SANTA ANA COLLEGE
Academic Senate

Business Meeting Agenda Minutes
Tuesday, March 26, 2024 ~ 1:30pm – 3:30pm
Location: JSC-219 (For Senators & Guests) / Hybrid (For Guests) Zoom Link

Attendance: Andrew Manson, Ann Cass, Annie Knight, Arjun Nair, Ben Hager, Christina Axtell, Darren Hostetter, Flo Luppani, Gabriel Shweiri, Helen Serrano, Jaime Lopez-Garcia, Jessica Padilla, Justin Tolentino, Kim Smith, Louise Janus, Reza Mirbeik, Steve Bautista, Susan Hoang, Tiffany Heremans, Tim Murphy, Sara Butler, Jaki King, Kelvin Leeds, Jorge Lopez, Anaely Guadarrama, Julian Camacho, Jason Huskey, Krystle Taylor, Vaniethia Hubbard, Keisha Marts, Jennifer Valencia, Kathy Walczak, Heather Arazi, Ron Gonzalves, Kristi Blackburn, Karen Bravo, Jennie Beltran, Alejandro Moreno, Madeline Grant, Andrew Barrios, Merari Weber, Amberly Chamberlain, Claire Coyne

Preliminaries
1. Call to Order – 1:34pm
2. *Parliamentarian Procedure Update – AB2449: amendments to Brown Act regarding virtual attendance & participation*
3. Approval of Agenda
   1st – Susan Hoang – motion to move Enrollment Management above Office Reports
   2nd Christina Axtell
   Approved unanimously
4. Introduction of Guests (if any)
   Jeff Lamb, Sara Sutler, Shannon Kaveney, Krystle Taylor
5. Public Comments – Limited to 3 minutes per person and 10 minutes total
   - *Amberly Chamberlain – on behalf of anonymous classified staff – comment regarding lack of facilities maintenance*
6. Approval of Minutes
   a. March 12,2024
      1st – Flo Luppani – motion to approve
      2nd Reza Mirbeik
      Amberly Chamberlain - abstain
      Approved

Reports
1. **Officers**
   1. President   Claire Coyne
      Board of Trustee's Meeting: new student trustee Kathryn Quick (SCC), AB 1818 – vote was split because additional resources are needed by State. Update on Senate Resolution S2024.01: Increase Response and Support from Facilities and Maintenance and Operations Team.
      Susan Hoang – so the C Building is being demolished without being replaced?
      Claire Coyne – unsure about the future of that site. Claire introduces Shannon Kaveney to report.
      Shannon Kaveney – 3rd round of custodian interviews – 2 accepted, 1 declined. RAR requested asked for additional positions. There is a large gap when campus can be cleaned but will address the resolution by rescheduling cleaning times to cover a portion of that gap. Email Shannon directly if maintenance requests are not being resolved.
      Madeline Grant – how many positions do you have? Have many are filled and how many are empty? How can we help you?
      Shannon Kaveney – filling shifts is the issue. There is too much push back on filling specific shifts.
      Jennie Beltran – how many custodial staff do you need to maintain during class hours and off hours?

Shannon Kaveney – there is a formula to calculate the number of staff required and we are revisiting that formula
Keisha Marts – addresses some issues with staffing
Flo Luppani – why do you have to wait until the end of the fiscal year to fill positions?
Shannon Kaveney – these are brand new positions that I am trying to fill
Anaely Guadarrama – Do you have the numbers on how many staff you do and don't have?
Shannon Kaveney – I only have the number of staff that I don't have
Claire Coyne continues her presentation. Attended the CAGP Institute #6: Creating Sustainability and Charting the Path Forward. Update on Faculty Prioritization Process – meeting with VP's and Associate Deans to review process from Fall 2023 and bring recommendations. Please provide feedback on Lock Down Drill and Educational Master Plan. Committee assessment on Academic Senate.

2. Vice President Culture and Engagement   Amberly Chamberlain
Looking to have more regular Chair trainings. Interested in gathering data is used in creating schedules. Updates on New Faculty Institute & Dual Enrollment (contact Ashley Bootman if you are interested in recommending classes for Dual Enrollment).
Kelvin Leeds – faculty in Dual Enrollment roles must get Spring Break
Amberly Chamberlain – some faculty do not know
Please make sure Senators are reporting out.

3. Vice President Community Operations   Merari Weber
Alejandro Moreno presents on behalf on Merari – updates on By-laws taskforce, congratulations to Justin Tolentino for his Distinguished Faculty Lecture

2. **Standing Committee Chairs**
    1. Curriculum and Instruction Council   Madeline Grant
    Discuss about uploading SLOs to Canvas, possibly renaming Academic Probation and updating current AR's to compliance, updates to Credit for Prior Learning, moving forward with Plan A for Gen Ed. Continuing with Course Enrollment Maximums.
    2. DE Advisory   Jaki King
    2. Intersectionality, Race and Social Justice Advisory   IRSJ Representative
    Announcement – please reach out to Annie Knight or Steve Bautista if interested in participating

3. **Participatory Governance Co-Chairs**
    Jason Huskey – Facilities & Safety – provided key points from a presentation on instructional space utilization
    Darren Hostetter – decision on C-building was made after the presentation, correct?
    Jason Huskey – I heard about the C-building for the first time today
    Jason Huskey continues with updates on facilities reports and campus Safety
    Susan Hoang – talks about reroofing projects?
    Jason Huskey – last report had progress information on roofing projects

Special Reports
    1. SAC ASG   Anaely Guadarrama
    Students attended ASACC and met with Congress representatives and Lou Correa to discuss Higher Education Reauthorization Act (HEA), Pell Grants, and the Dream Act. Began discussions on AB 1818 and the war in Palestine
    2. SCC Academic Senate   Mike Taylor

Pass two resolutions; one regarding part-time senators (credit & non-credit), another regarding credit for prior learning. Discussions regarding learning contracts with China

    3. FARSCCD   Kelvin Leeds

Investigations and grievances continue. Ask for Rep Council to send meeting information out. Next Rep. Council meeting is at 12pm on April 26ᵗʰ. Newsletter will be sent out next month as well.

Old Business – Action Items
Old Business – Discussion
    1. Academic Senate Program Review   Claire Coyne
New Business – Action Items
    1. Senate Logo   Darren Hostetter

Presents two logos for the Academic Senate
<u>Madeline Grant</u> – love the drawings, prefers the round design with a more traditional font
<u>Steve Bautista</u> – address the clarity of the feathers
<u>Christina Axtell</u> – What is the x & 1
<u>Darren Hostetter</u> – it is the 10 plus 1.

    2. AR2510 Review   Claire Coyne

1ˢᵗ – <u>Christina Axtell</u> – motion to postpone until April meeting
2ⁿᵈ <u>Steve Bautista</u>
Approved Unanimously

New Business – Informational *(not to exceed 20 minutes per item)*
    2. Windows 11 & Adobe CC Licenses   Ron Gonzalves

Computers will have to move to Windows 11 soon because support for Windows 10 will end 10/2025.
<u>Steve Bautista</u> – please work with instruction and student services for the rollout plan
Ron continues with updates about Adobe CC licenses. Since Covid, courses using Adobe had modalities shift from in-person to online which increased costs. Would like to continue working with the Senate for clarity on what classes need Adobe
<u>Kim Smith</u> – our classes don't teach Adobe, but use Adobe for assignments because it is the industry standard
<u>Ron Gonzalves</u> – would like to work with areas that are unsure if they need Adobe. The Academic Computing Center should get it if they need.
<u>Susan Hoang</u> – are you talking about specific programs? Are there individual licenses?
<u>Ron Gonzalves</u> – I am referring to the Adobe CC Suite, because some programs are free. But if you need the editor then we can get that.
<u>Darren Hostetter</u> – how are you checking classes if they need it?
<u>Ron Gonzalves</u> – we are looking into a process to designate classes

    3. Enrollment Management   Jeff Lamb

Presentation about calculating FTES, Positive Attendance, productivity & efficiency metrics:
FTES = OUTPUT = WORKLOAD = REVENUE, Fill Rates, efficiency vs. inefficiency, considerations and future plans. Presentation uploaded to BoardDocs & SAC Senate website
<u>Susan Hoang</u> – in terms of productivity, are we looking at students over time in different class sizes?

Jeff Lamb – doesn't have that data yet, but would like to follow up on that. If lower caps increase to increase completion then that is data we want to follow

Jorge Lopez – would like administration to consider the timing of these changes because last minute changes can lead to negative outcomes

Jeff Lamb – yes, that happens and we are working towards reducing those effects

Steve Bautista – what is our goal as a college? Do we want more online offerings or in-person courses? I think there are many factors other than revenue when determining classroom caps

4. Academic Freedom AR   Christina Axtell
   Reviewing the language on Academic Freedom and would like recommendations from faculty

5. Fiscal Resource Committee Update/Report   Madeline Grant
   $300,000 will go unspent and needs to be confirmed where those funds will go. Reporting a 4% deficit factor and how that will affect our budget. Looking for additional funding

Announcements/Upcoming Events – 3:40pm

Amberly Chamberlain – looking for another credit faculty to attend ASCCC Plenary

Darren Hostetter – April 6th faculty art show in Downtown Santa Ana

Adjournment – 3:40pm

1st Steve Bautista – extend meeting 10 minutes

2nd Tiffany Heremans

Approved unanimously

Future Business: HR Presentation, Senate By-laws, Exploring International Educational at SAC