

ACADEMIC SENATE AGENDA

Tuesday, November 2, 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
 - a. Governance Structure Work Group
 - b. Hayward Award -- nominees
 - c. Academic Senate for the California Community Colleges -- plenary session report
2. Media Center changes -- Al DeSalles, Manager, Media & Graphic Services

Action Items:

1. Approval of the minutes of the Oct. 19, 2004, Academic Senate meeting
2. New courses, certificates, renaming/renumbering courses -- Curriculum Committee
3. Academic Senate Budget -- Odemaris Valdivia, Treasurer
4. BP 2512 Computer Use (new), second reading -- Information Services Committee

New Business:

Adjournment

NEXT SCHEDULED MEETING: NOV. 16, 2004

Action Items: Nov. 2, 2004

SUBJECT 1: APPROVAL OF THE MINUTES OF OCT. 19, 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 October 19, 2004, Academic Senate Meeting

Present: Brenda Antrim, Fariba Bolandhemat, Suzanne Borghei, Greg Brookins, Alan D. Buckley, Katarina Cerovic, Elizabeth Chávez, Cary Childress, Mary Colavito, Guido Davis Del Piccolo, Vicki Drake, Gilda Feldman, Robert Foster (*Associated Students*), Dennis Frisch, Makiko Fujiwara-Skrobak, Ethan Gallogly, Peter Geltner, Carl Gettleman (*Classified Senate*), Brenda Rothaupt (*for Diane Gross*), Janet Harclerode, John Henderson, Steve Hunt, Janie

Jones, Josh Kanin, Lesley Kawaguchi, John Kennedy, Fran Manion, Ricky Manoff, Laura Manson, Suzanne McDonald, April Mizuki, Pete Morris, Peter Morse, Jim Pacchioli, Sue Ann Pinner, Paris Poirier, Toni Randall, Elaine Roque, Vicki Rothman, Saul Rubin, Christine Schultz, Lantz Simpson, Marci Spiegler, Howard Stahl, Susan Sterr, Michael Strathearn, Richard Tahvildaran-Jesswein, Gary Todd, Esau Tovar, Marc Trujillo, Odemaris Valdiva, Sal Veas, Robert Ware, Albert J. Wong, David Zehr.

Excused: Nate Brown, Fran Chandler, Georgia Farber, Lucy Kluckhohn Jones, Moya Mazorow,

Absent: Garen Baghdasarian, Espy Bolivar-Owen, Tina Feiger, Kathy Flynn, Lynn Goodin, Christian Hart, Christine Holmgren, Marcella Kelly, Helen LeDonne,

Guests: Fred Zimmerman, Ken Mason, Maria Alvarado, Chauncey McClain, Charisse Crosby, Dina Cervantes, Mitra Moassessi, Juan Quevado.

Chair Kawaguchi declared a quorum at 11:22 a.m.

Public Comments:

1. Albert Wong, Theater. Beyond Therapy, by Christopher Durang, will be presented at the Hangar Stage on October 14, 15, 16, 17, 22, 23, and 24.
2. Sue Ann Pinner. A Benefit Concert for the SMC Applied Music Program, directed by Dr. David Goodman, will be held on Saturday, November 6, at 8 p.m. in the SMC Concert Hall.
3. Dina Cervantes, Student Trustee. The Associated Students will sponsor an open forum for Board of Trustees candidates on October 26, 11:15, at the Clocktower. A "mock election" will be conducted following the debate.
4. Carl Gettleman, Classified Senate. President Gettleman expressed appreciation to the Senate for its support of Classified representation on the College Governance Structure Work Group but expressed concerns about chances for the group's success.
5. Phil Hendricks, CSEA. President Hendricks expressed appreciation to the Senate for its support of Classified representation on the College Governance Structure Work Group.
6. Fred Zimmerman, Media Center. Mr. Zimmerman expressed concerns that reconfiguration of the Media Center might impact its service to the faculty.

Information Items:

1. President's Report, Lesley Kawaguchi, President
 - o Student Learning Outcomes. Curriculum Committee and the Department Chairs are developing guidelines and procedures for establishing student learning objectives. Arrangements may be made to support the work of faculty interested in participating in this effort.
 - o Governance Structure Work Group. The Work Group continues to meet.
 - o Hayward Award and Stanback-Stroud Award nominations processes. Please submit nominations for the awards to President Kawaguchi. The Senate will vote on its nominees at the November 16 Senate meeting.
 - o Faculty Equal Employment Opportunity Representatives. Faculty representatives on the upcoming hiring committees are being sought.
 - o Area C Meeting. Area C has voted that contemplated changes in English proficiency standards for the Associate of Arts degree should be postponed. The statewide Senate will consider this matter at its next Plenary Session.

2. Media Center Changes, Al DeSalles, Manager, Media and Graphic Services.
 - o Changes will take effect before the end of the Fall 2004 semester and should improve the efficiency and productivity of the Media Center's existing services.

Action Items:

1. Approval of Minutes, October 5, 2004
 - o M/S (Zehr/Pacchioli). **Approved unanimously** as perfected.
2. Fulltime Faculty Hire Ranking Committee (one-time only), Lesley Kawaguchi, Richard Tahvildaran, Fran Manion.
 - o The State Education Code Section 87360 establishes the responsibility of the Academic Senate to develop procedures for hiring new faculty. Following discussions with the Administration, the leadership of the Senate recommends that the following will serve as faculty representatives on a one-time only committee to rank new faculty requests: Marilyn Adler, Laurie Frederic, Janet Harclerode, Lesley Kawaguchi, Fran Manion, Peter Morse, Richard Tahvildaran-Jesswein, Esau Tovar, Sal Veas, and David Zehr. The following will possibly serve as Administrative representatives: Brenda Benson, Teresita Rodriguez, Darryl Keith-Ogta, Jeff Shimizu, John Gonzalez, and Katharine Muller. The committee will meet on November 19.
 - o **Approved** on a voice vote.
3. New Courses, Certificates, Distance Education Course, David Zehr, Curriculum Committee.
 - o Curriculum Committee recommends approval of CS 22, "Introduction to Mobile Robots;" CS 73, "Computer Security Concepts;" CS 74A, "Security in VB.NET Applications;" CS 74B, "Security in J2EE Applications;" ECE 43, "Supervision and Administration, Part 2." The Committee recommends approval of the following Distance Education courses: CS 50, "C Programming;" CS 73, Computer Security Concepts;" CS 74A, "Security in VB.NET Applications;" CS 74B, "Security in J2EE Applications;" ECE 64, "Health, Safety, and Nutrition for Young Children;" and English 5, "English Literature 1." The Committee approved Certificates in "Database Application Developer Certificate" and "Clerical Department Certificate of Completion (Revision)." The Committee approved a revision of CIS 56, "Multimedia for the Web."
 - o **Approved unanimously.**
4. Board Policy 2512 Computer Use (new), Amended by Information Service Committee, Steve Hunt, Information Services.
 - o M/S (Zehr/Tovar) to call the question. **Approved unanimously.**
 - o Main motion **approved unanimously.**
5. Second Reading Administrative Regulation 4314, "Grade Appeals Committee," Esau Tovar, Student Affairs.
 - o M/S (Drake/Zehr) to call the question. **Approved unanimously.**
 - o Main motion **approved** as perfected on a voice vote.
6. Academic Senate Budget, Odemaris Valdivia, Treasurer
 - o Discussion on this matter was tabled.

M/S/approved (Manson/Mizuki) adjourning at 12:38 p.m.

SUBJECT 2: NEW COURSES, CERTIFICATES, RENAMING/RENUMBERING COURSES -- Curriculum Committee, David Zehr, chair

New Courses

ET 44B: Game Design and Interactive Play Mechanics II. This course continues the fundamentals of game design, prototyping and development for electronic media using software authoring systems. The course will focus on play mechanics using software to execute the formal elements of play, dramatic elements, and the system dynamics that shape the overall experience. Lectures will use historical and current electronic games and interactive genres to illustrate key concepts. Topics also include strategy and tactics, resource management, emergent complexity, puzzles and puzzle games, social games, online environments, role-playing, interactive drama, stages of development, and the business of games in the interactive entertainment field. Students will learn digital authoring techniques for prototyping, playtesting and revising their own original game concepts. Department Vote: 7-0-1. CSU.

English 41: Introduction to Asian American Literature. This course will study the major literary works of Asian American writers who form the rich mosaic of contemporary American culture. Students will be introduced to the literature of at least four Asian American communities each semester. The course will explore the complex nature of the Asian American experience and locate the literature of these communities in the broader context of contemporary American literature. Department Vote: 35-0. CSU.

Certificates: Web Programmer – Career Certificate (30 units)

Renaming and Renumbering: Cinema has been renamed Film Studies and their courses renumbered. Effective Fall 2005.

SUBJECT 3: ACADEMIC SENATE BUDGET, 2004-2005 -- Odemaris Valdivia, Treasurer

<i>Santa Monica College Academic Senate Budget</i>					
<i>July 1, 2003 through July 30, 2004</i>	<i>2001 - 02</i>	<i>Proposed 2002 - 03</i>	<i>Actual 2002 - 03</i>	<i>Proposed 2003 - 04</i>	<i>Actual 2003 - 04</i>
Starting Bal - Cash on Hand July 1			\$1,401	\$5,125	\$8,265
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	
'2003					\$116
'2004					\$628
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	\$9,127

District Contribution						
Secretary	\$5,602	\$0				
Conferences	\$6,800	\$8,700	\$4,872		\$4,872	
Fall Plenary Session						\$2,025
Spring Plenary Session						\$590
Retreat	\$5,500	\$1,300				
Reassigned Time (1.6 FTE)		\$120,442	\$120,442	\$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	\$123,057
Total Receipts						
	\$40,110	\$155,087	\$146,310		\$147,814	\$132,184
Cash Disbursements						
ASCCC Dues (D)	\$3,000	\$3,000	\$3,000		\$3,000	
Committees (other than Social Committee)	\$990	\$1,200	\$517		\$1,000	
End of year Dinner Exec - 2003						\$200
Exec Social at Kawaguchi's						\$140
End of year Brkfast Exec - 2004						\$614
Conference Fees (D)	\$6,800	\$8,700	\$7,080		\$3,000	
Fall Plenary Session						\$1,435
Spring Plenary Session						\$590
Equipment		\$600	\$162		\$500	
Follies Expenses	\$73	\$250	\$200		\$250	
Follies (Student Emergency Fund Donation)			\$1,763		\$1,500	
Gifts, Condolences, etc	\$0	\$450			\$300	\$11
Theater Event	\$1,487	\$3,645	\$3,677		\$3,500	
New Faculty Orientation	\$131	\$700	\$692		\$0	
Other Social Committee Functions	\$3,796	\$1,600			\$1,000	
End of Year dinner						
Thanksgiving - cash payment						\$206
Thanksgiving - check payment						\$279
Spring Social						\$0
Petty Cash/Misc	\$226	\$250			\$250	\$47
Professional Development (Speakers, etc)	\$0	\$0			\$1,000	\$556
Reassigned Time (D)		\$120,442	\$120,442		\$120,442	
Reunion Breakfast	\$3,294	\$3,300			\$2,000	
'2003						\$2,320
'2004						\$1,456
Secretary (D)	\$5,602					
Stationery	\$72	\$50			\$50	
Senate Retreat (partial D)	\$5,500	\$4,500	\$3,675		\$5,000	\$4,864
Subscriptions	\$103	\$125	\$158		\$150	
Campus Vote (online)						\$420
Supplies - AcSenate	\$527	\$1,000	\$341		\$500	
Supplies - (D)			\$500			
Website	\$522	\$150	\$99		\$100	\$99

Total Disbursements	\$32,123	\$149,962	\$142,305	\$143,542	\$13,237
Net = Receipts - Disbursements	\$7,987	\$5,125	\$4,004	\$0	\$9,397
Cash on Hand - June 30			\$8,264	Ckbk 4/26/2004	\$6,946

Santa Monica College Academic Senate Budget

		Proposed	Actual
July 1, 2003 through June 30, 2004	2001 - 02	2004 - 05	2004 - 05
Starting Bal - Cash on Hand July 1			\$6,946
Cash Receipts			
Faculty Association	\$10,380	\$10,000	
Follies	\$2,821		
Lion King/Mama Mia/Theater Event	\$1,412		
Reunion Breakfast	\$0	\$1,000	
'2003			
'2004			
Other Social Committee Functions	\$4,068	\$1,000	
Thanksgiving receipts			
Cash Receipts Total	\$18,681	\$18,946	
District Contribution			
Secretary	\$5,602		
Conferences	\$6,800	\$4,872	
Fall Plenary Session			
Spring Plenary Session			
Retreat	\$5,500		
Reassigned Time (1.6 FTE)		\$120,442	
Supplies	\$527	\$1,000	
ASCCC Membership	\$3,000	\$3,000	
District Contribution Total	\$21,429	\$129,314	
Total Receipts	\$40,110	\$148,260	
		Proposed	Actual
	July 1, 2003 through June 30, 2004	2004 - 05	2004 - 05
Cash Disbursements			
ASCCC Dues (D)	\$3,000	\$3,000	
Committees (other than Social Committee)	\$990	\$2,000	
End of year Dinner Exec - 2003			
Exec Social at Kawaguchi's			
End of year Brkfast Exec - 2004			
Conference Fees (D)	\$6,800	\$5,000	

Fall Plenary Session		
Spring Plenary Session		
Equipment		\$500
Follies Expenses	\$73	
SMC Foundation Donation		\$2,000
Student Emergency Fund Donation		\$2,000
Gifts, Condolences, etc	\$0	
Theater Event	\$1,487	
New Faculty Orientation	\$131	
Other Social Committee Functions	\$3,796	\$1,500
End of Year dinner		
Thanksgiving		
Spring Social		
Petty Cash/Misc	\$226	\$250
Professional Development (Speakers, etc)	\$0	\$1,500
Reassigned Time (D)		\$120,442
Reunion Breakfast	\$3,294	\$2,000
'2003		
'2004		
Secretary (D)	\$5,602	
Stationery	\$72	\$50
Senate Retreat (partial D)	\$5,500	\$6,000
Subscriptions	\$103	
Campus Vote (online)		
Supplies - AcSenate	\$527	\$500
Supplies - (D)		
Website	\$522	
Total Disbursements	\$32,123	\$146,742
Net = Receipts - Disbursements	\$7,987	\$1,518
Cash on Hand - June 30		

SUBJECT 4: Second Reading of Amended BP 2512 (COMPUTER USE BY STAFF AND STUDENTS) -- Information Services Committee, Steve Hunt, chair

The Original Language below was presented to the Board of Trustees at their October 4, 2004 meeting. They passed this language as a first reading. However, because of questions raised by the Faculty Association, the Board Policy was turned over to the ISC to examine it.

BP 2512 Computer Use by Staff and Students

Employees and students, who use District computers and networks, the information they contain and related resources, have a responsibility not to abuse those resources and to respect the rights of others.

Administrative Regulation 2513 provides guidelines to students and staff for the appropriate use of information technologies. The guidelines include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources,

refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

The ISC amended the language to:

BP 2512 Computer Use by Staff and Students

Employees and students who use District computers and networks, the information they contain and related resources, have a responsibility not to abuse those resources and to respect the rights of others.

Administrative Regulations provide guidelines to students and staff for the appropriate use of information technologies, including respecting software copyrights and licenses, respecting the integrity of computer-based information resources, and refraining from seeking to gain unauthorized access.

The ISC rationale for the amended language:

AR 2513, mentioned in the first version of this Board Policy, has as its topic computer software licensing and record keeping related to software licenses. It forbids violation of copyright or license agreements. Contrary to what was stated in the BP it does not include guidelines on the two other areas mentioned. Also not included in AR 2513 or another AR under this Board Policy is the Computer and Network Use Policy passed by the Senate in May 2002. In addition, the Student Computer Use Policy (AR 4435) should be referenced by this Board Policy or renumbered to be placed under this Board Policy.

Note: Unless the Academic Senate puts forward the amended language, the Board will pass the original language at its next meeting. The Board Policy does not deal with procedures or process. Those will appear in Administrative Regulations (not written at this time), which must have the approval of ISC and the Academic Senate.