

Santa Monica College
Academic Senate
Department Chairs Meeting
March 8, 2019– Minutes

Attendance:

Walter Meyer, Howard Stahl, Deborah Perret, Laurie Guglielmo, Eric Minzenberg, Gary Huff, Eleni Hioureas, Judith Marasco, Sang Chi, Elaine Roque, Alexandra Tower, Mitra Moassessi, Toni Trives, Yulia Kozlova, Josh Sanseri, Jamey Anderson, Alex Schwartz, Christine Schultz, Perviz Sawoski, Liz Koenig, Teresa Garcia

1. Public Comments: None

2. Announcements:

- Sang Chi and Christine Schultz spoke about the CSU GE Task Force's recommendation to reduce the American Institutions requirement from 6 units to 3 units. This could seriously impact student enrollment in classes at the CC level. Faculty members in CSU history department are not happy with this recommendation and have invited faculty from CC to attend a special department meeting to discuss this recommendation. Sang Chi is planning to attend this meeting.
- Alex Tower announced that the Study Abroad trip to Denmark has been canceled and the Study Abroad trip to Belize might also be canceled. Certain rules have made the program more expensive and requiring a deposit of \$2000 has created a burden for students. Because of the many issues surrounding this program, faculty are losing interest in offering Study Abroad trips. Nate has discussed these issues with the interim dean in charge of the program. It was suggested that the Global Citizenship Committee bring a resolution to the Academic Senate addressing the concerns surrounding the Study Abroad program.

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

Correction: Change Crisis Prevention Team to Care and Prevention Team.

Motion to approve as corrected: Eric Minzenberg; Second: Elaine Roque

Passed with one abstention (Gary Huff).

4. Research request process and Service Learning Agreement – Hannah Lawler

- To streamline the research request process and to prevent duplicate requests, Institutional

Research no longer accepts research requests from individual employees. All research requests have to be initiated by department chairs, managers, program leaders, and committee chairs. There is a new form for submitting a research request and all the requests have to go through Hannah. A link to the Research Agenda has been created on the [Institutional Research](#) website. Research Advisory group has been reestablished to give feedback to and guide IR. A [Service Learning Agreement](#) has been created to ensure quality and efficiency of services provided by IR. A new suggestion box has been created with a link on the IR website for employees to make suggestions. Suggestions will be reviewed monthly by Hannah.

- Data coaches have been trained through the Data Coaching Program to work with department chairs and program leaders on using Tableau and data. Department chairs and program leaders can email Hannah to request a data coach be assigned to their department/program. Data coaches get paid to work with department chairs and program leaders. Data coaches can also attend department meetings if requested.

5. Full-Time Faculty request:

Preliminary request for full-time faculty hiring is due on March 11th and the full-time faculty ranking committee is meeting this afternoon. Last year 48 positions were ranked by the full-time faculty ranking committee and 23 positions were approved for hiring by the college president. Traditionally the number of full-time faculty requested by each department has been much lower than the actual need. Much discussion took place around the role and importance of having a ranking committee, the need for more full-time faculty, positives and negatives of requesting the actual need of the department verses an artificially low number. After much discussion department chairs agreed that for this year each department will request the number of full-time faculty required by the department/discipline to have 75% of Weekly Teaching Hours (WTH) taught by FT faculty. A request was made by the chairs to extend the due date for submitting the preliminary full-time faculty request. A request was also made to increase the percent given to objective/quantitative criteria. For the past several years objective/quantitative criteria has been weighted at 25% while subjective (committee's ranking) criteria has been at 75%.

6. Academic Senate Report – None

7. District Report- Was canceled due to the Program Review meeting at 11:30a.

Submitted by: Mitra Moassessi