



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706 (714) 564-6000

Dean's Meeting, December 18, 2014 at 10:00 AM – 11:00 AM

Deans	present	GUESTS
Marta Barker	--	Leisa Schumacher
Avie Bridges	--	
Micki Bryant	--	
Cher Carrera	--	
Ron Coopman	✓	
John Finch	--	
Madeline Grant	✓	
Bart Hoffman	--	
Shelly Jaffray	✓	
Eve Kikawa	✓	
Mark Liang	✓	
Don Mahany	✓	
Becky Miller	✓	
Omar Torres	✓	

Agenda Items	Notes
1. Welcome and Introduction <ol style="list-style-type: none"> Brief updates and welcome to the new Academic Affairs Executive Secretary Summer 2015 schedule finalization Accreditation letter to Barbara Beno (to be distributed during meeting) BS in Occupational Studies proposal submission (to be distributed during meeting) RARs reminder FON 2015-16 update and faculty job descriptions finalization Grants meeting with Enrique Perez and Sarah Santoyo: follow-up and next steps Enrollment Management <ol style="list-style-type: none"> Spring 2015 and marketing Call for daily meetings, 7:30 am, from 2/2/15 – 2/20/15 (tentative) Pam Deegan visit on February 26th and 27th 	<p>1.a. The Deans were thanked for all of their contributions and efforts in 2014. Leisa Schumacher was introduced and welcomed to the Academic Affairs team effective January 5, 2015.</p> <p>1.b. The Summer 2015 schedule production timeline has been revised and will now include 1 edit phase. A copy has been emailed to everyone from Huong Binh. The protocol and process for schedule development is:</p> <ul style="list-style-type: none"> Department Chair makes recommendations to Dean Dean reviews and approves Dean directs Administrative Secretaries on courses and sections to build. <p>Omar is currently reviewing the initial build of the schedule to ensure the timeblocks are being utilized correctly and consistently. Some flexibility / exceptions may be needed due to nature of the course. Staffing</p>

should be done now, if known. Omar and Dr. Collins will be reviewing the budget related to personnel/payroll expenses. As of 12/18/14, the FTES targets for Fall 2014 and Intercession 2015 have been met. Early enrollment numbers are low for Spring 2015. The planned Summer 2015 offerings should be robust to offset other semesters.

1.c. Letter sent to AAJC. A final draft was distributed to the Deans for review. The exit letter noted 8 points/findings which could result in a warning. The contents of the letter are confidential at this time (until officially released by the Commission in late January/early February 2015). Dr. Martinez will testify before the Commission to the findings in January 2015.

1.d. The final PDF has been distributed and the original document has been mailed. A large thank you was extended to Michelle Parolise, Bonnie Jaros, and Bart Hoffman for their collaboration and participation. The accrediting agency for the Occupational Therapy Assistant program is not prepared to support a bachelor's program at this time. The AS to BS to MS Bridge program will be titled Occupational Studies.

1.e. Most RAR's have been submitted. The 3rd Deans meeting in January 2015 will be devoted to review of the RAR's. Collective review and input will be gathered to determine priority and ranking. Bonnie Jaros and Cherylee Kushida will be asked to join the meeting.

1.f. Descriptions have been submitted. 23 positions will need to be replaced. The original number was 22, but 1 retirement increased the number. A Math Center Coordinator position has been requested by the Math department. Omar is consulting with Human Resources on this request regarding the minimum qualifications. This item will be revisited in January 2015. Additional requests should be submitted to Omar.

1.g. Good dialogue occurred in the meeting. Sarah Santoyo will provide future grant opportunities to Deans and Academic Affairs. Faculty participation is critically important, as well as potential institutionalization, as seen with prior grants such as Title V. The Grants Team will provide assistance through all phases and be

	<p>ongoing.</p> <p>1.h.1. Spring 2015 low enrolled at this time. Concerns expressed regarding lack of advertising. The SAC Web Page does not currently advertise / highlight Spring 2015. More advertising efforts are needed on web pages, SAC Marquee, etc. The process for the SAC Marquee needs to be revisited. Omar and Madeline will collaborate on these efforts. Update to SharePoint will occur in April 2015 to include advertisement through mobile apps.</p> <p>1.h.2. The daily EMT meetings for Spring 2015 will begin on Feb. 2nd during Flex Week and continue through the first 3 weeks of instruction. The meetings will begin at 8:00 a.m.</p> <p>1.h.3. Pam Deegan will visit SAC to discuss Enrollment Management on Feb. 26th and 27th.</p>
<p>2. Discussion Topics</p> <p>a. Curriculum revisions and Title 5 Section 55003(b)(4) - <i>A district governing board choosing to establish prerequisites, corequisites, or advisories on recommended preparation shall, in accordance with the provisions of sections 53200-53204, adopt policies for the following: the process, including levels of scrutiny, for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that <u>prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. These processes shall also provide for the periodic review of advisories on recommended preparation.</u></i></p> <p>b. Year-long scheduling</p> <p>c. January 2015 work – timeblocks for fall/spring as well as room allocation</p> <p>d. SharePoint Task Force updates (Becky Miller)</p> <ol style="list-style-type: none"> 1) Gainful employment requirements 2) College website broken links and misspellings 3) College website migration to SharePoint 4) Marketing 	<p>2.a. All CTE vocational courses with pre-requisites and/or co-requisites need to be reviewed every 2 years instead of every 4 years. A list of courses due for mandatory Curriculum Review needs to be compiled and provided to the Deans in January 2015. This was previously done by Anh-Phuong. We will be working towards preparing a Fall 15 Curriculum Review list by the end of Spring 2015.</p> <p>2.b. Two-year Pathways to Degrees need to be completed by early February 2015. The items should be submitted as they are completed during January 2015.</p> <p>2.c. More and more colleges are allowing for students to enroll in both Fall and Spring offerings at the same time for dual enrollment opportunities. If Fall and Spring semesters are built concurrently, what items must be addressed (A&R, pre-req's, fees, financial aid, etc.)? The current room allocation will be revisited and revised, if needed, based on room usage and optimization. A future Deans meeting will be devoted to room usage and development of a plan. Maria Taylor may be asked to attend.</p> <p>2.d.1. Required for CTE programs. Robert Manson sent an email with information regarding this item. These</p>

	<p>requirements will be effective January 31, 2015. Course information should be sent directly to Robert Manson by Deans.</p> <p>2.d.2. The SAC Website is behind in repairing broken links, etc. Key people need to be identified and trained. Web publishers currently do the updates. A list is to be prepared and sent to the Deans for the Jan. 21st and 22nd meeting.</p> <p>2.d.3. Current version of SharePoint is 2010. The 2013 version is not much different than the current version.</p>
<p>3. Upcoming Events and Closing Remarks</p> <ul style="list-style-type: none"> a. Marta's Retirement Party – today right after this meeting b. Joint Deans Meeting with SCC – Thursday, January 8, 2015 from 9 am – noon at the Hacienda Restaurant c. Academic Affairs Advisory Council – Tuesday, February 3, 2015 from 8 am – noon d. Final thoughts, thanks, and happy holidays 	<p>3. Everyone was reminded that:</p> <ul style="list-style-type: none"> a. The party is immediately afterwards at The Hacienda b. Joint Deans Meeting will be as indicated. c. Next 3AC Meeting is scheduled as indicated. d. A Thank You gift was provided to the Deans, the Deans provided a gift to Omar, and the meeting was adjourned with holiday greetings extended to all.