

The logo for the Santa Monica College Academic Senate. It features the text "SANTA MONICA COLLEGE" in a smaller, all-caps font at the top. Below it, the word "ACADEMIC" is written in a larger, all-caps font. At the bottom, the word "SENATE" is written in the largest, all-caps font. The text is centered and appears to be overlaid on a faint background image of a classical building facade with columns.

SANTA MONICA COLLEGE
ACADEMIC
SENATE

Department Chairs & Coordinators Committee

Friday, June 5, 2015

Attendance: Jamey Anderson, Garen Baghdasarian, Jason Beardsley, Suzanne Borghei, Fran Chandler, Mary Colavito, Ronn Davis, Vicki Drake, Chris Fria, Teresa Garcia, Laurie Guglielmo, Nancy Grass Hemmert, Lucy Kluckhohn Jones, Nathalie Laille, Ford Lowcock, Laura Manson, Jim Martin, Mitra Moassessi, Melody Nightingale, Wendy Parise, John Rogers, Elaine Roque, Sandie Rowe, Alex Schwartz, Christine Schultz, Steven Sedky, Toni Trives, Joy Tucker, Sal Veas, Betty Wong

Excused: Eve Adler, Fariba Bolandhemet, Patricia Burson, Judith Douglas, Gail Fukuhara, Toni Randall, Perviz Sawoski

I. Approval of the March 13, 2015 Meeting Minutes-

Approved- 15, Abstentions- 6 (members not present) Opposed- 0

II. Farwell and Thanks to our Outgoing Chairs:

Garen Baghdasarian, Jim Martin, Wendy Parise, Toni Randall, Joy Tucker, Betty Wong

Jeff, Georgia, Jenny and the Chairs & Coordinators committee extends their sincere thanks and appreciation to all six outgoing chairs for their dedication, commitment and ongoing hard work.

We will truly miss all of you- Congratulations on a job well done and Best Wishes!

III. Chair of Chair's Appointment for 2015-17:

The Chairs & Coordinators committee welcomes Mitra Moassessi as the incoming Chair of Chairs for 2015-17 Academic Senate term- Congratulations, Mitra!

IV. College Report- Jeff Shimizu/Georgia Lorenz/Jenny Merlic:

MIS Changes- Jocelyn Chong is retiring this month. For now, Lee Johnston is the main point of contact for the MIS division.

Summer Enrollment- District is "cautiously optimistic" at this point. The target for the summer is about 2500 FTE. The drop for non-payment occurred on Wednesday night, June 3rd. We lost about 300 FTE, but have regained about 80 so far. Jenny will be talking to chairs about possibly cancelling low enrolled classes for summer next week.

If we don't make our summer target, the need for additional FTE just carries over to the subsequent terms for the academic year.

Winter Course Schedule- Jenny anticipates that we will need to begin working on this in the first week of the summer. Chairs should ask faculty members for their winter schedules requests now, if you know they will be out of contact for the summer.

Jeff Shimizu extends his sincere gratitude and appreciation to all the chairs and coordinators for the important work that we do. He expressed his sincere desire to continue to work with everyone even as he moves into his new appointment as the College President.

V. Full Time Hiring Ranking Process for 2014-15- Debriefing Discussion:

Overall, chairs/coordinators feel that the current process works well. We will be hiring 21 new positions for 2016-17 based on the ranking of the positions forwarded to Dr.Tsang. However, the following suggestions for next year were submitted:

- If A Chair or Coordinator believes that misinformation was given or questions were left unanswered during the discussion process, he/she should provide specific feedback to the Full Time Hiring Ranking committee for consideration. It's difficult for the committee to know how the process can be improved without specific information and examples.
- Chairs & Coordinators request some kind of feedback mechanism for their proposals. It's important to understand what information might have been missing in requests or what can be done better the next time.
- Provide a designated time for Chairs & Coordinators to be present at Full Time Hiring Ranking meeting. Most faculty leaders are not able to attend the entire length of the meeting.
- Allow Chairs & Coordinators a very limited two-minute "closing argument" after positions have been discussed. This would be an opportunity for all Chairs and Coordinators to clarify any misunderstandings and make their own case for their proposed positions.
- Full Time Hiring Ranking Discussion needs to be treated more formally (Ex. full time faculty interview process) Some chairs/coordinators have observed "off-hand comments" that were made, which could potentially be disadvantageous to the proposed position.
- Chairs/Coordinators appreciated the opportunity to update key parts of the Annual Program review and submit these updated sections along with the FT Hiring request. It is gratifying to see annual program work officially used towards institutional planning.

VI. Canvas Online Teaching Platform- Julie Yarrish, Associate Dean, Online Services and Support and Sal Veas, Distance Education Committee Chair

The Academic Senate Distance Education committee is recommending the adoption of Canvas as the online teaching platform for SMC. The OEI (Online Education Initiative) recommends Canvas as a model platform with the goal of creating a statewide common course management system. See <http://ccconlineed.org/> for more information about the Online Education Initiative. Coincidentally, the SMC DE Committee began examining Canvas two years ago. We have one year left with E College plus the option to add a year (2015-16, 2016-17). There are some advantages to Canvas - It is a new, current product, provides more personal application (ex. Explanatory videos for the online learner), and Canvas has universal API's with many third party products like, proctoring services and publisher content. The Canvas Platform would support both distance education and on-ground classes (the same way E College does, with E Companion) Georgia stated that the district is committed to adopting Canvas only if it represents an upgrade to the entire system, so if we need to negotiate additional features as part of the contract, the district will do that.

Meeting Adjourned- 11:30AM.

