

Santa Monica College
Academic Senate
Department Chairs Meeting
June 1, 2018– Minutes

Attendance:

Ronn Davis, Sal Veas, Howard Stahl, Deborah Perret, Eric Minzenberg, Laura Manson, Judith Marasco, Suzanne Borghei, Brenda Antrim, Elaine Roque, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Christine Schultz, Perviz Sawoski, Nate Donahue, Colleen McGraw, Craig Mohr, Eric Oifer, Teresa Garcia, Alexandra Tower, Guido Davis Delpiccolo

1. Public Comments: None

2. Announcements:

- Brenda Antrim encouraged everyone to attend the LA MODE Fashion Show on June 11.
- Laura Manson announced that the Center for Teaching Excellence, in collaboration with the Office of Institutional Research and the Office of Workforce and Economic Development, is offering a professional development opportunity called “Data Coach”. The goal of this program is to train faculty to become certified Data Coaches. The application deadline is Friday, June 8

3. Approval of minutes for [March meeting](#)

Motion to approve as presented: Brenda Antrim; Second: Elaine Roque
Passed unanimously

4. Presentation on Student Lingo – Maria Martinez

Student Lingo offers 48 online Student Success Workshops that are available to SMC students, parents, staff, and faculty 24 hours a day, 7 days per week. This project has been funded by the Santa Monica Foundation for the next 3 years. To register and get started visit studentlingo.com/smc. Sign in is required the first time for the purpose of collecting data.

Watch Maria’s power point presentation on [Student Lingo](#).

A [guide](#) has been designed to provide ideas for Student Lingo (SL) implementation.

One of the Student Lingo worksheets is on [exam preparation tips and test taking strategies](#).

[Flyers](#) for Student Lingo are available in the Latino Center. Contact Maria to let her know how many copies you need and she will send them to you via campus mail.

5. Pathways - Guido Delpiccolo

Guido gave an update on the Guided Pathways project and the Sorting Day event. The current Redesign Team Steering Committee has 13 members including the newly hired project manager, this committee meets every week. Inquiry teams meet every 2 weeks to research and investigate questions pertinent to the comprehensive redesign. A master calendar will be created for all the meetings to prevent conflicts between inquiry teams meetings.

The Communication team is working on creating short videos related to the guided pathways redesign effort. Through discussion the Student Support Services inquiry team, identified the need to create an additional team on the enrollment aspect of students' experience.

The program mapping team has developed a guideline for mapping programs which has been test run by seven programs. The program mapping team will use the result of the test run to improve the Guidelines/Templates for program mapping. The plan is to create mapping template guidelines over the summer which will be sent to the departments to facilitate discussion during the fall departmental flex days. In the first phase of mapping, departments will be asked to dedicate a slot to the GE elective course(s) and will not be required to select the elective courses for their program.

The steering committee will have a two-day retreat over the summer and will create a timeline for the next 4-5 years. This timeline will be presented at the Fall opening day.

263 faculty and staff signed up for Sorting Day and 220 attended the event. 18 groups came up with 11 buckets of programs. 2797 program cards have been scanned and the result has been sent to the steering committee for discussion. The response to the Sorting Day has been very positive.

6. Academic Senate Report – Nate Donahue

- Nate has drafted a memo to Dr. Jeffery to inform her of the Full-Time Faculty Ranking Committee recommendation. This memo will be sent to Dr. Jeffery on Monday. Dr. Jeffery has been encouraged to make her decision on the full-time faculty hiring plan right after the State Budget approval in June.
- The hiring committee for the position of VP of Academic Affairs has been established. Five faculty will serve on that committee. The committee will meet on June 13 for their orientation. The plan is to have the new Vice-President of Academic Affairs start on the fall opening day.
- Faculty throughout the state have raised a lot of concern about the California Community Colleges Chancellor's lack of consultation with the Statewide Academic Senate Faculty leadership and his lack of respect for shared governance. Santa Monica College Academic Senate will be discussing this issue at its August 17th retreat.

- Next year, the Academic Senate Personnel Policies Committee will be addressing the issues related to recommendation letters for full-time faculty hiring.
- The Administrative Regulation related to club advisors also needs to be reviewed and the issue of not allowing part-time faculty to be the club advisor needs to be addressed.

7. Questions and Concerns

Concern was raised by several department chairs on the necessity of having annual program review.

8. District Report – Georgia Lorenz, Jenny Merlic

- Summer enrollment is behind by 4% compared to last summer
- Multiple postcards are going out to students' families to encourage enrollment.
- Fall enrollment is same as last year but 1.45% behind in the headcount. The push for fall enrolment will start after the summer session starts.
- The district has increased the incentive for recruiting the F-1 students. Santa Barbara is competing with SMC in recruiting the F-1 students.
- Jenny will be looking at low enrollment classes for the summer and will contact department chairs as necessary for cancelling low enrolled classes and possibly adding in demand classes.
- EMS scheduling is almost ready and training will start in the second week of summer, followed up with scheduling for the Winter using EMS. Academic Affairs still needs to input the data manually in the ISIS system.
- Five new incoming department chairs will start this summer and orientation will be provided during the summer.
- The State Budget has not been finalized. The new funding formula will probably not go forward in its original format. There is a high possibility for having at least one additional year of hold harmless for the community colleges budget. For SMC that represents an additional \$12 million for 2018-19.
- Department Chairs presented a gift to Georgia Lorenz and thanked her for her many years of leadership at the college.

Submitted by: Mitra Moassessi