



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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

Academic Senate

Business Meeting Minutes

First Name	Last Name
Alejandro	Moreno
Alexa	Findlay
Ali	Kowsari
Amberly	Chamberlain
Andrew	Barrios
Andy	Gonis
Andria	Alefhi
Angel	Michael
Ann	Cass
Annette	Bui
Cathryn	Pierce
Chantal	Lamourelle
Cherylee	Kushida
Christina	Axtell
Christina	Resendiz
Claire	Coyne
Darlyn	Rodriguez
Darren	Hostetter
Emely	Vazquez
Fernando	Ortiz
Flo	Luppani
Gabriel	Shweiri
Habiba	Naqvi
Heather	Arazi
James	Kennedy
iPhone	
Janet	Cruz-Teposte

Janie	Wade
Jarek	Janio
Jason	Esparza
Jeff	Lamb
Jennie	Beltran
Jennifer	Meloni
Jim	Isbell
Jodi	Coffman
Karissa	Gallego Lovero
Kelvin	Leeds
Kristen	Guzman
Kyla	Benson
Leo	Pastrana
Lynda	Aguayo
Maria	Aguilar-Beltran
Maria	Estrada
Martha	Guerrero-Phlaum
Marilyn	Flores
Matthew	Bittner
Merari	Weber
Michael	Taylor
Michelle	Vazquez
Mitsue	Escobar
Molly	Colunga
Monica	Zarske
Nicole	Patch
Osiel	Madrigal
Patty	Preciado

Quynh	Mayer
Rachel	Mendiola
Rebecca	Barnard
Reza	Mirbeik
Rick	Corp
Roy	Shahbazian
Sarah	Bennett
Sarah	Mathot

Stephanie	Aceves
Stephanie	Clark
Susan	Hoang
Vaniethia	Hubbard
Veronica	Castaneda
William	Nguyen
Zachary	Diamond
Zeke	Hernandez

Date: **Tuesday, Nov 9, 2021**
Time: **1:30-3:30pm**
Location: **Zoom Webinar Location**

Meeting Location: For security purposes, please access the Zoom link using this Microsoft Forms link... <https://forms.office.com/r/uws9ARqek8>

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1. **Call to Order** – Jim Isbell
 - a. Meeting was called to order at 1:31pm.
 2. **Approval of Additions or Corrections to Agenda**
 - a. **Ali Kowsari** pointed out that under item #12, the Business and Entrepreneurship Department is officially called the Global Business and Entrepreneurship Department.
 3. **Approval of/or Corrections to Minutes**
 - a. No corrections to the minutes.
 - b. **Amberly Chamberlain** made the first motion to approve the minutes.
 - c. **Reza Mirbeik** made the second motion to approve the minutes.

4. Public Comments

- a. **Dr. Jeff Lamb** congratulated Marty Rudd, David Roper, and Matt Bittner from auto technology for the Dealership Career Event they hosted on November 3rd at the SAC main campus. Various dealerships from across the county were in attendance.
- b. **Andrew Barrios** commented on the distance education (DE) faculty requirements for next fall 2022. He reviewed that currently the Remote Instruction Certificate (RIC), which takes 24 hours to complete, is required to teach remote live courses. Next fall, the recommendation is that all new DE modalities, including remote live instruction, require the Online Teaching Certificate (OTC) which is 120 hours. The concern is that this may be a barrier to part-time faculty who would like to continue teaching remote live but may not be able to complete the 120 hours for OTC. Therefore, he hopes part-time faculty recommendations are considered as well as incentives or compensation to complete the OTC.
- c. **Annette Bui** announced that she is making a public comment on behalf of her colleagues from Student Services who couldn't attend because she's assisting students. She read the following:
 - Good afternoon, my name is Jane Mathis and I am a counselor in the EOPS program at SAC. As part of our program, we work with students on researching and scheduling their classes for the upcoming semester. We started meeting with our students last week to help prepare them for priority registration for spring which begins on November 15. As you can imagine, we are becoming very familiar with the spring 2022 schedule. During my meetings, I have had several students expressed concern and frustration with the lack of classes at SAC offering the option of remote live lectures; specifically, in the areas of biology and chemistry, I know that there are some students that are eager to return to class lectures and labs. However, there are also quite a few students that would like to still have the option of a remote lecture class or a combination of face to face remote live and online. Our faculty have created a learning environment that some students are finding more effective than face to face or completely online courses. I am hoping that in our enthusiasm to return to campus, that we are not

abandoning a way of teaching that benefits some of our more at-risk populations. One of the students I am working with is deaf and has been very successful over the past few semesters in both his biology and chemistry classes. He is a hard-working student and feels strongly that his grades are directly related to having access to remote live courses. Remote live allows him more independence because he is able to review the lectures on his own and is not reliant on a note taker in class which can be very hard to find in most math and science classes. I'm encouraging my other students to reach out to administration to share their personal stories but I'm also hoping that faculty will explore the feasibility of continuing to offer some remote live options for our students for spring 2022. Thank you for your time.

- d. **Kelvin Leeds** expressed concern over some emails ending up in the deleted items folder which happened to him and several other faculty members that he spoke with. They asked for ITS to look at one faculty's email and somehow a rule had been created. Consequently, he encourages everyone to periodically look at their deleted items in case they find emails there that they need to respond to.
- e. **Osiel Madrigal** listed several facts on how the School of Continuing Education (SCE), unlike most educational institutions during 2020-21, didn't struggle with generating FTES and student certificate achievers. Yet, the five faculty requests that were submitted were not ranked in the top 7 or 10 for that matter. As a result, the college needs to acknowledge this, and a conversation needs to be had regarding having a more equitable system. To their credit, the senators who participated in the faculty hiring ranking request meeting did approve a resolution that states, "We acknowledge that noncredit may need more consideration and ranking for equal representation, despite where they fell in the rankings." Furthermore, SCE faculty would like to conduct a presentation to Academic Senate during spring 2022 to inform SAC faculty on what they do and have done, and the importance of their work.

5. Reports

a. ASG Report — **Vice President Jason Esparza**

- The Holiday Drive-Thru will be November 16th from 2-6pm. It will consist of a food distribution for Thanksgiving meals.
- On December 16th there will be a toy drive. 4,000-5,000 toys will be distributed. More information to come.
- Native American Heritage month will continue in November. On November 10th from 1-2pm, there will be a virtual event regarding the successes and challenges growing up native in Orange County. Born and raised natives in Orange County from various tribes and communities will discuss their personal experience growing up native, finding their identity, challenges and successes, and spiritual journey. SAC students and faculty who are Native American will be the speakers. On November 17th from 10:30am-1pm, there will be an in-person Native Heritage Month Celebration at the SAC amphitheater central quad. It will include exhibits, music, speakers, education, resources, and more.

b. SCC Report — **Prof. Tara Kubicka-Miller**

- **Tara** was not in attendance. Thus, no report given.

c. Equity and Guided Pathways – **Prof. Maria Aguilar Beltran & Prof. Stephanie Clark** (5 Minutes)

- See agenda item #9

6. Academic Calendar—Common Days—**Prof. Amberly Chamberlain**

a. **Tuesday** or Friday

1. **Amberly** stated that the last three convocation were held on a Tuesday instead of a Friday. A survey was distributed each time to know faculty's preference. Tuesday has outranked any other day. At this point, she is asking for Academic Senate's support to move forward with Tuesday continuing to be the common day.
2. **Kristen Guzman** shared that some faculty from the Humanities and Social Sciences Division asked how did the Tuesday

convocation decision come about? For example, when was that survey issued and how did someone have access to the survey? **Amberly** answered that after every convocation and PD week there's a survey that's available. The last one was attached to the convocation in a faculty's Gateway account. There was a survey listed that people could go in and take it. It's also sent outside SAC because for convocation, people outside the community attend. Therefore, there's a survey for the community and a survey for SAC. She further explained that when she took on the role as PD coordinator, it was already situated on a Tuesday. Nonetheless, it's her understanding many schools do there's earlier in the week, like on a Tuesday or Wednesday. Some faculty learned about this model at other schools and preferred it. This allowed for professional development to be built out throughout the week so instead of convocation ending the week, it's started the week and set the tone. They believed PD could be more mindful with the trainings they were offering as it related back to what the keynote speaker addressed. As a result, it was recommended, and convocation started to be held on a Tuesday in fall 2020. The survey results kept confirming that people wanted to keep convocation on a Tuesday. It was brought to her attention that possibly because convocation was virtual, people were preferring Tuesday. This is why in the last survey, a question was added about having a preference if it was in person versus virtual and they still received the same result.

3. **Kristen** asked if convocation will be a required duty day or optional meeting? **Amberly** replied that common day are days that faculty are to participate. The reason convocation has been optional for the last three semesters is because it wasn't situated

on a common day. Therefore it will be on a Friday for spring 2022. Hence, the reason common days are being changed because convocation should be an event that everybody attends. **Jim Isbell** added that currently, on the academic calendar, it has Tuesday and Thursday as common days. The Tuesday and Thursday common days proposal are not being implemented immediately since calendars are set two years in advance.

b. Workshops: **Virtual**, F2F, and/or Hybrid

1. **Amberly** shared that in-person workshop attendance was low for the last PD week. Next semester, some in-person workshops will be offered on days that correspond with other in-person events like Convocation (which will be hybrid) and the Academic Senate Retreat (if held in-person). Other than that, most workshops will be held virtually. If there is any hesitation or anything else someone would like for her to address to the President when she meets with her, to let her know. The President would then present the PD proposal to FARSCCD.
2. **Jim Isbell** stated that if there is no more discussion, FARSCCD will be informed that Academic Senate supports Tuesday as the convocation day moving forward in the future and virtual workshops as the prefer modality for workshops in spring 2022.

7. **Trustee Zeke Hernandez (15 Minutes)**

a. Why did you choose to be a board member?

1. **Trustee Hernandez** shared a story on how former Trustee Jose Solorio encouraged him to run for the Board of Trustees. He did and won the election.

b. What is your top priority for your time as a Trustee?

1. Increasing enrollment. Before the pandemic, enrollment was already decreasing. COVID-19 highlighted the decline more.
 - 1 **Michael Taylor** stated that he would like to see some form of strategy from the top down that includes input from Academic Senate, as well as from faculty and administrators. Possibly incorporate marketing campaigns to help with low enrollment. He believes SAC has lost the

valuable word of mouth from students that were in the pipeline and they haven't returned. He listed various events in the near future that he's attending to market the digital media program.

2. Make it more attractive for students to return to on campus classes as part of their learning journey.
3. Finalize a vaccine plan that is 100% completed which addresses if there will be or not be a penalty for individuals that are not vaccinated.
4. Admission, Retention, and Completion (ARC)
5. Utilization of the Digital Media Center (DMC)
 - 1 Michael Taylor mentioned that since the Digital Media Department has been at the DMC for 7 years now, he would like to be invited to the utilization meetings. He believes that the Digital Media Department, overall, can add a lot of value and offer input on what the DMC could be. This includes expanding the partnership with the Small Business Development Center (SBDC) which currently consists of digital media students helping them with their marketing. In addition, partnering with SCE career education to offer noncredit to credit digital media pathway classes and having a shuttle service to transport students back and forth from the main campus.
6. Create noncredit to credit bridges
 - 1 **Ozzie Madrigal** commented that SCE, and their Career Education Department specifically, have been creating noncredit to credit pathways. Currently, there are 8 such pathways established.

8. **Resolution to Include Faculty in Decisions for Specifics in Our Return to Work**

Document Informational

- a. **Jim Isbell** stated that many faculty members have shared with him on how the "Return to Work" document is too general and not specific enough. Consequently, Academic Senate is looking for people who can work together to come up with ways to ensure that students, faculty, staff, and

administration are safe. If anyone is interested in working on this project, to contact him.

9. **Guided Pathways Scale of Adoption** *Action Item First Reading*—**Prof. Stephanie Clark**

- a. **Stephanie** reported that scaling is in progress for most of the work. She reminded everyone that a scale of adoption assessment is an essential practice related to Guided Pathways and Equity. This includes explaining what has been done, and mark where they are on a scale from not occurring to at scale. She reviewed practices in each of the four Guided Pathway pillars and provided updates. She ended by stating that there's always a success story that is submitted at the end but that hasn't been written, yet. She would like to write it on professional development, the Equity Institute, and then the four-year new Faculty Institute if it gets approved. In short, she thinks professional development should be the highlight of their success story.

10. **Smoke, Vape, Tobacco-Free District Policy—Review prior senate resolution (10 Minutes) Second Reading**—**Dr. Rebecca Barnard, Emely Vazquez, Commissioner Avinash Ramaswamy, and Senator Angel Michael** *Action Item*

- a. **Emely** informed everyone that she's a health educator at the Health and Wellness Center, as well as a member of the Smoke, Vape, Tobacco-Free Committee. The committee is a student led initiative and it's fully supported by the Health and Wellness Center and SAC Associated Student Government (ASG). She reiterated that as mentioned during the first reading, the goal of the committee is to implement a 100% smoke, vapor, and tobacco free district policy. SCC has already passed a resolution through their Academic Senate and College Council, so they are waiting for SAC to do the same. Once that's done, SCC and SAC will collectively present it to the Board of Trustees. Since this is their second reading, they are asking for Academic Senate's official written support so they can take it to SAC College Council and then the Board of Trustees.
- b. **Jim Isbell** clarified that no vote is required by Academic Senate but rather a discussion needs to take place. As a result, he asked if anyone was opposed

to it which to no one answered. Academic Senate will write a letter of support for this resolution.

11. **Reorganization Resolution Work Group Update**—Prof. **Claire Coyne**

- a. **Claire** said there are 13 participants in the work group. Their goal is to present a resolution during the last fall semester Academic Senate Business Meeting which is on November 23rd.

12. **Baccalaureate degree program: Understanding AB 927** *Informational*

- a. Health Sciences?
- b. Welding?
- c. Auto?
- d. Nursing?
- e. Global Business and Entrepreneurship
- f. Child Development
- g. Digital Media
- h. Musical Theatre

Jim Isbell reviewed “Assembly Bill No. 927 Public postsecondary education: community colleges: statewide baccalaureate program” which contains language about adding more baccalaureate programs in the State of California. For example, there are certain rules on not duplicating what’s already offered at the Cal State and UC systems. **Monica Zarske** added that the State of California will conduct the selection process in stages like they have done before. **Dr. Jeff Lamb** explained that a template will be drafted that will allow administration to identify what are the program requirements relative to the language in Assembly Bill No. 927. This would help departments that are interested in a bachelor's program have an opportunity to articulate what that program might look and feel like based on the requirements. He added this might be a good space for Academic Senate and administration to collaborate in terms of coming up with the process. Jim Isbell asked if there are other departments who are interested in being considered for a bachelor’s program, to contact him.

13. **Hiring Prioritization (5 minutes)** Past President **Roy Shahbazian**

- a. **Roy** informed everyone that 27 faculty requests were submitted. Each senator that was presenting a request had 4 minutes. The senators scored them at the end. All scores were aggregated and 10 was the maximum

number of points a senator could score each request. Once requests were sorted by score, senators made about 5 motions to make adjustments. In the ranking document, the requests in gray font signifies a department that had multiple requests and are placed on the list where they originally ranked before any motions were approved. There isn't a solid process in place for dealing with situations where a department has multiple requests. Consequently, this would be something for Academic Senate to consider refining in future years.

b. **Jim Isbell** shared an email from Interim President Dr. Flores which had the following faculty request ranking:

1. Nursing
2. Counseling (MESA)
3. Diesel
4. Communication/Journalism
5. Technical Theater
6. Child Development/Education
7. Noncredit Counseling (impacts FON, emphasis in serving incarcerated, formerly incarcerated, and other adult education programs)
8. Noncredit Vocational (In reviewing the need and growth in noncredit, we have identified categorical funding to hire a full time Vocational Coordinator in noncredit to focus on allied health and vocational areas)

c. Elements that were taken into consideration by administration when looking at faculty hires included:

1. Student demand/needs
2. Accreditation or industry standards
3. Opportunities for growth
4. Support of Guided Pathways completion
5. Institutional requirements

d. **Sarah Bennett** asked what is next in the process if one's hiring request is listed in the top seven? **Jim** replied that those departments should start

putting together a hiring committee, prepare the job announcement, and HR will be contacting them soon. The department deans will help facilitate the process.

- e. **Susan Hoang** mentioned that she was one of the senators in attendance at the faculty hiring request meeting and wanted to comment on revisiting the system used to ranking requests. One of the issues that came up during the meeting was not norming the scores as a group which led them to a more extensive conversation about ranking the requests. Therefore, she is requesting that a new ranking criterion be considered.
- f. **Roy** reminded everyone that as they are planning their hiring committees to ensure that everyone serving on the committee is EEO trained. The next EEO training is December 9th.

14. **New Faculty Institute 4 Year Framework Informational—Prof. Stephanie Clark, Prof. Maria Aguilar Beltran, and Prof. Amberly Chamberlain**

- a. Since there was only 8 minutes remaining in the meeting when it was this item's turn on the agenda, **Stephanie Clark** requested that it be covered at the next Academic Senate Meeting on November 23rd.

15. **Reports:**

a. **President – Jim Isbell**

1 COVID Vaccine Mandate for Students

- a. **Jim** shared that at the November 8th Board meeting, the Board is possibly split on whether to mandate or not or allow personal exemptions. The last survey distributed to faculty concluded that the majority of faculty would not want to return to campus if students were not vaccinated.
- b. **Amberly Chamberlain** stated that the Theater Arts Department relies heavily on dual enrollment courses in order to build back their programs. One of the concerns is vaccines are not being mandated at high schools. Therefore, if there is a mandate it would impact their dual enrollment students which would cause an issue.

c **Dr. Rebecca Barnard**, faculty coordinator for the Health and Wellness Center, mentioned that the center is still offering the vaccine incentive program to students. Currently, they have less than 1,900 vaccine card uploads even though the incentive program started in early October. This number includes SCE students. She attributes this number to a significant hesitancy about the vaccines in general

2 Reaffirm the need to hold teleconference meetings (every 30 days)

a **Jim Isbell** mentioned that he was informed that every 30 days, Academic Senate must agree whether meetings will continue virtually (teleconference) or return to in-person. He asked if anyone was opposed to continuing with teleconference meetings and no one answered. Therefore, the next meeting on November 23rd will be via Zoom.

2. Bylaws Work Group report

1 **Stephanie Clark** reported that roles and responsibilities have been finalized so now they are getting down to terms and election cycles.

3. Academic Senate Racially Inclusive Workgroup—Prof. Maria Aguilar Beltran

1 **Maria** reported that they will be exploring a resolution that would support their workgroup becoming an official advisory group under Academic Senate.

b. Secretary/Treasurer – **Dr. Osiel (Ozzie) Madrigal**

1. **Ozzie** reminded everyone that proposed agenda items are to be emailed to Jim Isbell and himself.

c. Curriculum – **Chair Claire Coyne**

1. Review of the CWE Plan *Informational*

1 **Claire** informed the group that the Career and Workforce Experience Plan was approved by CIC on October 18th. It was presented as a need due to Title 5 changes. They had it approved by the Board of Governors, but it is now required to be approved by the Board of Trustees. Madeline Grant presented it to CIC and CIC approved it. The next step was to inform Academic Senate that it was approved so now it's going to go on to the next step, which is College Council and then the Board of Trustees.

d. Planning & Budget – **Dr. William Nguyen**

1. **William** stated that he had no report at this time.

e. Facilities – **Prof. James (Marty) Rudd**

1. Marty was not in attendance, so no report was given.

f. Faculty Professional Development – **Prof. Amberly Chamberlain**

1. **Amberly** mentioned that she is getting better results from surveys now that she added them to Gateway. There will be a Gateway training for building division and department meeting trainings on November 15th that's mostly for division secretaries. Another introduction to your PD Gateway training will be offered on November 22nd from 12-1pm. For the first hour, it will be the general training that's for all employees. And at 1pm, using the same Zoom link, there will be a workshop titled, "Understanding your Transcript: Registering, Flex Credit, Status, and Personal Flex Projects." On December 3rd from 12-1pm, there will be workshop titled "Proposing a Workshop, Presenter Tasks, and Marketing Attendance" which is good for someone to attend if they are planning on conducting a workshop during spring 2022 PD week. Speaking of conducting a workshop during spring, she reminded everyone that proposals must be submitted by November 22nd and that can be done in Gateway where it says proposal workshop. Moreover, there was an Equity Institute that got cancelled but in it's a place, there's a "Equity Mater Class: Equity in Praxis" on December 3rd. If anyone is interested, there's funding for people to attend. The online forms need to be completed which can be found on the PD website.

g. SACTAC – TBD

1. No report was given because no one was in attendance.

h. Outcomes/Assessment – **Dr. Jarek Janio**

1. **Jarek** reported that he's been working with individual departments with Nuventive and there are some administrative decisions that need to be made. He encouraged individuals to attend the SLO talks on Friday. Currently, the hot topic is equity. For example, the discussion is how the current system is designed to squeeze out the students of color in math and English classes. This coming Friday they will discuss learning communities and the following week it will be regarding Badgr in Canvas. On December 10th, it will be the finale of fall semester talks. Finally, he believes competency-based education's time has come and would like for SAC to be involved in discussing it.

16. Accreditation– **Prof. Monica Zarske**

- a. No report was given.

11. Announcements

- a **Opening to temporarily replace Dr. Ozzie Madrigal (Secretary/Treasurer)**

- i **Ozzie** stated that if anyone is interested and has any questions about the position, to email him.

12. Adjournment

- a **Kristen Guzman** made the first motion to adjourn the meeting.
- b **Leo Pastrana** made the second motion to adjourn the meeting.