

**Santa Monica College**  
**Academic Senate**  
**Department Chairs Meeting**  
**November 3, 2017– Minutes**

Attendance:

Sal Veas, Maria Munoz, Howard Stahl, Deborah Perret, Laurie Guglielmo, Chris Fria, Eric Minzenberg, Laura Manson, Jason Beardsley, Janet Harclerode, Suzanne Borghei, Elaine Roque, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Colleen McGraw, Lucy Kluckhohn Jones, Ashanti Blaize, Steven Sedky, Kiersten Elliott

1. Public Comments:

Ashanti Blaize, Steven Sedky, and Kiersten Elliott made comments on the work of the CTE marketing subcommittee in conjunction with the marketing department to create a website with a series of 3 student-produced promotional videos and links to resources that can help the district encourage students to enroll in courses early. Once this project is completed, department chairs will be notified. Faculty can share this website and videos with their students and encourage them to enroll early in courses offered for the upcoming winter and spring semesters.

2. Announcements:

Maria Munoz announced that the winter retreat for Guided Pathways will take place on January 25<sup>th</sup> and 26<sup>th</sup> from 9 am to 3 pm. Departments Chairs and Curriculum Committee members will be invited to participate.

3. Discussion on making the syllabus report available to all faculty:

See attached for the departments' input.

We need to find out if it is even possible to make the syllabi available to all faculty in a given department or all faculty in the district. Given that a syllabus falls under the category of intellectual property, can faculty be mandated to share their syllabi with other faculty members? The discussion of sharing syllabi needs to happen at the Academic Senate level. Mitra will ask Nate to agendize this item for Academic Senate discussion.

4. AR 3211.3 – Department Chairs election:

The Personnel Policy Committee is revising the AR on department chairs election. The current language states that tenured faculty members are eligible to run for the position of department chair. In practice, faculty who are 4<sup>th</sup> year probationary have run for the position and have been elected. Since the department chair election takes place in the preceding fall semester and probationary faculty are being evaluated in that semester there can potentially be some issues with a 4<sup>th</sup> year probationary faculty running for the department chair position. Department Chairs believe that 4<sup>th</sup> year probationary faculty should be able to run and if he/she is not awarded tenure, a special election can take place during the spring semester. Another issue is the possibility of a tie between the candidates. Department Chairs agreed that in the case of any sort of tie (2 ways, 3 ways ...) there needs to be one rerun.

5. Approval of minutes for [October meeting](#)

Motion to approve as presented: Chris Fria; Second: Elaine Roque  
Passed unanimously

6. Academic Senate Report- None

7. Questions and Concerns: None

8. District Report – Georgia Lorenz

- List of employees who are taking the Supplemental Retirement Plan will be on the Board of Trustees's agenda for Tuesday's meeting. The list includes 80 names: 29 faculty, 5 administrators, 9 managers, and 37 classified employees. In order to generate the desired savings, the district is not planning to replace all the positions vacated. There may be some shift in classified staff responsibilities. Julie Yarrish, the director of Distance Education is one of the administrators who is taking the retirement incentive. The Distance Education department is under staffed and it generates 15% or more of the annual apportionment. Georgia is recommending that Tammara Whitaker becomes the Interim Director of Online Services and Support and Laura Manson be given reassigned time to help with the DE program.
- Prerequisites that have not been enforced will remain unenforced for the spring semester.
- AB 705 was signed by the Governor and the guidelines for implementing AB 705 are forthcoming. AB 19 was also signed by the Governor; this bill would establish the California College Promise. Colleges will receive funding to waive fees for one academic year for first-time students who are enrolled in 12 or more semester units or

the equivalent at the college and complete and submit either a Free Application for Federal Student Aid or a California Dream Act application.

- The state has allocated \$150 million for Guided Pathways. Santa Monica College is receiving \$2 - \$2.5 million.
- Integrated plan is due on January 31<sup>st</sup>.

Submitted by: Mitra Moassessi