



Action Item: 10 Nov. 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 27 October 2009 Academic Senate Meeting

Present: Terrin Adair-Lynch, Jan Austin, Dianne Berman, Sara Boosheri, Suzanne Borghei, Karen Breedlove, Greg Brookins, Fran Chandler, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Tina Feiger, Kathy Flynn, Candyce Goodfellow, Terry Green, Craig Hammond, Matthew Hotsinpillar, Anne Marie Karlson, Amber Katherine, Steve Kaufman, Lesley Kawaguchi, Jo Kidd, Lucy Kluckhohn-Jones, Deborah Kraut, Laura Manson, Mitra Moassessi, Andrew Nestler, Eric Oifer, Jim Pacchioli, Vicki Rothman, Christine Schultz, Jacqueline Scott, Eleanor Singleton, Marci Spiegler, Susan Sterr, Richard Tahvildaran-Jesswein, Gary Todd, Esau Tovar, Rhoda Tuit, Christina von der Ohe, Ted Wilkinson, Carol Womack, David Zehr.

Excused: Jamey Anderson, Jinan Darwiche, Georgia Farber, Ken Geddes, John Henderson, Peter Morse, Marina Parise, Pauli Peter, Michael Strathearn.

Absent: Brenda Antrim, Simon Balm, Ken Buckner, Judith Douglas, Richard Goldenson, Sharon Jaffe, Jennifer Jesswein, Bill Lancaster, Helen LeDonne, Jennifer Merlic, Maria Munoz, Wendy Parise, Rick Pernisco, Michelle Scholefield, Gary Strathearn, Robert Ware.

Guests: Maria Alvarado, Dennis Frisch, Howard Stahl.

I. **Call to Order-- President Eric Oifer called the meeting to order at 11:18 a.m.**

II. **Public Comments--None**

III. **Action Items:**

1. - **Approval of the Minutes of October 13, 2009**

http://www.smc.edu/projects/37/2009-2010_Agenda_Minutes/Senate.Minute.101309_.pdf

Accepted as presented.

2. - Approval of Certificate of Achievement - Guido Davis Del Piccolo, Chair Curriculum Committee (see Agenda for text)

Discussion: Minimum grade B rather than C for IGETC; C needed for SMC Certification (CSU will certify with a D.) Approved courses are missing from some of the areas. .

Suggestion—Say 50% of courses must be taken here with C or better to get SMC certificate.

Guido will take back to Curriculum Committee; will also check with Estela Narrie and update

3. - Approve changes to BP 4134 & 4135 - Compliance with Family Educational Rights and Privacy Act (FERPA) - Greg Brookins, Chair of Student Affairs
http://www.smc.edu/Projects/37/Student_Affairs/FERPA_rev_100609.pdf

Bob Meyer, SMC legal counsel attended as a guest. He said that the changes were made to make BP 4134 dovetail with BP 4135. The main purpose for combining was to clarify and to make it possible for faculty and staff to act in compliance, because we are now out of compliance. Kiersten Elliott is our compliance officer. The new AR includes definitions and requirements. Web-based training will be launched at the beginning of the year.

Suggestions: access log to track who has requested access to records.

Some issues will to back to the committee for discussions (fees, redaction of info, definition of "personally identifiable information", definition of "enrolled" vs. "attended".)

VOTE: passed unanimously

4. - Approve changes to AR 4134 & 4135 - Compliance with Family Educational Rights and Privacy Act (FERPA) - Greg Brookins, Chair of Student Affairs
http://www.smc.edu/Projects/37/Student_Affairs/FERPA_rev_100609.pdf

VOTE: passed unanimously

Guest, Caroline Sheldon, Institutional Researcher spoke on accountability reporting for California Community Colleges (ARCC)

SMC consistently outperforms in 4 measures.

We have issues with two of the measures involving vocational/CTE programs and basic skills.

The report uses a weighted average; ours is weighted differently. The state rate is much higher than ours. Because we have issues with these 2 measures, we should develop our own.

Caroline will provide access to the report and explanation. Email her.

IV. Information Items:

1. President's Report - Eric Oifer

New Full-Time Faculty Position Ranking Committee

INFORMATION ITEM No. 1a – New Full-Time Faculty Position Ranking Committee – Eric Oifer

Directions for full-time faculty hiring requests

Context: Dr. Tsang has indicated that a request should not represent growth in teaching or load hours for a discipline or department. Such a constraint should not be construed as a restriction upon requests in new areas. Requests simply cannot mean growth. Requests for hires in new areas should reflect reduction in existing areas.

Formatting:

- . Font: Times New Roman 12
- . Margins: 1 inch
- . Spacing: single
- . Page limit: 2 pages per request; response to all four questions must fit within the 2 page limit
- . Do not include the question in your response. Simply indicate with letter a), b), c) or d) where you begin your response to each of the four questions.
- . At the bottom of your request, indicate the proposed teaching/service assignment for the proposed faculty member filling the requested position.

The committee will consider both the objective criteria below and your responses to the following questions designed to address the subjective criteria. The objective criteria will carry **more** weight in determining the positions recommended to Dr. Tsang than the subjective criteria.

Questions (the following questions will comprise the subjective criteria that will be considered by the committee):

a. How would improving the full-time/part-time faculty ratio and full-time faculty headcount impact your program, discipline, and/or department with regard to classes, instructional or student service area, departmental, or College activities/service?

b. How will filling the requested position help the program, discipline, and/or department achieve its requirements (e.g. advisory boards, licensing requirements, etc.) and goals, including making use of SLO assessment results (given the need for proficiency by 2012)?

c. How will filling the requested position help the College achieve its goals and enhance its initiatives (e.g. Institutional Learning Outcomes, Interdisciplinary Studies, Global Citizenship, Sustainability, Basic Skills, CTE)?

d. Please discuss the impact of extenuating circumstances not addressed above, such as “high enrollment” courses in discipline (based on Fall 2008 enrollment data), course demand (low, adequate, high), industry trends, student services, history of faculty changes, etc.

Objective criteria to be considered by the committee (this data will be provided to the committee by Academic Affairs):

- a. Percentage full-time faculty by FTEF (based upon Fall '09)
- b. # of hires in discipline needed to get to 60% full-time faculty teaching/load hours (based upon Fall '09)
- c. % of the discipline's current full-time faculty the above number represents (based upon Fall '09)

Committee will consider both the objective and subjective criteria; will meet on Monday to determine weight of this ranking and to determine final weight.

A ranking will be produced for each proposal, based on both the objective and subjective data.

Dr. Tsang wants to hire 10 new faculty. If we hire 10, this does not replace retirements (11). Eric will continue to make it clear that he is not unaware of our agreement with the Board that faculty growth would happen when we have resources. Ranking committee does not need to be concerned with the budget.

Dr. Tsang's long-term plan is to continue hiring.

Issues: attrition will occur in departments, because retired positions will not be ranked. Many SMC faculty are over 60.

For the last 2 years the district has not replaced what we have lost. We have \$15 mil reserve. It is in the best interest of SMC to use \$14 mil to add more than 10. (Richard will write a resolution)

2. Committee Reports:

a. Accreditation - Richard Tahvildaran-Jesswein

Announcement: brown bags on accreditation—Please pass the word.

b. Legislative Affairs - Tina Feiger---no report

c. Social Committee - Terry Green

INFORMATION ITEM NO. 2 c - Social Committee - Terry Green

[Mid-November \(date TBA\) – Fall Senate Dinner and Social](#) at the home of Rhoda Tuit. More information forthcoming, but most likely to be on a Sunday evening.

[December 4th, 2009, 7pm \(Friday\) - Winter Solstice at the SMC Planetarium \\$5pp.](#) We will have coffee/tea and dessert @ 7pm in the Academic Senate Conference Room HSS 261 and then enjoy Winter Solstice at our own SMC Planetarium. If you plan to attend we must receive your money/check no later than Nov 30th, 2009. Please give or send through campus mail to Lisa Lewis Burns.

[December 19th, 2009, 4:30pm \(Saturday\) – Jane Austen Unscripted at The Edge Second Space.](#) Cost for the first 20 people will be \$20 p/p. The normal price is \$35. In order to secure your ticket you will need to send your check/cash to Lisa Lewis Burns in the Academic Senate. Hurry, and send in your reservation, only 20 spots available at the \$20 price. Must receive by December 1st, 2009.

[Spring – A Day at the Getty – further info TBA.](#)

b. AET - Meeting with Architects

V. Unfinished Business:

VII. Announcements -- none

VIII. Adjournment -Meeting adjourned at 11:35 a.m.

Next Scheduled Meeting: November 10, 2009