

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

Attendance:

Walter Meyer, Sal Veas, Maria Munoz, Howard Stahl, Deborah Perret, Laurie Guglielmo, Jo Hao, Eric Minzenberg, Gary Huff, Eleni Hioureas, Judith Marasco, Sang Chi, Elaine Roque, Brenda Antrim, Alex Tower, Mitra Moassessi, Yulia Kozlova, Christine Schultz, Perviz Colleen McGraw, Teresa Garcia, Joelle Adams, Diana Arieff

With no objection, the discussion of Academic Affairs reorganization and presentation on Areas of Interest were added to the agenda.

1. Public Comments: None
2. Announcements:

Brenda announced that this is Mitra's last department chairs meeting. She also announced that the library will be open until 6p on Tuesday. From June 11-14, Tues-Fri, Counseling Services for the Welcome Center, TCC, BC, Adelante and Scholars programs will all be located in Library 192 from 8:30-5p on June 11-13 and from 8:30-1:30p on Friday the 14th.

3. Areas of Interest – Kiersten Elliott & Steven Sedky

Areas of interest link is now live on the SMC homepage <http://www.smc.edu/Pages/Home.aspx>. Students can access academic programs by clicking on this link. There is also an area for students who are undecided. Undecided students can explore different careers, answer Career & Major Quiz and be directed to Career Services. The departments' websites for the CTE programs have been updated, their degrees and certificates have been clearly listed including the requirement for each degree and certificate. The plan is to update each departments' website by the end of the summer. The goal is to have all departments' websites follow the same template, be more student-friendly, and showcase every department's degree(s) and certificate(s). IXT students have and will play a major role in creating and revising these websites.

Pathways/Campus Redesign Communication Squad will be happy to attend department meetings and talk with faculty about the department's website.

Esau will be working on adding areas of interest to the application process by the end of summer.

The areas of interest will be a big focus for this year's VIP welcome day, the whole afternoon of the VIP day will be dedicated to having Areas of Interest Open House. Departments will be contacted by the VIP coordinator for this event.

Pathways/Campus Redesign Communication Squad is working on creating a connection survey to connect students to different students' services available on the campus.

The district has received a \$500,000 CVC-OEI grant focused on improving online classes and increasing the program offering. This is a one-year grant focusing on career education, creating short term industry focus programs and short term certificates.

4. Approval of minutes for [April meeting](#):

Correction: Eric Minzenberg was present

Motion to approve as corrected: Elaine Roque; Second: Brenda Antrim

Passed unanimously

5. Part-Time faculty mentoring program – Joelle Adams & Diane Arieff

For 2018-19, part-time mentoring program was piloted in the English department and Business department. Based on the findings from the pilot program, surveying other colleges, studying the existing part-time mentoring program at the ECE department, Joelle and Diane have created a [summary of findings report](#) for the part-time mentoring program. Part-time faculty need to be more supported and integrated into the department. Many of them like to have richer online resources available to them for information. Matching a veteran part-time faculty or a full-time faculty to newly hired part-time faculty will help part-time faculty to have an easier time integrating into the department. Departments that are interested in starting a part-time mentoring program are encouraged to work with the Faculty Association to properly compensate both mentor and mentee.

6. Academic Affairs reorganization

Department chairs are concerned about the status of proposed Academic Affairs reorganization. At the leaders meeting, Jenny Merlic has stated that she is rethinking the proposed reorganization and she will consult with the Academics Senate President and the Department Chairs on any future decision on the reorg. Department Chairs don't understand the reasoning behind such reorganization and the problem that such a reorg is trying to solve. After much discussion, the following motion was presented:

Department Chairs strongly request to actively participate in any decision to reorganize the office of Academic Affairs as it directly impacts our work.

Motion to approve: Judith Marasco; Second: Howard Stahl

Passed unanimously

7. Full-Time Faculty hiring:

The result of [full-time faculty ranking committee recommendation](#) was discussed. It is not clear why Anatomy, Physiology & Hum Biology position 2 was ranked higher than Physiology & Hum Biology position 1; Mitra will look into this and will contact Alex.

8. Academic Senate Report - None

9. District Report- Jennifer Merlic & Jason Beardsley

The district has hired a consulting company to help the college with long-term facility planning. The consulting company has requested to talk with the department chairs about the ten year plan for facilities. Academic Affairs chairs meeting on July 12th will meet for 2.5 hours to allow the consulting company to have a conversation with department chairs. The meeting will be from 9:30a to 12:00p.

Summer enrollment is down 2.7% compare to last year same time. Fiscal services is assuming a flat FTES for 2019-20 in constructing the annual budget.

Efficiency as defined by the ratio of FTES (Full Time Equivalent Students) to FTEF (Full Time Equivalent Faculty) in 2018-19 is much lower than 2000-01.

Classes for Summer and Fall will be added and canceled based on students' request. The college can't afford going lower on efficiency.

Funding Formula: This year funding has been based on 70% FTES, 20% Financial need, 10% students success. This distribution will remain in place indefinitely. Hold harmless has been extended one more year. The funding for transfer students will go to the students' residence and not to the transferring school.

Office of Academic Affairs is moving to the third floor of Students Services building.

Department Chairs can email IT Help about their department email list and correct the list by adding faculty who are not listed and removing faculty who are no longer working for the department.

Full-Time Faculty Ranking: It is time to rethink the process and perhaps use the result of this year's ranking in conjunction with the 75-25 goal and create a new process. One idea is to rank disciplines solely based on percent of FT faculty after separating the emerging programs and non-teaching. Use the ranked list for the purpose of hiring for the next several years. For

example, for the first year hire enough full-time faculty to bring every discipline up to 50% Full-time faculty, update the list annually with the number of hires and retirement and continue the same process the following year. Jenny will discuss this idea with Nate and Sal over the summer and will create a ranked list based on this idea for the July Academic Affairs chairs meeting.

The plan is to use EMS for creating Winter schedule.

Jason will be in touch with the chairs about adding and canceling classes.

Submitted by: Mitra Moassessi