SANTA ANA
COLLEGE

ACADEMIC SENATE

1530 W. 17th St.
Santa Ana, CA 92706
(714) 564-6831
AcademicSenate@sac.edu

SANTA ANA COLLEGE MISSION STATEMENT
Santa Ana College inspires, transforms, and empowers a diverse community of learners.

SENATE RETREAT MEETING MINUTES

Date: **Wednesday,** August 21, 2019
Time: **9am-1pm**
Location: **A-210**

Members Present
Michael Buechler
Stephanie Clark*
Jodi Coffman
Reyna Cummings
Zachary Diamond
Ben Hager
Conor Higgins
Ali Kowsari
Louise Janus
Chantal Lamourelle
Megan Lange
Jorge Lopez
Flo Luppani
Joshua Mandir
Mohammadreza ("Reza") Mirbeik
Jennifer Meloni
Alejandro Moreno
William Nguyen*
Rebecca Vazquez Ortiz (tentative)
Luis Pedroza
Cathryn Pierce
Chuck Ramshaw
James "Marty" Rudd*
Roy Shahbazian *
Gabe Shweiri
Brian Sos*
Robert Stucken

Bruce Swanlund
Michelle Vasquez
Monica Zarske*
Suanne Oh

Members Absent
Rocio Gonzalez-Santillan
Maria Estrada
Leo Pastrana

Guests
Heather Arazi
Rebecca Barnard
Kyla Benson
Matthew Beyersdorf
Matthew Bittner
Ashly Bootman
Chris Cannon
Ann Cass
Amberley Chamberlain
Molly Colunga
Kellori Dower
Dori Duman
Leona Dombroske
Dalva Dwyer
Saeid Eidgahy
Catherine Emley
Mike Everett

Ed Fosmire
Suzanne Freeman
Andy Gonis
Gregory Gonzales
Martha Guerrero-Phlaum
Tiffany Heremans
Conor Higgins
Susan Hoag
Daniel Horenstein
Mary Huebsch
Phil Hughes
Jarek Janio
Crystal Jenkins
Annie Knight
Katie LaBreau
Jeffrey Lamb
Megan Lange
Luz Torrey
Lance Lockwood
Doug Manning
Phil Marquez
Marvin Martinez
Sarah Mathot
Jennifer McAdam
Dawn McKenna
Moises Medina
Amit Mishal
Sandy Morris
Nicholas Nardi
Patty Oertel

Fernando Ortiz
Ivan Ozaeta
Jessica Padilla
Nicole Patch
Nandini Puri
Neal Rogers
Adriana Ramirez
David Rehm
Rey Robleno
David Roper
John Ross
Jacqueline Schlossman
Nick Singh
Ken Sill
Sean Smith
Elizabeth Smith
Jill Sorathia Kapil
Hayley Stevens
Martin Supple
Luiz Torrey
Jinhee Trone
Evelyn Valdez-ward
Rick Vasilik
Wendy Wang
Bethlehem Yimenu

10+1
(1) Curriculum including establishing prerequisites and placing courses within disciplines; (2) Degree and certificate requirements; (3) Grading policies; (4) Educational program development; (5) Standards or policies regarding student preparation and success; (6) District and college governance structures, as related to faculty roles; (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; (8) Policies for faculty professional development activities; (9) Processes for program review; (10) Processes for institutional planning and budget development; (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

- *8:45 – MORNING REFRESHMENTS*

I. **Call to Order** – Roy Shahbazian

    a. Roy Shahbazian called the meeting to order at 9:11am.

    b. Roy welcomed new faculty, new Senators, and new Deans.

II. **Introductions and brief welcome by Chancellor Martinez** – Roy Shahbazian & Chancellor Marvin Martinez

    a. The Chancellor would like to share what to expect this year.

    b. He encourages faculty to take an active role in the college.

    c. The Chancellor previously served as College President for East LA & LA Harbor College.

    d. The Board is looking at a potential new bond measure of around $450 million.

        i. SAC & SCC have proposed a number of projects.

        ii. District is actively taking polls to evaluate public support.

        iii. If the Board of Trustees runs a bond, this would happen in March 2020.

        iv. On September 23, the board will hear from faculty regarding support of the proposed measure.

            1. Faculty are invited to speak to the board at this meeting.

    e. Possible Bond Measure may address several proposed facilities.

        i. CTE Applied Tech building - $93 million, state-of-the-art building

        ii. New Library

        iii. Renovation of Centennial Education Center

        iv. Campus entrance site improvements

        v. Visual & Performing Arts Center

    f. Implementation of AB705 – now no remedial courses, STATS becoming the gateway course.

    g. Encouraging each college to develop a 'Plan B' to support AB705, to implement if students don't do well in these college-level courses.

    h. Homeless Bill – this is a challenge, but it must be implemented once approved, there is an anticipated start date of April 1, 2020.

    i. Chancellor Martinez is advocating for top transfer institution status – students have choices, so this should be our goal.

    j. Encouraging growth of Global Education & Engagement – global outreach and internationalizing our curriculum, increasing student & faculty exchanges.

k. Comment by Catherine Emley: Student parking lot use for homeless student housing brings up lots of logistical concerns.

      i. Chancellor Martinez shared that there will be a taskforce regarding the issue of the homeless student site.

l. Comment by Ali Kowsari: Any thoughts on parking structures?

m. Chancellor shared that voters don't usually vote for parking structures – may need to be addressed by reserves, but the President is also concerned about this.

n. Roy thanked the Chancellor for attending the Senate Retreat.

III. Approval of Additions or Corrections in Agenda

a. Change: Addition of *Public Comments* before item XIII on agenda.

IV. Shared Governance & Communication

a. What is shared governance? How can it help you?- Monica Zarske & Roy Shahbazian

      i. Monica Zarske presented slideshow regarding the 10+1 structure, reminded the room that Academic Senate makes *recommendations*.

      ii. AB 1725 defines 10+1 in Title 5.

            1. Curriculum, program requirements and grading fall within the 10+1 Title 5 section 53200.

            2. Program development and standards or policies regarding student preparation & success are also within the 10+1 structure.

            3. Includes governance structures related to faculty roles.

            4. Includes faculty roles in accreditation processes.

            5. Processes for Program Review.

            6. Processes for institutional planning & budget development – faculty must be involved.

            7. 1 is the 'other'- agreed upon professional matters.

      iii. Academic Senate may assume functions delegated by the Governing Board.

      iv. Oversees appointment of members to college committees with the CEO.

      v. Other items that Senate addresses include:

            1. Waiver of minimum qualifications, otherwise known as an Equivalency

            2. Hiring criteria

            3. Administrative retreat rights

            4. Assistance in defining Ed Code

      vi. *Collegial Consultation:* What does this mean?

1. There are procedures for responding to Academic Senate Recommendations – the administration must respond with compelling reasons to not take a recommendation.

2. Good faith effort from both sides.

3. Participatory governance involves faculty, classified, students and administration.

vii. Monica's presentation continued defining Title 5 Section 53203.

viii. What is our shared governance structure? RSCCD Shared / Participatory Governance Committees include:

1. Fiscal Resources

2. Planning & Organizational Effectiveness

3. Human Resources

4. Physical Resources

5. Technology Advisory Group

ix. Comments: Financial Aid, Communications, Bookstore – some items might be something to address in College Council and not within the purview of Senate.

x. SAC's Shared / Participatory Governance Committees include:

1. College Council

2. Planning & Budget

3. Facilities

4. SACTAC

5. SS&E

6. Coming soon: Institutional Effectiveness Committee

7. Other committees – see slideshow

b. Effective ways to communicate via shared governance – Stephanie Clark

i. Join a committee!

1. Bonus: Joining a committee or workgroup will offer a group of peers that support you.

ii. Make a public comment

1. Keep in mind public comments are reserved for members outside of the Senate body.

10+1

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  2. Remember that public comments aren't always complaints, you can make comments at meetings to bring attention to a topic or to simply communicate with the governing body about support, or other items.

 iii. Contact the Senate President or Secretary/Treasurer

  1. If you are not sure about your issue, or have questions about an item, we can direct you to the right person, committee, or process.

  2. Oftentimes issues can be addressed rather easily and quickly so always go to the Senate first.

 iv. Some recent highlights of Senate's faculty support include:

  1. Support of *Suspension of Drop for Non-Payment policy* with SCC

  2. Reviewing/supporting new Distance Education training recommendations

  3. Annually addressing faculty priorities

  4. We don't want you to feel alone, the Senate is here to support faculty!

Break

V. **Committee News** – Dr. Jeffrey Lamb and Dr. Fernando Ortiz

 a. Institutional Effectiveness & Assessment Committee – Dr. Lamb

  i. Dr. Lamb, VP of Academic Affairs, presented on the Institutional Effectiveness Committee.

  ii. Dr. Lamb welcomed the new faculty.

  iii. There are four new Deans, in addition to Interim Dean, Javier Galvan, in Humanities.

  iv. Resurrecting the IA & E committee, which will most likely include 3 sub-committees.

   1. Outcomes Assessment

   2. Program Review

   3. Accreditation

  v. Additional committees with reassignment time will include:

   1. Guided Pathways

   2. Equity

   3. Outcomes Assessment Committee

    a. By-laws have been developed

  vi. Reassigned time opportunities will all work together to support our arguments for accreditation.

  vii. At this time Dr. Lamb presented *Targets w. Dashboard Actuals* excel spreadsheet.

  viii. Why are CAPs the way they are with regard to scheduling?

1. We are asking tough questions about managing the facilities and schedule for each course.

2. We are trying to be more purposeful about sequencing.

ix. Looking at 17/18, 18/19, 19/20 Actuals and growth.

x. We are hitting the targets for 19/20.

xi. Dr. Lamb asked faculty to consider where there might be opportunities to expand and add students.

xii. Persistence is the faculty goal.

xiii. New Report has been generated showing how enrollments are doing over time.

xiv. Enrollment Management Taskforce will be addressing how to improve scheduling.

xv. Retention is being addressed – FTS, FTF and productivity – 17.5 productivity.

xvi. Scheduling targets and sections offered over time are being reviewed.

xvii. Reviewing which sections start and at what time.

xviii. Reviewing use of Block Scheduling – we need to all use block schedule.

xix. Enrollment Management Taskforce

1. AdAstra is a piece of software used for event planning here at SAC, but it will give us a big picture look at our schedule

2. The college will be bringing in a consultant to assist in addressing policies, practices and methods to add sections where we need to and do less of 'what isn't working'.

xx. Reports, as presented by Dr. Lamb, will be delivered later with some adjustments.

b. Guided Pathways Rollout – Dr. Ortiz

i. Dr. Ortiz, Dean of Academic Affairs, presented a ppt on Guided Pathways.

ii. SACDays rolled out Guided Pathways this Fall.

iii. GP Categories (CAPs) were presented to incoming students.

iv. Guided Pathways Exploration Fair will be occurring November 14th.

v. CAPs will each have a Success Team that will consist of several service-oriented positions.

vi. Fall 2020 will roll out all Success Teams.

vii. Working with DE and ITS to create Canvas Shells for all students,

1. Students will be contained in a CAP Course Shell, allowing the students to communicate with the Lead.

2. CAP Leads will manage the site and push notifications relevant to the CAPs.

           3.   CAP Lead is not an advising role, but a directional role.

    viii.   Guided Pathways structure currently has an Executive Team, Core Team and Implementation Team.

    ix.   Organizational Structure includes Campus Committees and Implementation Teams – see ppt for more detail.

    x.   Learning & Engagement Implementation Team requires 2 Faculty Co-Leads.

    xi.   Join the Institutional Effectiveness & Assessment Committee meeting on Sept. 4, 2-3pm, Room TBD.

    xii.   GP Forum is September 12, 1-2p, D-101.

    xiii.   Guided Pathways Faculty Coordinator will be hired - this position will oversee the implementation.

    xiv.   Question by Luiz Pedroza: What would a student success Team look like?

           1.   Teams will be identified in a way so students know who these individuals are and what these students need.

VI. **Forms and Procedures**

    a. SLO Updates – Jarek Janio

        i.   Students may be performing very well in the course, but when it comes to *practice*, they may not be performing well.

        ii.   Grades do not tell the entire story.

        iii.   Don't think of outcomes as an accreditation requirement, these should be embedded in the activities that you choose to perform in the classroom.

        iv.   Assessment gives you certain data which can be used for the purpose of program improvement.

        v.   Canvas SLO course is available for all faculty, 3-4 hours to complete, was developed by the Librarian Jaki King.

        vi.   Tracdat is now called Nuventive Improve.

            1.   Jarek manages access.

            2.   Verify that you can access this site.

        vii.   Dr. Lamb wants the methods to be consistent across campus

            1.   This will include a Faculty Coordinator.

            2.   Two staff positions to assist with Outcomes Assessment.

            3.   Reorganize ourselves and kickstart our process

        viii.   Outcomes Assessment is a constant thread that runs through Accreditation.

        ix.   Outcomes are really about meaningful self-reflection regarding how students are doing in their courses.

x. Outcomes should inform new curriculum, new professional development, new technologies.

xi. We must link Teaching & Learning to our funding and resources allocation.

xii. The Nuventive software will generate reports that lead to institutional improvement.

b. Equivalencies – Monica Zarske

i. Equivalency *during hiring* might include a Chair requesting consideration of an equivalency for a candidate.

1. Only sign this form if you have reviewed evidence that this person meets the equivalency.

2. Remember, this allows the faculty to be hired across the district.

3. If you are asked to sign an equivalency form, be sure you actually reviewed the evidence as the President will ask to review this evidence.

ii. All equivalencies have been posted on our public drive.

1. There are a lot of equivalencies that are 10-15 years old.

2. We are asking that everybody review these and make sure these are within 5 years.

iii. Min. Quals *might* have changed, be sure to review the minimum qualifications list– this should be on our [Senate Website](#) (ASCCC) .

iv. Know what has been determined as an equivalency – having these outdated forms can hold up the hiring process.

v. Form 1 needs to be updated now, and Form 2 is used during the search process.

vi. Dr. Lamb would like everyone to know that equivalency work is about academic integrity.

vii. Equivalencies are for a *discipline*, not a course – this is district-wide.

viii. Equivalencies are usually based on discipline content and nuance, but it should not be wildly different from minimum qualifications.

ix. Equivalencies should be current and ready to go.

VII. **Reports**

a. Secretary/Treasurer – Stephanie Clark

i. Review the Senate Roster and get to know your senator.

ii. Consider donating to the Senate using the Senate Contribution Form.

iii. Senate contributions are as little as $5 a month and assist with food, professional development for our Senate Executive members, Faculty Awards, well as the Academic Senate annual scholarship.

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      iv.   Mark your calendars for Senate Meetings, anyone can attend.

b. Curriculum – Brian Sos

      i.   Curricunet Meta update

        1.   Curricunet Meta is functioning.

        2.   Move your curriculum forward, processes haven't changed.

        3.   Consider if there are ways to make access easier for others to enter and change your curriculum queue.

        4.   There is a curriculum workflow.

        5.   It matters when you submit a course, whether or not it will be approved as you hope, review dates on ppt.

        6.   CIC dates are also provided on the ppt – must be submitted 2 weeks prior to CIC Meeting.

        7.   Mid-October is the deadline to push curriculum out of division.

        8.   Curriculum Office has done a good job at making an antiquated system updated – any system has bugs.

c. Professional Development – Mary Huebsch

      i.   Library held workshops on information competency.

      ii.   Mary highlighted leaders in offering PD to their faculty.

        1.   Child Development had their own Conference for their Faculty.

        2.   Math is offering all kinds of workshops.

        3.   Nursing is also great with offering workshops for their faculty.

        4.   Mary thanked Cherylee for all the great Canvas offerings.

      iii.   Convocation breakouts will address the CAPs.

      iv.   Odessa College has implemented retention and persistence strategies.

        1.   Use student names

        2.   Have clear expectations, not necessarily rigid

        3.   Try to meet one-on-one with each student during the semester

        4.   Intervene as soon as possible

d. State Academic Senate Report – Roy Shahbazian, Senate President

      i.   ASCCC Goals

        1.   Faculty Diversification

        2.   Guided Pathways

3. Governance Processes and the Faculty Role

4. CTE & Online, Transfer and Legislative Action

    ii. BoG Report

    iii. Collegiality in Action Training

    iv. Legislation

1. AB302

2. AB1460

3. AB239

    v. Recognized the ASCCC for 50 years of service, recognition ceremony will be taking place in Riverside.

    vi. ASCCC – there is an Academic Academy in Long Beach – Designing Your College with the Student Experience in Mind – seems to align with our Guided Pathways work.

    vii. Area D Meeting will be October 12.

    viii. Consider accessing *Resources* at asccc.org and applying for statewide service.

VIII. <u>Public Comments</u>

a. Hoping to retain faculty on Scholarship committee.

b. Welding is open for business, come check out the facility.

c. Louise Janus has DSPS documentation.

IX. <u>Room Introductions – Administrators and New Faculty</u>

a. Roy Shahbazian welcomed the new faculty and the new administrators.

X. <u>Adjournment</u> – meeting was adjourned at 12:19 by Roy Shahbazian.

- *LUNCH*

10+1

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