

**Executive Committee**

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Simon Balm x 8651

Greg Brookins x 8510

Mary Colavito x4710

Tim Cramer x 8218

Jinan Darwhiche x 8662

Guido Davis Del Piccolo x 3561

Judith Douglas x4856

Tina Feiger x4490

Terry Green x 4728

Amber Katherine x 3539

Steve Kaufman x 8461

Lesley Kawaguchi x 4516

Lucy Kluckhohn-Jones x 4713

John Henderson x 8229

Laura Manson x 3530

Jennifer Merlic x 4616

Mitra Moassessi x 4057

Marina Parise x 8723

Wendy Parise x 4704

Christine Schultz x 4940

Eleanor Singleton x 4127

Richard Tahvildaran-Jesswein x 3541

Gary Todd x 4097

Esau Tovar x 4012

David Zehr x 4098

**Santa Monica College Academic Senate  
EXECUTIVE COMMITTEE AGENDA  
TUESDAY, NOVEMBER 3, 2009  
11:15 – 12:35 – HSS 261**

I. Call to Order

II. Action Items:

1. Approval of the Minutes for October 20, 2009  
[http://www.smc.edu/Projects/37/2009-2010\\_Agenda\\_Minutes/Exec.minutes.102009.pdf](http://www.smc.edu/Projects/37/2009-2010_Agenda_Minutes/Exec.minutes.102009.pdf)
2. Best Practices Document – Tim Cramer, Chair Professional Ethics & Responsibilities Committee
3. Bylaws Changes – Richard Tahvildaran-Jesswein, Chair Election & Rules Committee  
[http://www.smc.edu/Projects/37/By-laws\\_Revised\\_102909.current.pdf](http://www.smc.edu/Projects/37/By-laws_Revised_102909.current.pdf)
4. AR 3123 Workplace/Campus Violence & Anti-Bullying – Jamey Anderson, Chair Personnel Policies Committee

III. Information Items:

1. President's Report – Eric Oifer
  - a. Ad Hoc Equivalency Committee
  - b. Presentation of facilities master plan?
  - c. Evaluation consultation
2. Committee Reports:
  - a. Accreditation – Richard Tahvildaran-Jesswein
  - b. Legislative Affairs – Tina Feiger
  - c. Distance Education – Wendy Parise
  - d. Social Committee – Terry Green

IV. Unfinished Business:

- 1.

VI. Announcements

VII. Adjournment

**To Report Absences Click [HERE](#)**

## **BEST PRACTICES for TEACHING**

Drafted by the **Professional Ethics and Responsibilities Committee** of the Academic Senate (adopted 090908)

Most of these are recommended guidelines or *ideals*, not contractually required. These are some of the ways that Santa Monica College instructors go above and beyond the call of duty to provide *excellent* instruction. Teachers of on-line or hybrid courses should also consult the *Best Practices for Distance Education Document*:

[http://www.smc.edu/Projects/37/Distance\\_Ed/DE2007-08/DE\\_BEST\\_PRACTICES/BEST\\_PRACTICES\\_v\\_5\\_w\\_header.doc](http://www.smc.edu/Projects/37/Distance_Ed/DE2007-08/DE_BEST_PRACTICES/BEST_PRACTICES_v_5_w_header.doc)

### **1. MANAGE COURSE MECHANICS**

1.1 Provide a comprehensive syllabus and refer repeatedly to it; see Model Syllabus:

<http://www.smc.edu/apps/pub.asp?Q=1639&B=3> . Include the course objectives from the Course Outline of Record and (perhaps) SLO's.

### **2. COURSE MATERIALS**

2.1 Be conscious of pricing when selecting materials.

2.2 Follow all copyright regulations when constructing Course Packets or giving handouts.

### **3. COMMUNICATION/INTERACTION**

3.1 Try to learn and use students' names.

3.2 Be conscious of your speaking voice (volume, tone, speed of delivery, accent, etc.).

3.3 Present an accurate agenda at the beginning of each class.

3.4 Manage class time wisely. Allow time for thoughtful reflection and deliberation as you cover all the course material.

3.5 Explain each assignment carefully; set logical and firm deadlines; repeat due dates.

3.6 Emphasize continuity in assignments; explain relations between various components of the course.

3.7 Communicate high expectations; set an atmosphere of academic integrity by calling attention to the Student Code of Conduct and the Honor Code; announce your policy on cheating.

3.8 Encourage active learning and student interactivity: collaborative activity, group work on problem-based activities, etc. Discuss what is acceptable group-work and what is cheating.

3.9 Provide on-line resources to stimulate curiosity and enhance learning.

3.10 Use the resources of eCompanion.

### **4. GRADING / STUDENT FEEDBACK**

4.1 Clearly delineate the weight of each assignment or assessment, your grading criteria and department-defined learning outcomes.

4.2 Use a variety of assessment tools since students exhibit their mastery in different ways.

4.3 Consistently provide plenty of timely, constructive, and quality feedback.

4.4 Consider using the Early Alert System for students who are struggling and refer them to appropriate student services.

Step-by-step instructions on how to conduct the student Early Alert evaluation for your classes may be accessed at the websites below. You will need your college login and password (i.e., your email login):

PDF Format: [http://www.smc.edu/Projects/226/Faculty\\_Documents/EA\\_Instructor\\_Instructions.pdf](http://www.smc.edu/Projects/226/Faculty_Documents/EA_Instructor_Instructions.pdf)

PowerPoint Format: [http://www.smc.edu/Projects/226/Faculty\\_Documents/EA\\_Instructor\\_Instructions.ppt](http://www.smc.edu/Projects/226/Faculty_Documents/EA_Instructor_Instructions.ppt)

4.5 Require class participation and incorporate it into student evaluation / grading.

(Note: Attendance *per se* may not be made part of the course grade.)

4.6 Use available anti-plagiarism resources (Google, turnitin.com, EVE).

4.7 Keep accurate records for one year after the course ends.

### **5. BE CONSCIOUS OF / RESPECT DIFFERENT LEARNING STYLES / SPECIAL NEEDS**

5.1 Use a variety of activity types, learning communities, etc.

5.2 Be sensitive to the diversity of students' cultural contexts and backgrounds. International students may need "time and space" to participate effectively in class.

5.3 Announce willingness to accommodate those with disabilities.

5.4 Use the resources of the Center for Students with Disabilities: <http://www.smc.edu/disabledstudent/>

## 6. PROFESSIONAL DEVELOPMENT

6.1 Keep current with developments in your field.

## 7. CAMPUS INVOLVEMENT

7.1 Participate in the Academic Senate (serve on a committee) or the Faculty Association.

7.2 Participate in student activities and attend campus events.

7.3 Mentor students; be an advisor to a student club.

7.4 Encourage and assist classified staff to pursue continuing education and career advancement.

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A useful resource is Chickering & Gamson: *Seven Principles of Good Practice in Under-graduate Education*:  
<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/7princip.htm>

**ACTION ITEM NO. 4 – 1<sup>st</sup> Read AR 3123 – Workplace/Campus Violence & Anti-Bullying – Jamey Anderson,  
Chair Personnel Policies Committee**

### **Draft-2 (10/8/09)**

(PPC)

Proposed:

Workplace/Campus Violence and Anti-Bullying  
Administrative Regulation 3123

The Santa Monica Community College District requires that there be procedures that ensure appropriate consequences for acts of violence or bullying, and remedial responses to persons who commit such acts. Corrective and appropriate remedial actions may range from positive behavioral interventions to disciplinary action or expulsion.

1. Corrective and/or remedial measures shall be designed to:
  - a. protect the victim of the act;
  - b. correct the problem behavior; and
  - c. prevent reoccurrence of the behavior.
2. The Superintendent/President or designee is responsible for receiving complaints of workplace violence and bullying as defined by Board Policy 3123.
3. Reports of such acts shall be made to the Office of Human Resources or to Campus Police. A complaint may be submitted orally or in writing using the approved complaint form. If the complaint is taken orally, the official complaint form shall be used and the complainant will be asked to sign it.
4. Employee witnesses to acts of bullying must take responsible action to report such acts to the District and other witnesses should take action to report such violence.
5. A determination will be made with each complaint as to whether further investigation is warranted.
6. When warranted, investigations will be prompt and thorough. An investigation shall be completed within 15 business days after the report or complaint is received. This time period may be extended if necessary to complete the investigation.

**Next Scheduled Meeting: November 17, 2009**

7. If an emergency situation exists, Campus Police should immediately be contacted at 310-434-4300 or extension 4300.
8. The Santa Monica Community College District prohibits any person from reprisal or retaliation against persons who report acts of violence or bullying.
9. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by appropriate administrator after consideration of the nature, severity, and circumstances of the act of reprisal or retaliation.
10. Consequences and appropriate remedial action for employees or students found to have falsely accused another shall be subject to disciplinary action in accordance with District Board Policies, Administrative Regulations, Personnel Commission Rules and Regulations, collective bargaining agreements, Educational Code 87732, and/or the SMCCD Code of Student Conduct, as appropriate.

References:

SMCCD Code of Student Conduct  
Educational Code 87732  
SMC Merit Rules, Article 14