



Santa Ana College

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

Dean's Meeting, December 4, 2014 at 10:00 AM – 12:00 PM

Deans	present	GUESTS
Marta Barker	✓	Bonita Jaros Cherylee Kushida
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 <ul style="list-style-type: none"> a. Institution-Set Standards discussion, CTE, and upcoming ACCJC Annual Report 2015 preparations (Bonnie Jaros) b. Baccalaureate proposal update (Bonnie Jaros) c. Online Evaluation (Cherylee Kushida) d. More online faculty certification (Cherylee Kushida) e. Area Reports 	<p>A. In preparation for the upcoming 2015 ACCJC Annual Report, the College needs to identify the number of CTE certificates and degrees for which it has set an institution-set standard for: (1) licensure passage rates and (2) graduate employment rates. An ad hoc committee, to be led by Bart Hoffman and Bonnie Jaros, will work with other deans and faculty to initiate this dialogue, present to the Dean's Council in early 2015, followed by College Council.</p> <p>B. Bonnie is working with Michelle Parolise and Bart Hoffman on a baccalaureate proposal, due to the CCCCCO on December 19th. A possible "plan B" involving Paralegal was briefly noted.</p> <p>C. Cherylee and the Distance Education committee are working on proposed language to assist with evaluating online instructors. Cherylee will follow up with the Deans as well as FARSCCD representatives to see if the suggested language can be incorporated into the contract</p>

	<p>in order to support online teaching.</p> <p>D. Cherylee will continue to work with the Deans to try to get more instructors online certified.</p> <p>E. The Deans gave area reports.</p>
<p>2. Discussion Topics</p> <ul style="list-style-type: none"> a. Enrollment Management update and low-enrolled classes: Intersession 2015 b. Summer 2015 scheduling update c. Job Descriptions and iGreentree update d. Pathways Project update e. Emergency Procedures Guide update (Don Mahany) f. SAC/SAUSDE Articulation g. Fund-12 Instructional Supplies availability from Academic Affairs, budget update, and consolidation as we move towards the end of the year h. RARs update i. Curriculum personnel update for spring/summer 2015 j. Catalog changes – initial discussion 	<p>A. The College has currently generated 469 FTES for intersession to date and is scheduled to reach and exceed its goal of 475 FTES.</p> <p>B. Summer schedules should be fully submitted to Deans by the end of this week.</p> <p>C. Deans were reminded to enter the job descriptions through iGreentree for faculty hires.</p> <p>D. Deans were reminded to continue to follow up with their chairs regarding the pathways project.</p> <p>E. Don gave an update regarding the College's Emergency Preparedness and arising concerns over: (1) hazardous waste spill and (2) a recent incident involving a student with a seizure.</p> <p>F. Course articulation between SAUSD and SAC was discussed. Concerns were discussed as to why there were not more articulation agreements; the Deans will continue to work with SAUSD counterparts to promote additional articulations in the future.</p> <p>G. Deans were reminded that if they require additional fund-12 monies, to let the CIO know.</p> <p>H. RARs for each division are due by the end of the fall semester to the CIO.</p> <p>I. Hang Le will be working with Academic Affairs as the Curriculum Specialist while Anh-Phuong Tran is on maternity leave (to return fall 2015).</p> <p>J. In view of the temporary replacement noted above, minor catalog changes will be made for 2015-16. However, PLOs will be included for all certificates and degrees. On a related note, the question of whether topics courses could be extended beyond 1 year was briefly questioned. The CIO noted that he was not in favor of this, citing Ed Code concerns; any curricular changes extending beyond two semester (i.e., fall and spring) topics courses should be formalized through CIC and the Academic Senate as well as Board of Trustees, submitted to the State Chancellor's Office for final approval, and ultimately appear in the catalog as</p>

	permanent courses.
3. Upcoming Events and Closing Remarks <ul style="list-style-type: none"> a. Fire Academy graduation this Saturday, December 6, 2014 at 11:00 am (15991 Armstrong Blvd, Tustin, CA 92782) b. Board Meeting next Monday, December 8, 2014 c. Executive Secretary, Academic Affairs interviews on Friday, December 12, 2014 d. Nursing Pinning ceremony on Saturday, December 13, 2014 at 11:00 am (15991 Armstrong Blvd, Tustin, CA 92782) e. Marta's Retirement Party – Thursday, December 18, 2014 beginning at 11:30 am at the Hacienda Restaurant f. Joint Deans Meeting with SCC – Thursday, January 8, 2015 from 9 am – noon at the Hacienda Restaurant g. Final thoughts 	<p>Various noted reminders (left) were mentioned, and the Deans were reminded that during next week's meeting, Enrique Perez and Sarah Santoyo would be attending to discuss Grants and available District support.</p>