



**Approved
Business Meeting Minutes
September 24, 2013**

Members Present

<i>Dana Bassett</i>	<i>Jeff McMillan</i>
<i>Steve Bautista</i>	<i>Renee Miller</i>
<i>Cherie Bowers</i>	<i>Madeleine Nguyen</i>
<i>Marley Cervantes</i>	<i>Luis Pedroza</i>
<i>Jodi Coffman</i>	<i>Monica Porter</i>
<i>Susan Gaer</i>	<i>Stacy Russo</i>
<i>Madeline Grant</i>	<i>Gabriel Shweiri</i>
<i>Victoria Gray</i>	<i>Ken Sill</i>
<i>Ray Hicks</i>	<i>Teresa Simbro</i>
<i>Jarek Janio</i>	<i>Brian Sos</i>
<i>Louise Janus</i>	<i>Robert Stucken</i>
<i>Jungwon Jin</i>	<i>George Wright</i>
<i>Elliott Jones</i>	<i>John Zarske</i>
<i>Michael Kelcher</i>	

Absent

John Ross
Sheila Shain
Doug Wilkes
Sandra Wood

Guests

Bonnie Jaros
Phillip Yarbrough
Denise Maramontes
Jorge Sandoval
Joyce Wagner
Minhchau Chau
Tom Bonetati

I. Call to Order

A. President Zarske called the meeting to order at 1:30pm.

II. Agenda Accepted – A motion to approve the agenda as amended made by Steve Bautista and seconded by George Wright was unanimously approved.

III. Public Comments — (Three-minute time limit)

- A. Jorge Sandoval - All shared governance committees now have student representatives. ASG is still looking for student representatives for Accreditation Standards, the Measure Q Oversight Committee and the Spot Committee. Faculty are asked to help recruit students. Applications and a list will be sent out to faculty.
- B. Tom Bonetati - Textbook orders for intersession classes need to be submitted October 7-30th.

IV. Approval of the Minutes—

A. September 10, 2013 – Motion to approve the senate minutes of September 10, 2013 with corrections was made by George Wright and seconded by Brian Sos. The motion was unanimously approved.

V. Reports—

A. President—John Zarske

Welcome Adjunct Faculty Senators - Victoria Gray & Marley Cervantes. Intersession was approved by the Board of Trustees on 9/23/2013. Questions were raised about schedule deadlines, division FTES goals, and how full time and part-time LHE is counted. During the Board of Trustees meeting the comprehensive master plan was presented, an accreditation update was given, and an emergency resolution to repair Russell Hall was passed.

New Instructional Calendar will be sent out shortly:

- Winter Intersession: Jan 6 – 31
- Flex Week: Feb 3 – 7

- Spring Semester: Feb 10 – June 6
- Spring Break: April 7-11

Save the Dates:

- Open Education Resources (OER) Discussion 10/29 1:30-3:30 District Offices
- Distinguished Faculty Lecture – 10/30 3:00 Phillips Hall
- Faculty Priorities Committee - 10/4 – 9:00-12:00 requests due by Noon on 9/27 to Marta Barker.

B. Planning & Budget —Ray Hicks

The plan proposed by the State Legislature in bill AB955 in which community colleges will charge full cost for intersession and summer classes will be tested in four (4) districts across the state. The ASCCC is against this structure. The LA Times article dated September 24, 2013”Two-tier college fee plan advances; Bill awaiting Brown's signature would allow higher charges for high-demand classes” was referenced.

C. Facilities —Elliott Jones

The two (2) striker chairs used for disabled persons during an emergency are located at Security Office. There is concern that there are only two (2) chairs for the entire campus and that these chairs are no longer recommended for use. Please watch the campus safety videos. The perimeter project is scheduled for completion by December 2013. Door hardware/locking mechanism upgrades are scheduled for August 2014. Key requests now submitted to MAO office. There is a request for benches in hallways for students to sit on rather than the floor next to electrical outlets.

D. Secretary/Treasurer—Madeline Grant

Membership drive is underway. Please encourage all of your faculty to join the Senate. New members will receive a \$5.00 gift card to cover their first month’s dues.

E. Curriculum—Monica Porter

All new IGETC course submissions must be approved by Curriculum and Instruction Council (CIC) in October in order to meet the November deadline. CICs at both SAC and Santiago Canyon College (SCC) are reviewing information regarding new options for the establishment of co/prerequisites. Your feedback will be requested on a checklist for CORs which is currently being created for CIC reps. Please continue working on the required AAT/AST submission.

F. Accreditation —Bonnie Jaros

Accreditation standards committees are continuing their work. Most committees submitted their first drafts on September 20th. Co-chair meetings are scheduled for 10/18 – 9:00-12:00, 11/8 11:30-2:30 and 12/6 9:00-12:00. Bonnie and Aracely Mora, the ALOs of SAC and SCC respectively, made a presentation to the Board of Trustees on 9/23. Two Board of Trustee liaisons have been appointed - John Hanna & Claudia Alvarez, who would like to attend Standard IVB meetings. IE&A committee is working to update the Strategic Plan and to ensure that we have integrated the planning and budget processes. All program reviews are due by 10/30 – this includes SLO analysis course, year program updates (1,2, & 6 of the 19QT) and capstone projects. Please submit all documents to your division dean. Department chairs should also upload the documents onto SharePoint. (Training will be available—it is very easy.) Departments in your respective divisions on the capstone schedule must also submit their reports to the division curriculum committee. After division curriculum committee review, the report needs to be sent to the Teaching Learning Committee, with curriculum committee certification, by November 15th for interdisciplinary review. The TLC will extract themes and make recommendations to the participatory governance committees and the Academic Senate. Sharepoint tutorial links (1) <http://goo.gl/w3jUkQ> (2) <http://goo.gl/pyQMRv> (3) <http://goo.gl/14M1gq>

G. SACTAC – George Sweeney

The 1st meeting is scheduled on 9/25. The committee will be developing a technology replacement schedule to maintain technology requirements as a line item in the budget. A district Adobe license is being purchased.

H. SCC —Joyce Wagner

Dealing with many of the same issues discussed here at SAC. Monica Porter will be representing SAC at the SCC Senate meetings on the 3rd Tuesday of the month. We still need a representative for the 1st Tuesday.

I. ASG Representative – Denise Miramontes

Latino Heritage celebration is scheduled for 9/25 11:00am-2:00pm. Faculty are encouraged to give extra credit to students for participating in the event.

J. Division Senators:

1. Adjunct Faculty, Business, Continuing Education, Human Services, Humanities, Kinesiology, Science, Social Science and Technology divisions had no reports.
2. Counseling – busy season over. Online orientation being developed will be used in replacement of face to face meeting.
3. Fine and Performing Arts – Welcome new Jr. Senator
4. Health Science – Medical Assisting & EMT - books running out. Explore BSN in Nursing.
5. Library – Freedom to read display of Banned Books - raffle for books & bags.
6. Math – Ongoing redesign of math classes & development of new pathways.
7. Student Services – Still searching for a Dean. Faculty Office Hours - 9/26 5-7 pm at BJ's Brewery in Orange. The Veterans Resource Center open house is scheduled for 9/25 at noon. The VRC is recruiting 125 additional veterans to utilize new resources from the federal government.

VI. Action Item

- A. 2013-14 Senate Budget - Motion to approve the budget was made by Steve Bautista and seconded by Cherie Bowers. The motion was unanimously approved.
- B. Resolution F2013.1: Joint RSCCD Resolution - Adoption of Policy for Temporary Suspension of Courses - Motion to approve the Senate Resolution F2013.2 was made by Elliott Jones and seconded by Madeline Grant. The motion was unanimously approved.

VII. Information Item

- A. Trustee, Phillip Yarbrough discussed the current state of the RSCCD budget. He believes we have come through difficult times and there is now an opportunity for tremendous growth within the district over the next 5 years. Planning is the focus of the Board of Trustees. We have an opportunity to capture growth funds. This also means we will be hiring more faculty and staff and expanding classes. He believes we have the capacity to grow more than other districts in the area. Although asked how we will grow in a sustainable manner he did not directly address the question.
- B. Faculty Handbook – Corrections are being compiled. There are concerns that the content in the proposed Faculty Handbook will be outdated before it is printed. Suggest creating an electronic document that includes links to time sensitive data. It is felt that faculty will use an electronic document more than a hard copy.
- C. Emergency Procedures & Practices Video was viewed. It is recommended that all faculty view and show this video in their classes. Videos can be found at www.sac.edu/StudentServices/Security.
- D. Commencement Recommendations – The sound system needs to be fixed. Can the SAC band be brought back?

VIII. Other

- A. FACCC - Brochures are available. Faculty are encouraged to join.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,



Madeline A. Grant
Secretary, SAC Academic Senate



RESOLUTION F2013.1: JOINT RSCCD RESOLUTION

Date: September 24, 2013

Subject: Adoption of Policy for Temporary Suspension of Courses

Mover: Elliott Jones

Seconder: Madeline Grant

Unanimously approved on September 24, 2013

Whereas, Recent budget challenges have made it difficult for Santa Ana College and Santiago Canyon College to schedule all of the courses listed in their college catalogs;

Whereas, The students of the Rancho Santiago Community College District (RSCCD) have a reasonable expectation that all courses listed in the college catalogs will be offered during a two-year period and should be informed if the courses they need will not be available during that time;

Whereas, The faculty at Santa Ana and Santiago Canyon Colleges realize that there will be times when some courses cannot be offered for various reasons there is concern that vital courses may be deleted simply because they have not been scheduled for several years; and

Whereas, There should be guidelines to ensure participation, predictability, parity and consistency in the contraction of course offerings;

Be it resolved as follows:

Resolved, The Academic Senates of Santa Ana College and Santiago Canyon College adopt the Fall 2013 *Policy for Temporary Suspension of Courses* as recommended by the Santa Ana College and Santiago Canyon College Curriculum and Instruction Councils; and

Resolved, The Academic Senates of Santa Ana College and Santiago Canyon College forward the *Policy for Temporary Suspension of Courses* to the College Councils at Santa Ana and Santiago Canyon Colleges for adoption.

SANTA ANA COLLEGE MISSION STATEMENT

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community. Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

Policy for Temporary Suspension of Courses

The colleges of the Rancho Santiago Community College District (RSCCD) strive to offer a complete schedule of courses that is reflective of all of the items listed in each college's catalog. Unfortunately, there may be circumstances that do not permit the offering of courses for an extended period of time. In the spirit of participatory governance and recognizing that curriculum is #1 on the "10+1" for which the RSCCD Board of Trustees relies primarily on the advice of the academic senate (BP 2410), it is necessary for the administration to collegially consult with faculty prior to making a decision to suspend the offering of a course.

1. If the administration would like to propose the temporary suspension of a course or courses, the Vice President of Academic Affairs will notify the Senate President and call a meeting with the appropriate dean, and the chairs of any department affected to discuss the proposal and ramifications of suspending the course(s).
2. Either an administrator (Division Dean or Vice President of Academic Affairs) or a discipline faculty (Department Chair or Coordinator) must make a formal request of the college's Curriculum and Instruction Council to temporarily suspend a course or group of courses in a specific discipline. The following items must be included in the request:
 - a. A listing of the course(s) being suspended (Discipline, Course Number, and Title)
 - b. A list of degrees and certificates to which each course is attached
 - c. A rationale for why each course is being suspended
 - d. The projected date when the Curriculum and Instruction Council will review the suspension in order to return the course(s) to active status.
 - e. A confirmation that all other required courses for the degrees and certificates listed in 2b will be scheduled while the proposed course(s) is suspended.
3. The Curriculum and Instruction Council will review the request to guarantee that students will be able to complete their chosen program of study without the suspended course(s). If an approved program of study cannot be completed without the proposed course(s), the request for suspension will be denied.
4. If any state approved degree or certificate would drop below 18 units without the proposed course(s) for temporary suspension, then the request will be denied.
5. Once the request is approved, the course(s) will be suspended for up to two years; however, any suspended course may be scheduled at any time during the suspension thus removing it from suspension. A two-year suspension may be extended for one year, for a maximum suspension of three years. After three years, the Curriculum and Instruction Council will decide if the course(s) will be reinstated or permanently removed from the college catalog.
6. Suspension is not allowed for an entire program of study. If an entire program is being considered for suspension, please refer to the Program Discontinuance Policy listed in AR6134.
7. At the beginning of each semester, the Curriculum Office will compile a list of all suspended courses. This list will be distributed to all faculty at the college. Counseling will have this information available so as to inform students and each department will ensure that the courses not available in that department are posted on the department website.