



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

APPROVED

Senate Fall Retreat Meeting Minutes

Date: **January 31, 2018**

Time: **9:00 am – 3:00 pm**

Place: **A-210**

<u>Members Present</u>		<u>Department Chairs</u>	<u>Guests</u>
Maria Aguilar Beltran	*Osiel Madrigal	Kyla Benson	Steve Bautista
Jennie Beltran	Jane Mathis	Molly Colunga	A Bourouis-Benyosine
Gary Bennett	*Sarah Methot	Dori Dumon	Annette Bui
Stephanie Clark	Ana Meckes	Dalva Dwyer	Lisa Carriger
*Noemi English	*Moises Medina	Catherine Emley	Amberly Chamberlain
Ed Fosmire	Amit Mishal	Suzanne Freeman	Lindsey Church
Genice Gilreath	Trudy Naman	Mary Funaoka	Andrew Geragstelis
Gina Giroux	Mila Paunovic	Heather Gillette	Kristen Guzman
Benjamin Hager	*Luis Pedroza	Michelle Hardy	Michael Ha
*Michelle Hardy	Marty Rudd	James Hester	Zeke Hernandez
Charles Jang	Anushi Seneviratne	Phil Hughes	Daniel Horenstein
Louise Janus	Teresa Simbro	Lance Lockwood	Mary Huebsch
Elliott Jones	*Brian Sos	Leticia Jaurequi-Lopez	Cherylee Kushida
*Brian Kehlenbach	*Tommy Strong	Joshua Mandir	Megan Lange
Stacey Littlejohn	*Monica Zarske	Rick Manzano	Minhan Mahoungstrakul
		Phil Marquez	Dawn McKenna
		Dale Mixer	Jose Lopez Mercedes
		Michelle Parolise	Sandy Morris
		Mario Robertson	William Nguyen
		Rey Robledo	Suanne Oh
		Gabriel Shweiri	Fernando Ortiz
		Ken Sill	Rebecca Ortiz
		Nick Singh	Danny Peraza
		Michael R. Taylor	Nicole Quinn
			Adriana Ramirez
			Sean Smith
			John Steffens
			Shantel Thornton
			John Zarske

* Department Chair
also

- I. **Call to Order** – President Monica Zarske called the meeting to order at 9:32 am
- II. **Introduction of New Faculty** – AS President Monica Zarske
New Faculty recognized and self-introductions made.

III. **Informational Item - Curriculum Topics** – Brian Sos

Dr. Sos presented priority curriculum information for DC and new faculty such as:

- Curriculum roles and responsibilities for DC
- New faculty emphasis of COR (course outline of record)
- Consistency between COR and syllabus
- Importance of providing Adjunct faculty with the COR of the course they teach

- Curriculum Chair responsibilities
- Faculty have authority and expertise over curriculum through Academic Senate via Title 5 and the Ed code (10+1)
- Awareness of deadlines for catalog and quadrennial reviews
- Repeatability of courses
- Calculations for unit hours changed from 48 to 54 hours
- Future of electronic schedule
- Topics courses 098, 198 classes
- Curriculum roles and responsibilities for DC

- New faculty emphasis of COR (course outline of record)

- Consistency between COR and syllabus

- Curriculum Chair responsibilities and how DC can assist in efficient curriculum processes

- Faculty primacy and expertise over curriculum through Academic Senate via Title 5 and the Ed code (10+1)

- Awareness of deadlines for catalog and quadrennial reviews

- Reminders of:
 - Calculations for unit hours changed from 48 to 54 hours
 - Future electronic addendum
 - Topics courses 098, 198 classes
 - Repeatability of courses

IV. **Informational Item - Guided Pathways Update** – Fernando Ortiz

Update on Guided Pathways included:

- Guided Pathways Steering Committee work
- Student concerns
- Meta majors
- Guided Pathways information now on website home page
- Convocation's focus will be on Guided Pathways

- V. **Presentation – Flex Activity Tracking System Update**– Mary Huebsch
SAC has changed to an automated flex system in order to capture the many types of professional development occurring at SAC and in order to report accurately & efficiently to the CCCCCO. Please refer to attachment for specific information presented.
- VI. **Discussion: Department Chair Resource Guide – “What Do You Do as Department Chair?”** - John Zarske
Information shared regarding the Department Chair (DC) Resource Guide and request made for feedback on revision. Review of DC responsibilities discussed. Information included:
- Equivalencies Form 1 and minimum qualifications
 - Scheduling of classes
 - RAR’s
 - Budget and ordering of instructional supplies
 - Represent the will of the department
 - Coordinating with SCC- primarily with equivalencies and curriculum
 - Policy on program discontinuance
 - Be familiar with the FARCCD contract
- Request made to email Monica Zarske with update suggestions for DC Resource Guide

Senate Business Meeting 1:00 - 3:00 pm

- I. **Call to Order** President Monica Zarske called the meeting to order at 1:30 pm
- II. **Approval of Additions or Corrections in Agenda** Agenda reviewed and no corrections or additions requested. Motion moved by Ben Hager; seconded by Luis Pedroza to accept the agenda as presented. Approved unanimously by all Senators present.
- III. **Public Comments** (Three-minute time limit)
Soft Skills digital badge completion. Students may register through Web Advisor
Amit – parking near Quick Copy
- IV. **Approval of Minutes – November 28, 2017**- Minutes reviewed and no corrections or additions requested. Motion moved by Ben Hager; seconded by Amit Mishal to accept the minutes as written. Approved unanimously by all Senators present.
- V. **Discussion- OEI Consortium/ Resolution-First Reading** – Cherylee Kushida and John Steffens
Cherylee and John presented information on the benefits of applying to be an OEI Exchange/Consortium campus and discussion ensued. Points made included:
- Ability to garner FTEs.
 - Students ability to take online courses at other colleges
 - Could decrease completion time for students
 - Students must take 2 courses at their home college prior to taking an online course
 - Importance of SAC to be competitive with other community colleges
- The resolution would be a Senate endorsement and provide opportunity to applying to join the pilot in fall 2018. Please provide any input for resolution to Teresa before next meeting.
- VI. **Reports**
- a. **President – Monica Zarske**

- Budget update- Review of PowerPoint presented by Vice Chancellor Peter Hardash at Board Meeting. Can be found on RSCCD.edu website.
 - New State CC funding model is a student-focused funding formula- base grant will be 50% of current funding, then next 25% is based on number of low-income students & last 25% will be performance based (student success incentive grant)
 - Half day accreditation site visit will take place on Feb 28th related to the Occupational Therapy baccalaureate degree
 - SAC security continues to ask us to be vigilant about people on campus. Continues to ask that we lock doors behind us. Extra traffic on campus may be due to the homeless encampment along the SA riverbed being dissipated. A related concern was brought up that bathrooms are now being locked earlier and the night students do not have many bathrooms open to use. Information will be taken to facilities committee.
 - Parking lot #6 will lose some staff parking due to construction of science building
- b. **Secretary/Treasurer – Teresa Simbro** – no report
- c. **ASG Representative- Edwin Pulido** – no report
- d. **Curriculum – Brian Sos** – no report
- e. **Planning & Budget – Ed Fosmire** – no report
- f. **Facilities – Brian Kehlenbach**
- Readjusting of staff parking spaces possible due to loss of spaces in lot #6
 - Friday, March 23rd at 10:00 am- Grand re-opening of Central Mall celebration- spread the word!
- g. **SACTAC – Elliott Jones**
- Reminder that this is the last semester Blackboard will be used
 - ITS issue of the publishing status of your Canvas courses resolved
 - Many online and face-to-face Canvas workshops for faculty available
 - Suggestions or if interested in joining a Print Services Workgroup contact Elliott
- h. **Basic Skills/Faculty Development – Mary Huebsch** – no report
- j. **SCC Senate Secretary/Treasurer– Mike Taylor** – no report

VI. Faculty Updates

- Maria Beltran reported the information from the first meeting Academic Freedom Workgroup will be shared at the next AS meeting on February 13th.

VII. Other - none

VIII. Adjourn President Zarske adjourned the meeting at 2:55 pm

Respectfully Submitted,
Teresa

Teresa Simbro
Secretary/Treasurer
SAC Academic Senate