



Department Chairs & Coordinators Committee Minutes for March 8, 2013

Attendance

Members: Eve Adler, Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Laura Campbell, Ron Davis, Judith Douglas, Eric Minzenberg (for Vicki Drake), Lisa Farwell, Chris Fria, Nancy Grass Hemmert, Laurie Guglielmo, Janet Harclerode, Lucy Kluckhohn Jones, Ford Lowcock, Jim Martin, Jennifer Merlic, Pete Morris, Eric Oifer, Wendy Parise, Toni Randall, Elaine Roque, Perviz Sawoksi, Christine Schultz, Judy Schwartz, Eleanor Singleton, Susan Sterr, Toni Trives, Joy Tucker. *Guests:* Steve Hunt

Announcements

- Laura Campbell announced the [2013 On Course National Conference](#).
- Judith Douglas announced that the Academic Senate Social scheduled to follow the Institutional Flex Day on Tuesday, March 12, has been moved to [Upper West](#).
- The SMC Foundation announced its call for proposals for the \$25,000 [Award for Innovation and Progress](#). Applications are due March 22.

I. Senate Report. Janet reported that:

- Faculty are required to make reasonable accommodations for students who miss class time for active military duty. More on this to follow.
- Accreditation has truly become an ongoing process in which the Institutional Effectiveness Committee is playing a significant role. The college will submit its midterm report and its SLO Proficiency report on March 15, and it is time to start organizing for the college's next self study. There have been several recent changes to the accreditation requirements including:
 - The college must now demonstrate that is allocating resources to pay for financial obligations related to OPEB (Other Post Employment Benefits).
 - The college must set "Institution Set Standards" for each measure of student success (transfer rates, retention rates, etc). These will be similar to our existing scorecard measures, but we must now set absolute *minimum* levels that we consider acceptable for each measure.
- The TLC (Teaching and Learning Center) Project Manager hiring process is moving forward. There are three faculty on this hiring committee and Georgia Lorenz is chairing the committee.
- Due to significant new requirements from the state, an SMC enrollment priority task force has been established and will begin meeting this month to discuss the issue. The Student Affairs committee has also looked into this AR. Janet is working to gain more

faculty input into this process. Currently, Toni Randall, Teri Bernstien, Marce Kelly, and Dan Nannini are the faculty serving on the task force.

- Chairs are strongly encouraged to contact Eve Adler ASAP with names of people in their departments who would be good candidates to serve on Senate committees next year.
- Administrative Regulations related to equivalency to minimum qualifications are under discussion/revision at the Personnel Policies Committee currently. Jamey Anderson, chair of this committee, will attend the April Chairs meeting to gather feedback and input from chairs. [A link to the current draft of these AR's is provided here.](#) Chairs are asked to review the AR's prior to the next meeting. (Note: Jim Martin mentioned that he is now asking new faculty candidates to be hired under equivalencies to provide a CD containing all the necessary documentation. He can then provide that CD to HR. This method has been working well in his department.)
- Janet acknowledged that this year's full time faculty ranking process was quite hurried and thanked chairs for rising to the occasion. This was due to the special circumstances the college faced this year with the uncertainty about whether or not Prop 30 would pass in the November election. It is expected that the process can proceed at a much more comfortable pace in the future. She also asked for additional feedback on the process. Chairs commented that:
 - Representatives of the should consider coming to Chairs to get input on the question to be asked of chairs
 - The chairs committee should discuss ways to advocate better for more full time hires
 - The ranking committee should not decrease the weight given to the objective criteria as they are critical to those programs that have lost a lot of FT faculty and really need hires to remain viable.

II. Global Citizenship Research Symposium. Pete Morris announced that this year's symposium is scheduled for May 31 and will run approximately 11:00-3:00. This annual event most recently attracted about 50 projects and over 100 students. Pete asked Chairs to encourage faculty to invite particular students to participate. The Council has found that students often need a faculty member to encourage/lead them by the hand to enter their work. Also, the Council is thinking about how to grow the program, not in capacity, but in breadth so all disciplines are represented. Maybe add a poster session? For next year, they may ask departments to nominate 2-3 examples of their best student work for exhibit, working to make it less of a competition, more of a showcase. Please send ideas to Pete regarding formats that would work well for your department.

III. DSPS. Judy Schwartz explained that faculty are receiving an increasing number of "promos" from publishers that look like a great deal but aren't. For example, video lessons are now being offered for free, no strings attached. However, most of these videos are not captioned so we can't use them. She reminded Chairs that a written transcript of a video is insufficient – captioning is required. She also warned that the issues around captioning are growing each semester. By law, we may not use any uncaptioned videos at all. If faculty are using non-captioned videos, they must stop using them *immediately* if a student who needs captioning enrolls in their class. Some discussion ensued about the myriad of new learning materials (e-books with embedded videos and interactive graphics, etc) coming on the market that will bring up new accessibility issues. Judy encouraged Chairs to attend the flex day workshop with Paul Grossman as this will be an excellent forum for discussing these issues.

IV. Recognition Event - Judith Douglas announced that all classified and faculty who retire this year will be honored at the June event. The committee is now making videos for

each retiree. The deadline for filming is coming up in April, so please inform Judith immediately of any retirements of which you are aware. She will also need the names of two people to interview for the video. Also, please notify Judith of any employee you know is hitting the 25 year mark this year.

- V. **Career Coach.** Audra Penchansky demonstrated a new online tool that is available to our students (<http://www.smc.edu/StudentServices/CareerServicesCenter/careercoach/Pages/default.aspx>). The current SMC homepage banner (where it says jobs, jobs, jobs) also provides a link to this tool. Students enter keywords related to a particular career, and the site provides them with EMSI labor market data, links to local job postings, and an opportunity to create an optional account in which their search results can be saved. The tool also provides an excellent template for creating the first draft of a resume. Career Coach was originally purchased with Perkins funds with the intent of serving CTE students, but it has become a valuable tool for all students as well as for several other offices on campus. Chairs of departments that offer one or more degrees or certificates should note that contact info for their department has been entered into the system. Please review this information for your disciplines and notify Audra if you want to alter that contact information. Chairs might also consider providing a link to this service on their department homepages.
- VI. **ETS Study of Noncognitive Skills.** Eric Oifer announced that there will be a flex activity on the GRIT (Growth, Resilience, Integrity and Tenacity) Initiative next Tuesday, March 12. He also provided a copy of his recent [report to the Board of Trustees on the GRIT Initiative](#). He explained that, coincidentally, just after the College adopted GRIT as one of its Strategic Initiatives, the college received an invitation from ETS to participate in a pilot of its new assessment tool for noncognitive skills. The college agreed and counselors teaching Counseling 20 in the fall 2013 semester administered the survey to their students. Hannah Lawler presented the preliminary findings of the pilot. The tool is called Success Navigator and is scheduled for commercial launch this summer. It takes about 25 minutes to complete the questions online. About 1800 SMC students participated in the fall pilot. A post survey was administered as well, but results of that portion of the work are not yet available. The full [PowerPoint summarizing the preliminary results](#) is available on the Institutional Research website. Hannah presented a portion of the slides, explaining what noncognitive abilities were assessed by the tool, how they were assessed, and how SMC students performed. She pointed out that the intended usefulness of the assessment results is expected to be in at the individual student level. These data can help counselors in directing students to appropriate resources for their individual needs.
- VII. **College Report.** Georgia distributed Run 2 of fall schedule to Chairs and asked that we please add as many class notes, adjunct instructors, etc, as we can now so we have as many chances as possible to correct errors. At this point, Chairs are still controlling classrooms, but after run 2 is turned back into Georgia, she will resolve all remaining classroom issues. She also reported that the Associate Faculty lists are being updated. Chairs will receive them from Georgia via email. Note that ISIS doesn't detect those who haven't taught for past two years, so Chairs need to let G know about those cases so she can remove these individuals from the list. Please check list for other errors, too.

Randy provided an update on accreditation issues. Our last visit was in 2010 and the next is scheduled for 2016. Our Midterm Report is due March 15, 2013, along with our SLO Proficiency Report. The Annual Report is due March 31. The Board accepted the

Midterm and SLO Reports at its March 5 meeting. Overall, the college has done a very good job addressing the recommendations it received, as well as the plans it generated for itself in the last accreditation visit. He also commented that it is time to start deciding how to organize our self study for 2016. Finally, he reviewed several changes that have recently been made to the Accreditation Standards including:

- Per changes in requirements from the US Dept of Ed, each college now needs to set and publish standards for every student achievement measure that we track. A standard is different from target in that a standard is a minimum - the number we feel we should never go below. We need to discuss what our standards should be for critical measures such as transfer rates, success rates, retention, and other college scorecard/dashboard measures.
- Distinction is being made between "Distance Ed" classes and "Correspondence" Classes. All online classes are not automatically DE. There must be significant interaction for it to qualify as DE. If largely self-paced, a class may be considered a correspondence class. In many cases, correspondence classes are not eligible for student financial aid.
- There is a new interpretation of the "two year rule". This means that a college is given only 2 years to correct a deficiency. If placed on some sort of sanction, the college has 2 years to correct it. The federal definition says any recommendation that points to a deficiency (any recommendation that "needed to meet the standard") must be addressed within 2 years or the college must be placed on sanction.
- Standard IIID3c has been changed related to the college's need to plan to meet OPEB liabilities.

The meeting adjourned at 12:10 pm.

Remaining 2012-2013 Meeting Dates:

April 5, 2013

May 3, 2013

June 7, 2013 (to be held in The Loft)

All meetings are held on Friday mornings, usually the first Friday of each month, in B-111 (unless otherwise stated) from 10:00-12:00.

Send agenda items to merlic_jennifer@smc.edu.