

Santa Monica College

Academic Senate

Department Chairs and Coordinators Meeting

November 6, 2015 – Minutes

Attendance:

Ronn Davis, Sal Veas, Maria Munoz, Fariba Bolandhemat , John Rogers, Laurie Guglielmo, Judith Douglas, Chris Fria, Vicki Drake, Laura Manson, Jason Beardsley, Suzanne Borghei, Brenda Antrim, Mary Colavito, Mitra Moassessi, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Sandra Rowe, Gloria Lopez, Lucy Kluckhohn, Colleen Mc Graw

1. Public Comments: None
2. Announcement: None

3. Presentation from Crisis Prevention Team:

Brenda Benson, Deyna Hearn, Sandra Rowe, Laurie Guglielmo, Gloria Lopez, **Lisa** Winter, and Jenny Merlic from the Crisis Prevention team made a presentation on the work they do and asked department chairs for their support (the PowerPoint presentation has been posted in the folder for 2015-16 department chairs). The CPT meets twice per month and on average reviews 20 cases per meeting. Department chairs were asked to encourage faculty to take the At Risk online training. The team is willing to come to department meetings to make presentations. The district has hired a case manager to handle the required paper work for cases that get referred to the CPT.

Useful links:

Look under health & safety.

<http://www.smc.edu/StudentServices/Pages/default.aspx>

Incident report form:

<https://publicdocs.maxient.com/incidentreport.php?SantaMonicaCollege>

Crisis prevention team:

<http://www.smc.edu/StudentServices/CrisisPreventionTeam/Pages/default.aspx>

Student Judicial affairs:

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/default.aspx>

Faculty resources- judicial affairs

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/Faculty-Resources.aspx>

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/Student-Discipline-Referral.aspx>

At Risk Training:

<http://www.smc.edu/StudentServices/PsychologicalServices/Pages/At-Risk-Training-for-Faculty-and-Staff-LGBTQ-on-campus.aspx>

4. Approval of Minutes for [October meeting](#):
Motion to approve: Lucy Kluckhohn, second: Vicki Drake – passed with one abstention.
5. Follow up on October Meeting: District can provide the TIMS report to individual faculty members. Teresita Rodriguez will work with MIS to make this report available.
Fran and Mitra met with the faculty in Health Sciences to discuss the transition from a faculty leader position to a department chair position.
6. Academic Senate Report:
 - Mitra reported on the 75/25 Full-Time Faculty hiring plan. According to the data provided by the district, currently, 40.5% of credit hours are taught by full-time faculty. The ratio for fulltime counselor student contact hours is 40.3%. According to fiscal services, the replacement cost for each fulltime faculty is \$29,265. A survey will be sent to faculty to collect information on the number of fulltime faculty who are thinking about retirement in the next several years.
 - Dates related to full-time faculty hiring for fall 2017.
March 7, 2016: Chair's preliminary requests due to Fran/Georgia
March 18, 2016: Academic Affairs provides data to DC's based on preliminary requests.
April 1, 2016: Requests due from DC's
April 5, 2016: Notebooks available to Ranking Committee members
Friday, April 29, 2016: Ranking Committee meeting – Meeting is open to everyone.
Ranking based on Objective criteria: 25% Subjective criteria: 75%
7. Questions and concerns:
 - Concern was raised about appointment of faculty on the full-time faculty ranking committee. This item will be discussed at the next department chairs meeting.
 - Concern about MyTime: Mitra will discuss this with Fiscal Services.
 - Question about the rules for faculty leaving classes early: Faculty are obligated to stay for the whole class time.
8. College Report: Georgia Lorenz & Jenny Merlic
 - Public thanks to Fran for her hard work toward revising the GE resolution for the BA degree and for her strong leadership at the Area C meeting.
 - The district is reinstating the policy of pay-or-postpone payment for the spring semester.
 - The goal is to move 100% to Canvas by the next Fall semester.
 - The Equity report will be presented to the Board at their December 1 meeting.
 - The second Equity Summit will take place on January 2.
 - The district is looking for two faculty to be appointed to the ombudsperson position.
 - The holiday luncheon will be on December 8.

Submitted by: Mitra Moassessi