



**Department Chairs & Coordinators Minutes
Friday, March 14, 2014**

Attendance: Eve Adler, Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Patricia Burson, Vicki Drake, Nancy Grass Hemmert, Laurie Guglielmo, Janet Harclerode, Lucy Kluckhohn Jones, Nathalie Laille, Ford Lowcock, Jim Martin, Jennifer Merlic, Wendy Parise, Toni Randall, Elaine Roque, Perviz Sawoski, Christine Schultz, Susan Sterr, Toni Trives, Joy Tucker. Guests: Tina Feiger, Felipe Felix, Steve Hunt, Eric Minzenberg

- I. The [March minutes](#) were approved without modification.
- II. Janet Harclerode, Chair of the Personnel Policies Committee, presented proposed alterations to [Academic Regulation 3211.3: Department Chairperson Tenure & Selection](#). The primary changes are in item 9 covering special elections and issues of timing for the process. The changes will go to the full Senate for a first read on Tuesday, April 8.
- III. Eric Minzenberg, Chair of the Global Citizenship Committee, presented a plan for the assessment of the Global Citizenship initiative on campus. See the [Assessment Guidelines – DRAFT](#) and the [Assessment Tool – DRAFT](#). The focus of the effort is on assessing the initiative's impact upon students now, but assessment of both faculty and administration will follow. Please send input to Eric.
- IV. Eve Adler gave the Academic Senate Report including:
 - a. The Senate election ends at 5 pm Friday. Survey Gizmo was used for Senator elections, and Vote Now for officers. The original plan was to use Survey Gizmo for both, but SG sent out a sample ballot the night before the election that appeared to allow people to vote more than once. As a result, the Elections and Rules Committee decided to move the officer election to Vote Now, an independent 3rd party provider. Senator elections were kept on Survey Gizmo because none were contested. Election results will be emailed to the candidates and then faculty_all after 5 pm Friday. A question was asked about election of at-large adjunct senators because people had not seen that election on the ballot. Eve will check into it.
 - b. The full time faculty ranking process is underway. On April 11, committee members will receive the chairs requests and related data from Academic Affairs. The committee will meet on Friday, April 25th at 10:00 a.m. to rank the requests. The Instructional Chairs meeting originally scheduled for that day has been cancelled.
 - c. The statewide senate Area C Meeting (our local group) occurred recently and included lots of talk about current legislation, especially SB850 which is a bill that would allow CC's to offer a bachelor's degree in areas not available or heavily impacted at CSU's and UC's. The statewide senate will develop their official position on the bill once anticipated modifications to the bill

have been made. At SMC, 4 pathways to baccalaureate degrees were brought up at the recent Board of Trustees study session, but none of them involve SMC granting the degree.

- d. Our next Accreditation visit will occur in March 2016. The self evaluation report is due in fall 2015. A team from SMC attended training from ACCJC last week. The Accreditation Standards are still being changed but will be finalized in June. One anticipated change is a new 7-year for colleges that exceed the standards. Eve and Erica LeBlanc are our Accreditation co-chairs, and Randy Lawson is our Accreditation Liaison Officer. They will send out call for volunteers soon and plan to have the committee fully formed by June and begin work then.
- e. Flex Day results show it was a success. Seventy percent of the participants gave an above average or higher rating to Ken Baine's keynote, and several other workshops also received rave reviews.

V. Jennifer Merlic, Patricia Burson, and Steve Hunt are serving on an ad hoc committee with representatives of MIS, HR, and the FA to develop an online system for documentation of faculty flex activities. Jennifer demonstrated the current version of the system which is still under development, and Patricia and Steve recorded feedback provided by committee members. That feedback will be presented to the online flex committee at its next meeting. The goal is to "go live" with the system for the Fall 2014 semester.

VI. There was no College Report.

VII. Tina Feiger, Chair of the Diversity and Equity Committee, presented the committee's findings regarding the [demographic makeup of SMC faculty](#) and how it compares to that of our students. It is clear that we need to continue efforts to increase our faculty diversity. Tina and the committee members have developed a brief survey for Department Chairs inquiring about our experiences with respect to diversity in recruitment efforts in full time hiring. Please watch for it in your email and respond promptly. Tina provided the following list of locations where HR currently announces full time faculty positions:

- Higher Ed Jobs. Com
- Insider Higher Ed.Org
- Hispanic Outlook
- Chronicle of Higher Education
- Diverse Issues in Higher Education
- Community College Job Network
- Asian Pacific Careers
- Community College Registry
- District
- Chief Human Resources Officers
- Chief Instructional Officers
- Chief Student Affairs Officers
- Colleges and Universities
- All Community Colleges
- Agencies
- City Offices

There was some discussion regarding how diversity issues may or may not be discussed within hiring committees. Jenny will ask Sherri and/or Sandy from HR to address this issue at a future meeting.

VIII. The meeting adjourned at noon.

Remaining 2013-2014 Meeting Dates:

May 2, 2014
June 6, 2014

All meetings are held on Friday mornings from 10:00-12:00, usually on the first Friday of each month in Business 111 unless noted otherwise. Send agenda items to merlic_jennifer@smc.edu.