

Santa Monica College Academic Senate
PERSONNEL POLICIES COMMITTEE: MINUTES
THURSDAY, MARCH 7, 2013
1:15 pm Science 251

Members Present: Jamey Anderson, Kimberly James, Sherri Lee-Lewis, Tracey Ellis, Laurie McQuay-Peninger, Andrew Nestler, Marcia Wade

Absent: Patricia Burson (excused), Vicki Rothman (excused)

- I. **Minutes** from 12/6/12 approved unanimously.
- II. **Whistleblower Update.** The approved draft proposal (BP and AR) from our committee was brought to the academic senate as a first read and passed with minimal questions. We hope to have it approved as a second read at the next senate meeting.
- III. **Equivalency AR Reviews.** The issue of having *documentation* of recognized accomplishments, when that is the criteria for equivalency, was discussed. This is of special importance for part-time faculty and for reassignment, since for full-time hiring the documentation is in the application materials. The full-time screening committee is limited to those materials submitted by the applicant. However, chairs will need to find documentation of the accomplishments for part-time faculty, and the applicant in the case of reassignment should provide this documentation.

Another important issue in equivalency, when using recognized accomplishments, is that the pool often has candidates that strictly meet the minimum qualifications, or have a more obvious form of equivalency, so clear communication is critical to show how a candidate meets the “recognized accomplishments” qualification.

Several *search-and-replace* issues came up throughout the AR’s: replacing “*division dean with area academic administrator,*” removal of asterisks in AR 3211.9 and replacing with language clarifying the combination of teaching and professional/occupational experience, and adding language about supporting documentation (see discussion above).

- IV. **Other Business.** Update on Sabbaticals AR 3215: the scope and functions of the committee has been updated to address some of the issues regarding clarity of the sabbatical process and the issue about going back for a second call in spring semester. New function B: “Establishes procedures and timelines governing sabbatical and fellowship applications.”

Unfinished business: the part-time hiring AR (3230.1) still needs revision to make it compatible with the online process, currently in use.

- V. Adjourned at 2:30 p.m.