

The logo for the Santa Monica College Academic Senate. It features the text "SANTA MONICA COLLEGE" in a smaller font at the top, "ACADEMIC" in a larger font in the middle, and "SENATE" in the largest font at the bottom. The letters are bold and serif. Behind the text are stylized, light-colored silhouettes of classical columns.

SANTA MONICA COLLEGE
ACADEMIC
SENATE

**Department Chairs & Coordinators Committee
Meeting Minutes for Friday Nov.7, 2014**

Attendance: Eve Adler, Garen Baghdasarian, Jason Beardsley, Fariba Bolandhemet, Patricia Burson, Judith Douglas, Vicki Drake, Chris Fria, Nancy Grass-Hemmert, Laurie Guglielmo, Lucy Kluckhohn Jones, Maribel Lopez, Ford Lowcock, Jamey Anderson, Toni Randall, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Toni Trives, Joy Tucker, Betty Wong

- I. **Approval of the Chair & Coordinators Oct.3 Meeting Minutes** – Presented by Laurie and reviewed by all those attending Nov.7 meeting- Minutes approved by those present- no suggestions for amendments
- II. **Collaborations with Broad Stage** Kiersten Elliott- Dean, Community and Academic Relations; Mitch Heskell, Interim Director; Natasha Shrieves, Marketing Coordinator; Carolyn Palmer, Director of Programming and Education

The Broad Stage would like to know how they can better collaborate with Santa Monica College Faculty. Suggestions were requested. Some ideas include exploring whether more events could be scheduling during the “free hour” at SMC to get greater student/faculty attendances. Chairs suggested notifying clubs far in advance of the semester schedule so that if a particular event/performance relates to a club topic, club members will make plans accordingly. Kiersten would like to look into coordinating between disciplines for future events. For every show/event at the Broad stage, there are \$20 tickets available for both staff and students, but there are a limited amount available for each performance/event. Kiersten is exploring whether AS would be willing to “subsidize” Broad Stage tickets so that the student price can be lowered even further. It was suggested that all SMC faculty and staff go to the Broad Stage webpage and sign up for an e-mail account: <http://www.thebroadstage.com>

That way you will receive advance notification of the schedule.

The Broad Stage offers many educational opportunities. They have matinees for grades K-12 and there are “Masters classes” for college students. This gives college students the chance to strengthen their skills by joining professional actors, musicians and dancers through dialogue and exploration. There are also internships available so that students can gain valuable experience in the performing arts. On Monday nights, there are free performances available.

Please contact Carolyn Palmer with idea of possible future topics and events.

- III. **Center for Teaching Excellence- Future Professional Development Needs-**
Edna Chavarry- Project Manager

The Center for Teaching Excellence is willing to provide training to departments. You can find the Department Training form by going to: <http://www.smc.edu/AcademicAffairs/CenterForTeachingExcellence/Pages/default.aspx> Clicking on “resources” and then “Center Departmental Training Form” Training is provided from four strands: Excellence in Teaching, Culturally Responsive Pedagogy, Technology or Curriculum Design/Redesign. There is also a professional development calendar which includes some timely and useful topics such as “Cloud On”, “Introduction to Turn it In”, “Tech Friday” etc. If you have ideas or want to request a topic for your department, please contact Edna Chavarry or Wendy Parise.

IV. Academic Senate President’s Report – Eve Adler

Department Chair Elections- the Special Elections are now completed. The Election and rules committee will be using ISIS to run the regular department chair elections. Voting will start on Nov.17 and faculty will access the voting forms via M Professor. Moya Mazorow has now been appointed Academic Senate Chair of Election and Rules. Karen Legg is now the faculty chair for the AS Student Affairs Committee. There was recently an Area C meeting. There is a “Calling all voices” academic senate plenary session that was attended by Eve and Fran Chandler on Thurs and Fri (Nov.14 and 15)

V. Discussion Items:

a) Baccalaureate Degree Programs – Eve Adler- SB 850 recently passed, this bill authorizes a limited number of community colleges to offer one baccalaureate program per college. The statewide senate previously opposed this bill, but when it passed, they changed their position to state that they wanted to be present at all meetings to discuss implementation and they also wanted CSU partners at the table. The chancellor’s office is expecting about 50 applications. Any baccalaureate programs that are offered must be from a CTE area and must have a proven workforce demand. The SMC CTE committee has unanimously supported the proposal of a baccalaureate degree at SMC. They met on Nov.4 and utilized an agreed-upon rubric to evaluate two departmental submissions for possible SMC baccalaureate degrees- one in Interactive Design and one in Mobile Applications. The CTE group selected Interactive Design as the program to offer. Fariba Bolandhemet commented that the CS/CIS department that their proposed program, Mobile Applications, has a proven workforce need and would make a great innovative program to offer. Colleges had to submit a letter of interest by Nov.12. Eve explained that this was not a commitment to submitting an application, but was a necessary step in order for the college to participate later in the process. An “intent to apply” will be due on November 24^t and applications will be due to the chancellor’s office by Dec.19th. The CTE Baccalaureate proposal will be discussed at the Nov.18 senate meeting. At this point, there are more questions than answers regarding the entire process.

b) Wait Pools/Wait List – How is the current process working?

Chairs and coordinators discussed the current wait pools/wait list process with their respective departments. In general, chairs and coordinators found that faculty in their departments agree that the process is working better now as compared to when wait pools and wait lists weren’t available. Faculty do not want to eliminate either process. The Math department actually conducted an online survey asking the following questions: 1) Is the wait list provided to faculty early enough? 2) Are you adding to your

classes in order of the wait list? 3) In general, do you feel that a large number of those on your wait list are actually present the first day of class? 4) Do you feel there are fewer students crashing your classes because they know there is a wait list? It was suggested that maybe all departments could utilize this survey.

There was consensus that departments would prefer that students are not allowed to “self-enroll” after the first class meeting (presently, they can self-enroll up until the night before the second class meeting if the class isn’t 90% or more full) Also, there is agreement that instructors should follow the order of the wait list. Most instructors do, but there are some that do not. It was suggested that departments discuss this and try to reach consensus to follow the wait list order when adding students. Additionally, the student affairs committee should consider reexamining the enrollment AR to see if something can be added regarding following the wait list order when providing add codes.

There was also discussion about whether add codes could expire earlier- some departments would like add codes which would expire on the first day. Hybrid and online classes, for example, present specific challenges when students are able to hold on to add code beyond the first class meeting. There was acknowledgement that there are a whole different set of issues and challenges that exist with online classes in terms of adding procedures. Students cannot “attend” an online class for a week or two without officially adding the course, the way that they might if they were attending on an on-ground class.

c) Mandated Reporter Child Abuse Reporting Notification & Acknowledgment

Recently Human Resources has e-mailed all departments the “Mandated Reporter SMC Acknowledgement Form”, an FAQ document and the names of all Full time faculty in each department. The district documentation that appropriate notification of this employment obligation has been received by all SMC employees. Administrators and classified staff have already complied and all have signed the acknowledgement form. It is important for all faculty to understand that this is obligation, not an option. All public school employees are “mandated” reporters by nature of their employment and have an obligation to protect minors who they know (or suspect) are being abused. **Not signing the acknowledgement form does not exempt an employee from this obligation.**

It is suggested that each department attempt to hold a meeting to discuss this obligation, distributed the forms and collect them. Alternatively, departments can have their administrative assistants help to distribute and collect the forms. But at the very least, the info packet (FAQ’s) should be provided to each faculty member in advance (this could be done via e-mail) Adjunct faculty members will receive the acknowledgement form at their home address and they will be asked to sign it and return it directly to HR. Some questions were generated and Laurie agreed to pose these questions to Bob Myers, SMC legal counsel (Update: the questions have been presented to Bob but he has not responded yet)

VI. **College Report-** Cancelled

VII. **Meeting Adjourned- 11:55AM**