** the full process cannot be completed before the assignment is  
46. to begin, an interview will be conducted by at least the Department  
47. Chairperson/Faculty Leader and, **when possible,** at least one other member of  
48. the selection committee.

#### C. Equal Employment Opportunity Provisions

49. ~~The Assistant Dean, Equal Employment Opportunity/Diversity shall be~~  
50. ~~responsible for monitoring the department's hourly faculty hiring process~~  
51. ~~and procedures.~~

52. The Assistant Dean, Equal Employment Opportunity/Diversity  
53. shall ensure that all members of the selection committee are given appropriate  
54. training in the District's Equal employment opportunity program and  
55. administrative regulations.

56. **The equal employment representative shall be responsible, in cooperation**  
57. **with the Department Chair/Faculty Leader on the screening committee, to**

58. ensure that the screening process is conducted consistent with the District'
59. commitment and regulations relating to equal employment opportunity. The
60. equal employment representative shall be a voting member of the selection
61. committee. In order to serve as an equal employment representative, the
62. faculty member must complete a training *program* presented by the Office of
63. Human Resources. The committee shall be composed of diverse
64. membership in compliance with the District's Equal Opportunity
65. Plan.

**(NOTE: THE FOLLOWING HAS NOT BEEN COMPLETED AND NEEDS TO BE UPDATED TO REFLECT THE LANGUAGE IN THE CONTRACT)**

Assignments

1. Persons chosen for **temporary** hourly faculty positions will be recommended to the Board of Trustees at the salary rate determined by the appropriate adopted hourly salary schedule.
2. ~~All **temporary** hourly faculty will be given a written offer of employment for each assignment each semester. If an offer of employment is not made for the following semester, it shall be understood that the employee is not rehired.~~
3. The assignment of a **temporary** hourly faculty member is recommended by the Department Chair/**Faculty Leader** and may be modified at the discretion of the appropriate academic administrator:
  - A. If a class assigned to a **temporary** hourly faculty member fails to attain sufficient enrollment to be offered,
  - B. If a class which is part of a probationary/tenured instructor's contractual assignment fails to attain sufficient enrollment to be offered and an hourly class is needed to complete the contractual assignment. The class section selected to complete the contractual assignment will be made by the appropriate academic administrator after consulting with the **Department Chair/Faculty Leader**.
  - C. No class taught as an hourly assignment by any probationary/tenured faculty member which fails to attain sufficient enrollment shall result in the displacement of another faculty member to maintain the hourly assignment.
  - D. When a class taught by a **temporary** hourly faculty member is cancelled, no alternate assignment which displaces any other faculty member shall be made.
  - E. No summer or winter assignments shall be reassigned to satisfy the conditions of paragraph 3B above.
4. The assignment for **temporary** hourly faculty will not exceed sixty percent (60%) of the assignment for a full-time faculty member ~~in the same discipline.~~

**AR 3211.1 Procedure for Hiring Full-Time Faculty**

1. Position Identification

- a. Each department shall conduct a new faculty needs assessment and shall submit a prioritized list of requested new faculty positions along with its assessment and justification for these requests to the ~~College-wide Coordinating Council~~ Academic Senate's Joint Committee on New Faculty Position Ranking.
- b. The ~~College-wide Coordinating Council~~ Academic Senate's Joint Committee on New Faculty Position Ranking, chaired by the ~~Superintendent/President~~ Academic Senate President or designee, shall review department requests, assessments, and justifications in light of budgetary, enrollment, and program review information provided by the ~~Superintendent/President or designee~~ the Vice Presidents of Academic and Student Affairs who are both nonvoting members of the committee.
- c. The Academic Senate's Joint Committee on New Faculty Position Ranking shall consist of 12 faculty members named by the Academic Senate President and 6 administrators named by the Superintendent/President. The faculty and administrative members of the Academic Senate Joint Committee on New Faculty Position Ranking should be derived from a wide variety and diversity of the disciplines/departments of the campus population. The committee's Vice Chair will be named by the Superintendent/President.
- d. The ~~Council~~ Academic Senate's Joint Committee on New Faculty Position Ranking shall prepare a prioritized list of recommended new faculty positions to be submitted to the Superintendent/President. Department Chairs or Faculty Leaders shall also receive the Committee's list of recommended new faculty positions.
- e. The Superintendent/President shall review the ~~Coordinating Council's~~ Committee's recommendations and prepare a preliminary recommendation for the Board of Trustees. The preliminary recommendation shall be distributed to members of the ~~Coordinating Council~~ Academic Senate's Joint Committee on New Faculty Position Ranking and all Department Chairs or Faculty Leaders. The Superintendent/President shall review the recommendations with the Academic Senate President and submit a list of new faculty positions to the Board of Trustees for its final determination. The Superintendent/President shall also send the recommendations to the ~~Coordinating Council~~ District Planning and Advisory Council (DPAC) and Department Chairs or Faculty Leaders as an information item.

**SUBJECT 4: FIRST READING OF PROPOSED BOARD POLICY --  
Information Services Committee, Steve Hunt, chair**

BP 2XXX Copyright (PROPOSED)

Santa Monica College requires that all college personnel and students adhere to the provisions of the United States Copyright Law (Title 17, United States Code) and amendments; the Technology, Education, and Copyright Harmonization (TEACH) Act of

2002; and the Digital Millennium Copyright Act of 1998. These laws apply to anyone at the College who wants to reproduce, alter, perform or post online works that are protected by copyright. Examples of these works include printed materials, sound recordings, video recordings, visual art, computer software, and multimedia.

The District shall inform and educate faculty and staff about their rights and responsibilities regarding the use of copyrighted materials.

**OLD BUSINESS:**

**1. ACADEMIC SENATE BY-LAWS REVISIONS -- Elections and Rules  
Committee, Peter Geltner, chair**



By-laws Proposed  
May 2005.doc