

**Santa Monica College**  
**Academic Senate**  
**Department Chairs Meeting**  
**November 2, 2018– Minutes**

Attendance:

Ronn Davis, Sal Veas, Maria Munoz, Deborah Perret, Laurie Guglielmo, Jo Hao, Eric Minzenberg, Laura Manson, Jason Beardsley, Judith Marasco, Sang Chi, Elaine Roque, Alexandra Tower, Mitra Moassessi, Toni Trives, Yulia Kozlova, Josh Sanseri, Alex Schwartz, Christine Schultz, Perviz Sawoski, Colleen McGraw, Nathalie Laille, Liz Koenig, Teresa Garcia, Eric Oifer, Guido Davis Del Piccolo

1. Public Comments: None

2. Announcements:

Email Dennis Biddle, Assistant Director of Facilities if there is any problem with a facility. The LiveSafe app can be used to report facility problems that need immediate attention.

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

Motion to approve: Laurie Guglielmo; Second: Elaine Roque

Passed unanimously

4. Care and Prevention Team Presentation:

Brenda Benson introduced the members of the [Crisis Prevention Team](#) (CPT). CPT is a thirteen person team. Team members are chosen by virtue of the roles they play at the college and include representatives from Campus Police, Student Judicial Affairs, Center for Wellness and Wellbeing, Health Services Center, Ombuds Office, Counseling, Disabled Students Programs & Services, International Education Center, Academic Affairs, Human Resources and Title IX, Case Management, and Legal Counsel. Students don't need to be in crisis to get help. The Care and Prevention Team focus is taking care of students and is always available to discuss scenarios concerning a student's health, well-being, and safety. Faculty should refer students to CPT whenever they feel concerned and worried about a student and anytime they feel a student could use additional support from campus and community partners. Reports submitted to the CPT go to

the case manager who may contact faculty for additional information. Submitted reports also go to all thirteen members of the team. Faculty can call any member of the team with questions and concerns. Department chairs can file a report in case a faculty member is hesitant to file it. Early reporting is important to get students the help they need.

#### 5. Full Time Faculty Hiring and Duties of Assignment

- An email was sent to the trustees to follow up on the department chairs' resolution and public comments made at the October 2<sup>nd</sup> board meeting on the issue of full-time faculty hiring. Trustee Barry Snell, the Board Chair, responded and stated that there has not been any directive from the Board at this moment to increase full-time faculty hiring.
- The Duties of Assignment for faculty are listed in article 6.1 of the [contract](#).

#### 6. Redesigning the Student experience update:

Maria Munoz and Guido Davis Del Piccolo gave an update on Pathways. Students will be surveyed on which programs go in each bucket. The last group of programs will be mapped on Friday, December 7<sup>th</sup>. This is Meta major version 1.0. In this first iteration, all programs belong to only 1 bucket.

#### 7. District Report

- Jenny Merlic distributed a document on procedures regarding substitute instructor assignments. This document has been posted on Canvas under Department Chair Resources.
- Hiring for the Interim Dean position is moving forward. Final interviews will take place at the end of November.
- The position of class scheduler has been approved.
- Instructional chairs meeting scheduled for November 16<sup>th</sup> has been canceled.
- Auto posting of faculty schedules on their mProfessor will take place 14 days before enrollment starts for each semester.

Note: Academic Senate Department Chairs meeting for December has been canceled. The next meeting will be on March 8<sup>th</sup>.

Submitted by: Mitra Moassessi