



Action Item: **15 Sept. 2009**

**TO: ACADEMIC SENATE**  
**FROM: EXECUTIVE COMMITTEE**  
**PREPARED BY: RECORDING SECRETARY**  
**SUBJECT: APPROVAL OF MINUTES**

### Recommendation Number 1:

It is recommended that the minutes from the following meeting of the Santa Monica College Academic Senate be approved as distributed:

### Minutes of the **1 September 2009** Academic Senate Meeting

**Present:** Jan Austin, Terrin Adair-Lynch, Jamey Anderson, Brenda Antrim, Dianne Berman, Sara Boosheri, Suzanne Borghci, Karen Breedlove, Greg Brookins, Fran Chandler, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Judith Douglas, Georgia Farber, Tina Feiger, Kathy Flynn, Ken Geddes, Candyce Goodfellow, Terry Green, Craig Hammond, John Henderson, Matthew Hotsinpillar, Sharon Jaffe, Lucy Kluckhohn Jones, Anne Marie Karlson, Amber Katherine, Steve Kaufman, Lesley Kawaguchi, Jo Kidd, Deborah Kraut, Bill Lancaster, Laura Manson, Jennifer Merlic, Mitra Moassessi, Peter Morse, Andrew Nestler, Eric Oifer, Jim Pacchioli, Wendy Parise, Pauli Peter, Vicki Rothman, Christine Schultz, Jacqueline Scott, Eleanor Singleton, Gary Strathearn, Michael Strathearn, Esau Tovar, Rhoda Tuit, Christina von der Ohe, Robert Ware, Ted Wilkinson, Carol Womack, David Zehr.

**Excused:** Richard Tahvildaran-Jesswein

**Absent:** Simon Balm, Mary Bober, Ken Buckner, Jinan Darwiche, Richard Goldenson, Jennifer Jesswein, Helen LeDonne, Maria Munoz, Marina Parise, Rick Pernisco, Michelle Scholefield, Marci Spiegler, Susan Sterr, Robert Taylor.

**Guests:** Maria Alvarado, Dennis Frisch, Roberto Gonzalez, Hari Vishwanadha, Diana Wattapongsakorn.

- I. Call to Order – President Eric Oifer called the meeting to order at 11:20 a.m
- II. Public Comments: Hari Vishwanadha announced the fall Literary Series, which will include writers Naomi Hirahara, who writes mysteries set in Los Angeles, Hecor Tovar, former national and foreign correspondent at the LA Times, Percival Everett, who teaches at USC, and our own Christopher Meeks, who has published two collections of short fiction and recently had his play, Who Lives? Performed in LA..

Naomi Hirahara will speak next Thursday, Sept. 10 in HSS 165. at 11:15 a.m.

Jo Kidd introduced Diana Wattapongsakorn, Director of Student Instructional Support for Associated Students, who spoke about AS's participation in the campus Flex Day and VIP Day. AS fees paid for food for VIP day. They have received great feedback for their VIP and Flex day participation. She encouraged faculty to promote to students the benefits of AS membership.

President Tsang's priority is to create more academic clubs at SMC; students will call on us for help with that initiative.

### III. Action Items:

1. Approval of the Minutes for June 2, 2009  
[http://www.smc.edu/Projects/37/2008-2009\\_Minutes/060209.Minutes.pdf](http://www.smc.edu/Projects/37/2008-2009_Minutes/060209.Minutes.pdf)

**Unanimously approved.**

2. 1<sup>st</sup> Read – 2009-2010 Academic Senate Goals and Objectives  
[http://homepage.smc.edu/oifer\\_eric/senategoals&objectives0910.htm](http://homepage.smc.edu/oifer_eric/senategoals&objectives0910.htm)  
SMC Academic Senate Objectives and Goals for 2009-2010

### **Guiding Principles:**

- Continue to advocate for new Full-Time Faculty Hires in support of the state's 75/25% law and in line with the agreement between the District and the Senate
- Further develop and nurture a cooperative and deliberative relationship with the college administration and the college Board of Trustees

### **Objectives and Goals in the area of:**

#### Planning/Accreditation/ILO/SLO -

- Create an infrastructure for housing ILOs/SLOs
- Investigate current status of plus/minus grading across the state
- Organize and conduct an accreditation mock visit
- Conduct an Industry Inventory (Environmental Scan)
- Explore the creation of a Senate Joint Accreditation Committee
- Clearly link Global Citizenship and Senate committees
- Evaluate current and potential alternative distance education platforms
- Assessment of Senate and College initiatives

#### Professional Development -

- Expand interdisciplinarity and service learning across the curriculum
- Fully implement student evaluations as developed by the Senate
- Regularly offer professional development opportunities for part-time faculty
- Greening the curriculum
- Develop plan for Basic skills professional development
- Evaluate distance education mentoring

#### Senate Activities -

- Establish the Senate as a nonprofit organization
- Develop a plan for online tutoring
- Create a stronger link between study abroad and curriculum process
- Review prerequisites and prerequisite policy

#### Professional responsibilities/Student Concerns -

- Produce and present an Honor Council report
- Increase faculty attendance at graduation ceremony
- Establish a tutoring task force

The Senate retreat was spent brainstorming goals and objectives , Guiding principles come from previous years' goals and objectives, since they are not year specific. Same groupings are used as last year. The goals and objectives will go back to Exec. Committee next week.

#### Questions:

What is meant by infrastructure for SLOs? A: A way to centralized where the data goes. We want to find a process to use the data we collect Institutional researcher does not have computer capacity for this. ..

What will we do with the info produced? A: Now data are housed at the dept level. Want to move it to institutional level. But faculty were promised that SLOs would stay in the dept.

Suggestion: Change to INVESTIGATE the possibility of creating an infrastructure...(This is what was meant.)

Q: Why online tutoring?—Distance Ed Committee will do this. They will determine what services are currently available on campus and what other campuses are doing. Tutoring crosses all depts.

Q: Why a tutoring taskforce? A: This will come up at next Student Affairs Committee mtg and will discuss on ground tutoring.. (DE is better equipped to discuss the online version.)

Suggestion: Change objective to EXPLORE ESTABLISHING the Senate as a nonprofit organization. Q: What's the issue? A: When collecting Senate dues, we

don't want any individual to incur a tax liability. This is difficult with banks. From the institution's perspective, money is the senate's and no individual should incur a tax liability for it. Some departments do this with money from sale of their textbooks. The Senate has the money to look into this now.

Q: Re: service learning— is there a liability issue on students engaged in service learning on campus. Where is the discussion taking place? A; It's stalled.

Members were asked to look at the list for the next few weeks and to feel free to forward suggestions to Eric or whoever else might be involved.

(M/S Jan Austin/Amber Katherine)  
**Passed unanimously.**

Goals and objectives will be revisited at the end of the year

IV. Information Items:

1. President's Report – Eric Oifer.

a. Budget Update

The 2008-09, rev was supposed to be \$109 mil.

The state has been shorting community colleges. District ended the year with 1200 unfunded FTEs. SMC was \$6-7 mil short.

DPAC considered recommendations and forwarded to Dr. Tsang.

For 2009-10- - the state will ask us reduce no of FTEs that we serve (called a workload reduction.) SMC budget is now down to \$105 mil and we need to serve 800 fewer FTE.

This fall we are serving more students and more FTEs. Up 6.25 FTEs Headcount is up over 2% because of “efficiencies”. Put in place. We are 98% full. We cut back schedule to almost 800 fewer FTEs.

DPACs list of 21 suggestions was shown, with approved/rejected recorded for each. Some suggestions were approved at a lesser rate, (e.g., reduce cost of mailing)...

We have saved through these reductions (1% cut in supplies, 14% cuts in contracts 20% equipment, . \$800.000 saved in hiring freeze. (DPAC agreed that these lower numbers were factual.)

Q: Some districts are offering golden handshake--#14 in our list (under study). Does it include administrators? This has not been accepted by district yet.

Q: What are plans for 2009-10? Winter session cuts are greater than 50%; spring cuts will be about 3%. This plan has been approved by Dr. Tsang. The adopted budget will be presented to board on Sept. 15. We will get a better picture then.

Q re: conference funding. Is this outside the contract? A: Yes, it would have to be; it has nothing to do with the contract.

Q; Cuts for next summer? A: The intention that it should be fully funded, like summer 2009. That's why we have the drastic winter reductions. All this could be revisited in the spring.

b. Accreditation Update

Richard gave update on opening day. Standards are in the hands of editors. Erica LeBlanc and Toni Randall. Randy and Richard will be holding forums and giving feedback to the committee. The committee will decide how to incorporate the feedback into the report.. Study is due in December. Our visit is set fro Spring semester. A lot happens in 6 years. It's great to see all we've accomplished.

c. Global Citizenship Faculty Leader Search

Gordon Dossett resigned as Faculty Leader last month. Senate will issue a call to fill this position. Senate hopes to announce a replacement by Oct.

2. BSI Faculty Leader goals (report by Gary Todd)

Because the faculty leader position is loosely defined, I can begin by saying that my plan is to put my effort into primarily tutoring. That in itself is huge challenge on campus.

Before discussing the goals of BSI, I believe first we need to recognize the progress that has been made by the many participants on the BSI task force with Roberto Gonzalez in the past year facilitating. Some of the activities include:

1. Math/English and the role of SI program with the Learning Center
2. English and the Writing Center as well as the Reading Tutoring program
3. Counseling and the classroom visit program.

One of our goals now is to focus on outcomes—What are we doing that is effective in working with our students? What is helping them to improve and advance in their performance?

Finally, in consulting with members of the BSI task force on September 30, we will collaboratively discuss where we will be going next and how to move ahead with Faculty Development. Our first BSI meeting is scheduled for September 30, from 3-5 p.m. in the Library, Room 275.

3. I/SLO goals (Christine Schultz/Lesley Kawaguchi)

SMC faculty have been looking at assessment at course level. Now we need to step back and rethink. SLOS and ILOs are developmental.

We also need to find a way to store the data we collect. Academics will use the data available in our portal, which gives us our roster, gradebook, etc. The portal will have course level content—a snapshot of what's happening..

At the institutional research level, Caroline Sheldon can track students. (their parking tickets, smoking infractions, etc.) But we don't have to rate every student; we may just do one class. We also need to look at next 3 years—target for full implementation is 2012—and we need to use rubric.

We need to bring ILOs down to course level..

The first ILO is citizenship, #2 is good citizenship, 3 and 4 are good citizenship and content.

Example: students will be able to be on time, and to know their role as a good citizen.

In the future, Eric will invite other chairs of other important committees to address the Senate.

#### 4. CTE – Industry Inventory (Laura Manson)

The Spring 2006 environmental scan had as its goal to contact industry, faculty and students to see how we were doing in the market with our Voc Ed. programs) Purpose was to determine whether we can use our resources to meet changing needs.

What skills do students need to get from SMC?

What info do students need to get from SMC?

What do students appreciate about SMC?

Problems of the Spring 2006 environmental scan included the process, which was too fast. Notice was too short and the target group was too close to SMC Another problem was that it was done by people outside of SMC. Now it will be an internal piece, and we will develop our own questions. Examples:

What additional skills do we need to develop?

What changes do you see in your industry?

What changes are you making to work with gen x?

Study will look at the whole group and decide on how we will do the survey (survey monkey or something else?)

Suggestion: Change name; do not call it an environmental scan. A: it will be called an industry inventory.

Caroline Sheldon will help us to use the information we get.. Will it help with more funding? VTEA? A: Colleges should be doing this every 3 years to assure that every program is meeting market needs.

V. Old Business Discussion:

1. Departmental Gateway Websites (Jennifer Merlic)

Work started last semester. Goal was to get it ready to go by today. Chairs will look at what they have at their meeting this Friday Dept data are being collected from ISIS. It seems like this should not be difficult. It's essential that students have a place to go to find this data. There are some technical issues based on our webpage software.

VI. Adjournment

(M/S Amber Katherine/Laura Manson). Meeting adjourned at 12:20 p.m.

**Next Scheduled Meeting: September 15, 2009**