

ACADEMIC SENATE AGENDA

Tuesday, October 19, 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. Student Learning Outcomes
 - b. Governance Structure Work Group
 - c. Hayward Award -- nominations process
2. Media Center changes -- Al DeSalles, Manager, Media & Graphic Services

Action Items:

1. Approval of the minutes of the Oct. 5, 2004, Academic Senate meeting
2. Fulltime Faculty Hire Ranking Committee (one-time only)
3. New courses, certificates, Distance Education courses -- Curriculum Committee
4. BP 2512 Computer Use (new) -- Amended by Information Services Committee
5. Second Reading of AR 4314 Grade Appeals Committee -- Student Affairs Committee
6. Academic Senate Budget -- Odemaris Valdivia, Treasurer

New Business:

Adjournment

NEXT SCHEDULED MEETING: NOV. 2, 2004

Action Items: Oct. 19, 2004

SUBJECT 1: APPROVAL OF THE MINUTES OF OCT. 5, 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 5, 2004, Academic Senate Meeting

Present: Brenda Antrim, Garen Baghdasarian, Espy Bolivar-Owen, Suzanne Borghei, Alan D. Buckley, Katarina Cerovic, Fran Chandler, Elizabeth Chávez, Cary Childress, Mary Colavito, Guido Davis Del Piccolo, Vicki Drake, Georgia Farber, Tina Feiger, Gilda Feldman, Dennis Frisch, Makiko Fujiwara-Skrobak, Ethan Gallogly, Peter Geltner, Brenda

Rothaupt (for Diane Gross), Janet Harclerode, Christian Hart, Steve Hunt, Janie Jones, Josh Kanin, Lesley Kawaguchi, Marcella Kelly, John Kennedy, Helen LeDonne, Fran Manion, Ricky Manoff, Laura Manson, Moya Mazorow, April Mizuki, Pete Morris, Jim Pacchioli, Sue Ann Pinner, 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, Albert J. Wong, David Zehr.

Excused: Fariba Bolandhemat, Robert Foster (*Associated Students*), Lucy Kluckhohn Jones, Toni Randall.

Absent: Greg Brookins, Nate Brown, Kathy Flynn, Carl Gettleman (*Classified Senate*), Lynn Goodin, Christine Holmgren, Suzanne McDonald, Peter Morse, Paris Poirier, Robert Ware, Sal Veas.

Guests: Edie Spain, Peggy Kravitz, James Smith, Denny Zane, T. P. Geha, Steve Contarsy, Trevor Shickman, Maria Alvarado, Juan Quevado, Rhonda Hyatt, Andrew Walzer.

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

Public Comments: None.

1. There will be an exhibition of paintings by Marc Trujillo and comics by Chris Ware entitled, "Exploring the Landscapes of America's Places," Saturday, October 9, through Friday, November 5, with a Lecture on Friday, November 5, at 4 p.m., at the Susan and Pete Barrett Art Gallery. There will also be an opening reception on Friday, October 8, from 6 to 8 p.m. Lecture in the form of conversations about paint and ink with Marc Trujillo and Chris Ware will be presented in the Art Gallery.

Information Items:

President's Report, Lesley Kawaguchi, President

- Equal Opportunity Committee, Eleanor Singleton, Chair. President Kawaguchi has asked Eleanor Singleton to chair the Academic Senate Joint Committee on Equal Opportunity. Prof. Singleton will solicit faculty to serve on the committee. Discussions are underway with the Administration regarding the status of the committee as a joint committee or solely a faculty committee.
 - California Performance Review, Report on September 9 Hearings.
 - ASCCC Relations with Local Senate, Report on September 18 Meetings. President Kawaguchi has been named to this committee and will visit Pasadena City College soon. SMC will also be visited in the Fall 2004 or Spring 2005.
 - Governance Structure Work Group Meeting. The Work Group is meeting today. President Kawaguchi discussed the Work Group at last night's Board of Trustees Meeting. Public attendance at the subcommittee meetings of the Work Group has been disappointing.
 - Board of Trustees Meeting. The Board approved twelve new full-time faculty positions. The Administration announced a \$6 million reserve in the current fiscal year budget. The College is considering expanding programs in "emerging technologies," including geospatial technology, health sciences, alternative transportation, homeland security, and new entertainment.
2. Professional development Committee, Opening Day, Peter Morse, Chair.
3. Tentative Academic Senate Budget, 2004-2005, Odemaris Valdivia

Action Items:

1. Approval of Minutes, September 7 and September 21, 2004.
 - o M/S (Tahvildaran-Jesswein/Frisch) September 7. **Approved unanimously.**
 - o M/S (Gallogly/Antrim) September 21. **Approved unanimously.**
2. Resolution on Bond Measure S, Academic Senate Executive Committee.
 - o M/S (Frisch/Bolivar-Owen) to call the question. **Approved unanimously.**
 - o M/S (Executive Committee) the main motion, "Be it therefore resolved that the Academic Senate of Santa Monica College supports Bond Measure S." **Approved unanimously.**
3. First Reading of AR 4314 Grade Appeals Committee, Esau Tovar, Student Affairs.
 - o M/S (Tahvildaran-Jesswein/Antrim) to call the question. **Approved unanimously.**
 - o M/S (Harclerode/Tahvildaran-Jesswein) the first reading. **Approved unanimously.**
4. Student Relief Fund Revisions, Peggy Kravitz, chair.
 - o M/S (Frisch/Tahvildaran-Jesswein) to call the question. **Approved unanimously.**
 - o M/S (Antrim/Pinner) the main motion. **Approved unanimously.**
5. Proposed Board Policy 2250, "District Planning and Advisory Committee," Academic Senate Executive Committee
 - o M/S (Buckley/Gallogly) to amend the motion by adding, "The Academic Senate respectfully submits to the Work Group the following proposed Board policy." M/S (Hunt/Gallogly) to call the question. **Approved unanimously.** The amendment was **approved unanimously.**
 - o The main motion was **approved** on a voice vote.

M/S/approved (Tahvildaran-Jesswein/Frisch) adjourning at 12:36 p.m.

SUBJECT 2: FULLTIME FACULTY HIRE RANKING COMMITTEE (ONE-TIME ONLY) -- Richard Tahvildaran-Jesswein, Fran Manion, Lesley Kawaguchi

The following faculty as appointed by the Academic Senate President will sit on this **one-time only** fulltime faculty hire ranking committee:

Marilyn Adler
Laurie Frederic
Janet Harclerode

Lesley Kawaguchi
Fran Manion
Peter Morse
Richard Tahvildaran-Jesswein
Esau Tovar
Sal Veas
David Zehr

This group reflects a number of diversities: racial, ethnic and gender; occupational, student services, and academic areas; and those with experience in having done the rankings in the past and those who have not. Moreover, the faculty are primarily members of exec with a couple of department chairs/program leaders to ensure that student services and occupational areas are reasonably represented.

Bobby Adams and Randy Lawson will present the information on the various positions requested. However, they will not participate in the ranking. Instead, three Student Affairs deans (possibly Brenda Benson, Teresita Rodriguez, and Darryl Keith-Ogata) and three

Academic Affairs deans (Jeff Shimizu, John Gonzalez, and Katharine Muller) will comprise the administrators/managers on this committee. Thus, the bulk of the committee is faculty (10 faculty and 6 administrators).

From Human Resources (non-voting), either Pat Brown or Sherri Lee-Lewis will attend and observe, as well as answer any HR questions that might arise.

The principle that the faculty and appropriate administrators should be the ones to make this decision has been maintained with the expectation that as the new governance structure emerges, this principle will be incorporated.

November 18th has been set as the date to do the ranking.

SUBJECT 3: NEW COURSES, CERTIFICATES, DISTANCE EDUCATION COURSES -- Curriculum Committee, David Zehr, chair

CS 22: Introduction to Mobile Robots. This course describes the hardware, software, and operation of mobile robots that interact with changing environments. Hardware includes computers and other controllers, motors and artificial muscles, arms, grippers, ultrasonic sensors, whiskers, and cameras. Using a graphical interface on a PC, students will learn to program and operate a robot that can recognize objects and speech, talk back, and navigate around a cluttered room. Department Vote: 13-0-1. CSU

CS 73: Computer Security Concepts. In this introductory course, students will learn how to defend and protect critical computer assets from various security threats including computer worms and viruses. This course will describe fundamental techniques and principles for modeling and analyzing security. Students will learn how to express security requirements, translate requirements into policies, implement mechanisms that enforce policy, and ensure that these policies are effective. Current industry best practices for safeguarding computer resources will be discussed. Various case studies will outline the typical way that security failures get exploited by attackers and how these attacks can be discovered, understood, and countered. Department Vote: 13-0. CSU

CS 74A: Security in VB.NET Applications. This course provides students with the tools needed to implement security in designing and developing applications written in Microsoft Visual Basic .NET. Topics include encryption, security practices, securing remote applications such as ASP and remote databases. Upon completion of this class students will be able to develop applications that can handle threats and respond to them more securely. Department Vote: 14-0. CSU

CS 74B: Security in J2EE Applications. This course provides students with the tools needed to implement security in designing and developing applications utilizing the Java 2 Platform and its security features. Topics include encryption, security practices, securing remote applications such as secure web servers and remote databases. Upon completion of this class, students will be able to develop applications that can handle threats and respond to them more securely. Department Vote: 14-0. CSU

ECE 43: Supervision and Administration—Part 2. This course builds on the content from ECE 41 and further defines the director's role in an Early Childhood Education Center for infant, preschool and school age programs. Topics include legislative policies, fiscal management, leadership, code of ethics, assessment, staff development, and the supervisor as a change agent. This course provides in-depth examination of the California Department

of Education – Title 5 expectations and requirements pertaining to children developing typically and atypically. Department Vote: 4-0. CSU

The following Distance Education courses were unanimously approved:

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

English 5: English Literature 1

The following Certificates were unanimously approved:

Database Application Developer Certificate

Clerical Department Certificate of Completion (Revision)

The following course revisions were unanimously approved:

CIS 56: Multimedia for the Web

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

Original Language:

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.

As amended by the ISC:

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.

Discussion:

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.

SUBJECT 5: SECOND READING OF AR 4314 (GRADE APPEALS COMMITTEE) -- Student Affairs Committee, Esau Tovar, chair

ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

AR 4313 Grade Appeals Committee

The following regulation details the process for students who wish to appeal grades issued by faculty members.

Membership

The Grade Appeals Committee shall consist of:

1. Three students selected at large by the Associated Students President.
2. Three faculty members appointed by the Academic Senate President.
3. One academic manager appointed by the Superintendent/President (or designee) who shall be the permanent chair.

Five of the seven members constitute a quorum, and at least one academic manager, two students and two faculty members must be included in the quorum. Decisions will be determined by a majority vote of those present.

Records

The management representative, acting as chair of the committee, shall convene the meetings, keep accurate and complete minutes of all committee hearings, and maintain a file containing all documentation available on cases brought to the committee.

Procedure

1. A formal *Petition for Review of Grade* must be filed with the Dean of Enrollment Services or designee by the following deadlines:
 - a. For courses taken in Spring—October 30
 - b. For courses taken in Summer— November 30

- c. For courses taken in Fall— April 30
 - d. For courses taken in Winter—May 30
2. Prior to filing a formal grade appeal petition, any potential appeal concerning final course grades should be initially presented by the student to the college ombudsperson. The ombudsperson should act as a source of information, assistance and referral. The ombudsperson’s role is to encourage informal conciliation in matters of dispute between students and college staff.
 3. If at all possible, the ombudsperson shall encourage informal meetings with the parties in question and act as the mediator. The complainant should assume the burden of proof. Staff members are encouraged to cooperate with the ombudsperson.
 4. If the instructor is unavailable, the ombudsperson will refer the student to the appropriate department chair who will assist the student in contacting the instructor. In the event the department chair determines that the instructor is indefinitely unavailable (deceased, no forwarding address and/or failure to reply to written communication), the following procedure shall be followed:
 - a. The department chair will contact the Dean of Academic Affairs who shall advise the Vice President of Academic Affairs that the due process procedure is being followed.
 - b. The Dean of Academic Affairs shall request the department chair to convene a panel of two or more faculty members in the discipline to review and respond, in the absence of the unavailable instructor to the student’s request for a grade change.
 - c. The burden of proof rests with the student. The student is reminded that any grade appeal petition must contain a written statement of the grounds, i.e., whether the grade was given by “mistake, fraud, bad faith, or incompetence” (Education Code Section 76224) and a written statement of the specific facts upon which the student bases the appeal.
 - d. If a grade change is suggested by the panel, this recommendation should be sent to the Vice-President of Academic Affairs. If the grade change is denied, the student is notified and may subsequently pursue the grade appeal process.
 - e. If there is no informal resolution satisfactory to the student after initial presentation of the potential grade appeal to the ombudsperson and the student wishes to continue the appeal, the student must file a formal Petition for Review of Grade with the Dean of Enrollment Services or designee. Such filing must be made by the following deadlines:
 - i. For courses taken in Spring—October 30
 - ii. For courses taken in Summer— November 30
 - iii. For courses taken in Fall— April 30
 - iv. For courses taken in Winter—May 30
 5. **Students and faculty are obligated to present truthful information as it relates to the grade appeal. Suspected dishonesty may be referred to the appropriate body for further review.**
 6. The grade appeal petition shall provide for a response by the faculty member involved, the department chair, and the Dean of Academic Affairs. The Dean of Enrollment Services or designee will be responsible for gathering information and presenting cases to the Grade Appeals Committee.

7. After filing the completed grade appeal petition, the student shall meet with the Dean of Enrollment Services or designee to review the completed file. If the student wishes to proceed with a hearing, the hearing shall be held within 20 school days after the review meeting with the Dean of Enrollment Services, except when the faculty member or the student is unavailable, in which case the hearing shall be held within 20 school days after the faculty member or student becomes available to attend the hearing.
8. Students with disabilities may request any accommodations to which they may be entitled under the Americans with Disabilities Act. All such requests must be made to the Dean of Enrollment Services or designee in a timely manner to make the necessary arrangements.
9. The secretary of the committee will arrange the time and place and notify all participants.

The Hearing

1. The student and all parties to the appeal shall be given not less than ten (10) calendar days notice of the time and place of the hearing.
2. The student may bring counsel or other representatives to the hearing. These individuals may not participate in the proceedings. Counsel participation will terminate the hearing.
3. Each party shall have the right to present written statements, witnesses, if appropriate, and any other forms of evidence.
4. Each party shall have the right to question evidence and supportive documents.
5. The student filing the appeal will bear the burden of proof.
6. The Grade Appeals Committee hearings shall be closed to the public. Any materials related to the hearing, including electronic recordings of the proceedings, may not be released to the student requesting the grade appeal or to any other individual. In accordance to the Family Education Rights and Privacy Act (FERPA) the student may submit a written request to the Dean of Enrollment Services or designee to inspect and review these materials. The request must be made no less than one week prior to the scheduled hearing.

Committee Formal Recommendations

1. Within ten (10) school days after the close of the hearing, the Grade Appeals Committee shall make its formal written recommendations regarding the student's petition for a grade change and communicate the recommendation to the student and the instructor. All members of the committee shall honor the confidentiality of the hearing and any comments made by individual members of the committee pertaining to any appeal case should not be interpreted as official opinions or decisions of the committee.
2. Recommendations for an administrative grade change shall be based solely on the grounds set forth in Education Code Section 76224(a) which provides: "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, incompetence, shall be final."
3. The Grade Appeals Committee may either make a recommendation for an administrative grade change to a specific grade or deny the grade change. Either conclusion is to be sent in writing to the Superintendent/ President and a copy to the Vice-President of Academic Affairs. The Grade

Appeals Committee shall not recommend an administrative grade change unless it determines that the grade was given to the student because of mistake, fraud, bad faith or incompetence. The committee's formal recommendations are not binding on the Superintendent/President.

4. When the committee denies a student grade appeal, in addition to its formal recommendation the committee may wish to send comments and/or recommendations to the faculty member. Such recommendations are not binding on the faculty member, but should represent suggestions of the committee regarding ways of avoiding misunderstandings with respect to grading. The recommendations are to be sent to the Superintendent/President, and a copy to the Vice President of Academic Affairs and Department Chair for transmittal to the faculty member, and shall not be given to the student.

Appeals from Committee Formal Recommendations

1. Within five (5) school days after service of the committee's formal recommendation, either party may make a written appeal to the Superintendent/President.
2. The decision of the Superintendent/President shall be final and binding.

Reviewed and/or Updated: 4/29/2003

**SUBJECT 6: ACADEMIC SENATE BUDGET, 2004-2005 -- Odemaris Valdivia,
Treasurer**

To be distributed at meeting