



## Academic Senate Business Meeting Minutes

| Attendees                     |  | Attendees                       |  |
|-------------------------------|--|---------------------------------|--|
| Stephanie Clark               | <a href="mailto:clark_stephanie@sac.edu">clark_stephanie@sac.edu</a>               | Amberly Chamberlain             | <a href="mailto:chamberlain_amberly@sac.edu">chamberlain_amberly@sac.edu</a> |
| Bruce Swanlund                |  | Luis Pedroza                    |  |
| Jennifer Meloni               | <a href="mailto:meloni_jennifer@sac.edu">meloni_jennifer@sac.edu</a>               | William Nguyen                  | <a href="mailto:nguyen_william@sac.edu">nguyen_william@sac.edu</a>           |
| Roy Shahbazian                | <a href="mailto:shahbazian_roy@sac.edu">shahbazian_roy@sac.edu</a>                 | Alejandro Moreno                | <a href="mailto:moreno_alejandro@sac.edu">moreno_alejandro@sac.edu</a>       |
| Quynh Mayer                   | <a href="mailto:mayer_quynh@sac.edu">mayer_quynh@sac.edu</a>                       | Jorge Lopez                     |  |
| Randy Scott                   | <a href="mailto:scott_randy@sccollege.edu">scott_randy@sccollege.edu</a>           | Michelle's iPhone               |  |
| Kelvin Leeds (He/Him/His)     | <a href="mailto:leeds_kelvin@sac.edu">leeds_kelvin@sac.edu</a>                     | Molly Colunga                   |  |
| Jim Isbell                    |  | Michael Taylor                  | <a href="mailto:taylor_michael2@sac.edu">taylor_michael2@sac.edu</a>         |
| Leo Pastrana                  | <a href="mailto:pastrana_leo@sac.edu">pastrana_leo@sac.edu</a>                     | Ann Cass                        | <a href="mailto:cass_ann@sac.edu">cass_ann@sac.edu</a>                       |
| Karissa Lovero                | <a href="mailto:lovero_karissa@sac.edu">lovero_karissa@sac.edu</a>                 | Fernando Ortiz                  | <a href="mailto:ortiz_fernando@sac.edu">ortiz_fernando@sac.edu</a>           |
| Susan Hoang                   | <a href="mailto:hoang_susan@sac.edu">hoang_susan@sac.edu</a>                       | 1714#####                       |  |
| Kathy Walczak                 | <a href="mailto:walczak_katharine@sac.edu">walczak_katharine@sac.edu</a>           | Maria Aguilar Beltran (She/Her) | <a href="mailto:beltran_maria@sac.edu">beltran_maria@sac.edu</a>             |
| Janis Perry                   | <a href="mailto:perry_janis@sccollege.edu">perry_janis@sccollege.edu</a>           | Tiffany Heremans                | <a href="mailto:heremans_tiffany@sac.edu">heremans_tiffany@sac.edu</a>       |
| Rebecca Ortiz                 | <a href="mailto:ortiz_rebecca@sac.edu">ortiz_rebecca@sac.edu</a>                   | Annette Bui                     |  |
| Reyna Cummings                | <a href="mailto:cummings_reyna@sac.edu">cummings_reyna@sac.edu</a>                 | Michelle Vasquez                | <a href="mailto:vasquez_michelle@sac.edu">vasquez_michelle@sac.edu</a>       |
| Shannon Muir                  | <a href="mailto:muir_shannon@sac.edu">muir_shannon@sac.edu</a>                     | Maria "Lupe" Estrada            |  |
| Reza Mirbeik                  | <a href="mailto:sabzevary_mohammadreza@sac.edu">sabzevary_mohammadreza@sac.edu</a> | Ali Kowsari                     | <a href="mailto:kowsari_ali@sac.edu">kowsari_ali@sac.edu</a>                 |
| David Roper                   | <a href="mailto:roper_david@sac.edu">roper_david@sac.edu</a>                       | Adriana Ramirez                 |  |
| Andrew Barrios                | <a href="mailto:barrios_andrew@sac.edu">barrios_andrew@sac.edu</a>                 | Jeff Lamb                       | <a href="mailto:lamb_jeffrey@sac.edu">lamb_jeffrey@sac.edu</a>               |
| Jodi Coffman                  | <a href="mailto:coffman_jodi@sac.edu">coffman_jodi@sac.edu</a>                     | Janet Cruz-Teposte              | <a href="mailto:cruz_janet@sac.edu">cruz_janet@sac.edu</a>                   |
| Jarek Janio                   | <a href="mailto:janio_jarek@sac.edu">janio_jarek@sac.edu</a>                       | Marty Rudd                      |  |
| Roy                           |  | Dr. Kellori Dower               | <a href="mailto:dower_kellori@sac.edu">dower_kellori@sac.edu</a>             |
| John D. Steffens              | <a href="mailto:steffens_john@sac.edu">steffens_john@sac.edu</a>                   | Martha Guerrero-Phlaum          | <a href="mailto:guerrero_martha@sac.edu">guerrero_martha@sac.edu</a>         |
| soriano_irene's iPad          |  | Gabriel Shweiri                 | <a href="mailto:shweiri_gabriel@sac.edu">shweiri_gabriel@sac.edu</a>         |
| Suanne Oh                     | <a href="mailto:oh_suanne@sac.edu">oh_suanne@sac.edu</a>                           | 1949#####                       |  |
| Martha Uriarte - SAC (ASG-VP) |  |                                 |  |
| Dawn McKenna-Sallade          | <a href="mailto:mckenna_dawn@sac.edu">mckenna_dawn@sac.edu</a>                     |                                 |  |
| Leonor Aguilera               | <a href="mailto:aguilera_leonor@sccollege.edu">aguilera_leonor@sccollege.edu</a>   |                                 |  |

Date: **Tuesday, November 10th, 2020**

Time: **1:30-3:30pm**

Location: **Zoom Webinar Location**

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Meeting Location: <https://cccconfer.zoom.us/j/96274327789>

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**Agenda:**

1. **Call to Order** – Roy Shahbazian 1:33p

- a. Reminded about Dr. Flores self-care and encourage everyone to be mindful and refresh and do our best.

2. **Approval of Additions or Corrections to Agenda**

- a. Susan Hoang moved to approve, Alejandro Moreno seconded, all in favor, none opposed.

3. **Public Comments** (3-minute limit)

- a. Roy shared that Academic & professional matters can be shared in public comments.
- b. Stephanie Clark made a public comment about working at Santa Ana College. While she did not attend the last meeting, she shared that she received several communication related to the previous meeting. She wants to share that working at Santa Ana College she has experienced her voice being diminished and silenced. Stephanie shared that this is due to action taken on the part of the chair, administration and human resources. She highlighted a few experiences, included being excluded or uninvited to dept. meeting and curriculum being halted without reason comment or review. A department chair was given the opportunity to have regular meetings about having Stephanie actively removed from her own department and title. She shared that the administration offered him the time and space to proceed with these meetings, were aware of these meetings and chose to take no action. She shared that this happened as recently as last year, at which point the department chair requested she develop her own proposal to remove herself from her department. She feels she produced a document that was as professional as possible in an effort to have an open and honest dialogue about change, a conversation which she believes has not yet taken place. She also shared that she was not invited to department meetings last year and these were scheduled during her class time.

Stephanie also wanted to state that the information shared in CIC by the Art Department chair was inaccurate and outdated. She is concerned that corrections to these actions by the department chair have never been taken, and she wonders where differing voices should exist on this campus.

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

- c. Janis Perry made a public comment. Janis is past president of Academic Senate. She is also concerned that she couldn't find the agendas on our site. She has a comment about an item on the agenda, the credit for prior learning item. Janise shared that she has experience with credit by exam for high school to college articulation. She acknowledged that not everyone has experience with this subject. Janis noticed that the language related to credit by exam within the District policy only includes SCC and not SAC. She also noticed that processes mentioned in the AR do not include SAC at all. A group is working on this document to correct the language and address SAC/SAC, she hopes edits can be presented in the next meeting. She asks that a vote be postponed to address high school and adult ed pathways to credit by exam.
- d. Leonor Aguilar requested a postponement of votes on the above-mentioned item as well. Leonor wanted to comment that she would also request that SAC honor the request to postpone the action on credit for prior learning.

#### 4. Reports

##### a. ASG – Martha Uriarte

1. Thanked Senate for including her as representative for ASG. She shared that the election was a moment of tension. She appreciated the opportunity via ASG to have spaces to share their feelings and experiences. Thanks Student Support Services for always encouraging us to participate in activities to manage our feelings and self-care and meeting our needs. Martha also expressed appreciation for DSPS and the loaner laptop programs allowing students to continue their education.

##### b. SCC – Randy Scott

1. SCC had a presentation on the new Equity and Inclusion program. Also, reviewing certification amendment for remote blended instruction training. They would like all teaches to have completed this remote instruction training by the end of this Covid crisis.

#### 5. Starfish – Stephanie Clark, John Steffens, Kathy Walczak, Ann Cass

- a. With Brian Sos absent it was requested to have a change of order and bring the Starfish item forward.
- b. Starfish team wanted to present on the Starfish tool, and how it is different from Canvas communications and how our campus is hoping to take advantage of the tools.
- c. Shared Starfish PPT.
- d. John Steffens shared that investing in this tool happened as we began our Guided Pathways work. Our early alert system was not successful, partially because faculty had no idea if the student was contacted.
- e. Starfish takes the early alert flag and allows Success Teams to have holistic view of a student across campus.
- f. Previously, student service groups were happening in siloes.
- g. We are closing the loop with this tool.
- h. State Chancellor's office is supporting this system and it allows us to increase our Guided Pathways work. Showing double digit increases in retention at other schools who have chosen this tool.

- i. This year we are focusing on the Success Teams, the Learning Center and Student Services.
- j. Kathy Walczak shared that the Learning Center sends a more personal email directly to students after a faculty member raises a flag. They then follow-up two weeks later to see how the student is doing. Because of the remote work situation, it is a little more difficult for the Learning Center to take attendance and relate this to the contact, but she is hoping they can make improvements in the future.
- k. Kathy shared a student's response thanking the Learning Center staff for reaching out. The student was feeling overwhelmed and appreciated any support.
- l. John Steffens then shared some of the flags and referrals available. John shared that these things can be completed in the tracking survey sent out throughout the semester.
- m. Ann Cass shared that we are trying to address how to route these recommendations or concerns. We are using Success Coaches to route these flags to the correct offices. This allows the faculty to provide more details and the coaches will offer a high touch personal contact for these students.
- n. Another positive aspect is the kudos for doing a great job. Students really appreciate these and faculty enjoy showing appreciation to their students for a job well done. Number one item raised this fall.
- o. John shared additional ways to use Starfish. You do not need to wait for a survey to send these notes or flags out, but you can respond to progress surveys, manually enter a flag/referral/kudo and track when items are closed.
- p. By fall of next year we are hoping to have a connection into Canvas and automate responses for certain system definitions.
- q. There will be an entire module for our research staff using predictive analytics and give the Learning Center an opportunity to focus on those high-risk students before they drop out. Timeline for this module is Spring 2021.
- r. Ann Cass also shared that there will be survey sent out to faculty to find out about faculty's perceptions/concerns around Starfish. Want to respond to faculty's needs.
- s. Luis Pedroza shared that Librarians typically find students who have questions about financial aid, student services, etc. John shared that you should be able to go in and provide that referral, so we are continuing to work on building out the services so that everyone has access to the system to offer referrals.
- t. Jennifer Meloni had a question about sensitivity when offering a referral. John shared that there is a link on our site that shows our email templates, there is also a document about best practices, we should assume students will see whatever is entered here as this is part of their record. These resources are provided on the last slide on the ppt.
- u. Rebecca Ortiz had a positive response to using Starfish. She asked about referrals to programs like Honors, Clubs, etc. John shared that it takes about two years to build this out. Bakersfield has over 50 referrals. We aren't there, but this is our vision that there might be services you don't even know about that we can build out.

- v. Ann shared that Counseling is a one-stop-shop in its own way, and it's usually having to give students a map on campus and potentially walk the students to the correct office or center. This is going to assist us in addressing these needs as well.
  - w. Students will be able to raise their hand themselves so that others can respond to student requests.
  - x. Janet Cruz-Teposte, what happens if there's too many referrals for a department to respond? **John shared** we can't predict how to address this immediately, but it will allow us to take this to the administration and say, 'hey we need more resources over here'.
  - y. Jennifer Meloni, what would be the recommendation for using Starfish during the remainder of the semester? Use the resources pages for ways of using Starfish. Consider using kudos for your top performers!
6. **Credit for Prior Learning BP/AR (2nd Reading, see amendments)** – ~~Brian Sos~~ Roy Shahbazian– Change of Order
- a. Roy shared AR 4235 – allows us to give credit to students for work that they have done.
  - b. State legislature has passed a law that we need to do this and there is a deadline. Our BoT needs to approve a policy by December.
  - c. SAC & SCC needs to approve this **before** then.
  - d. CPL Resolution - 1st read
    - 1. Students demonstrating proficiency
    - 2. College level evaluation
    - 3. Portfolio
    - 4. Credit by Exam
    - 5. Etc... additional options for eligibility are listed in the resolution.
  - e. Simplifying the criteria could be considered.
  - f. Procedures for credit by exam **are included.**
  - g. Stephanie Clark has a question about how a 'designee' is determined for these items. What if a designee agrees to approve a CPL item but the Chair doesn't? What recourse do students have?
  - h. Demonstrates mastery of all or part of COR and how to address this is covered in these procedures. SCC would like to be more explicit if they don't meet all criteria, i.e. partial mastery. Option to keep district AR more general and local procedures could be more specific.
  - i. Randy Scott (SCC) shared that the Curriculum Chairs are still hammering out the language here. He thinks that waiting two weeks to address this might be a good idea, so their work is presented.
  - j. Martha Uriarte had a question about paying for credits, would these be the same as the course? Leonor from SCC shared that fees are applied to credit by exam, but in other credentials those components and details have not been discussed on campus. This depends on what a student is seeking.

- k. Dr. Lamb shared that students do have to pay to have credits applied to their transcripts and there is a limit on units.
- l. Stephanie Clark asked if we want the unit limit included in this document. Leonor shared the limitation is based on students having residency requirements, which is 12 units of residency. Depends on discipline to discipline.
- m. Stephanie Clark motioned to table this to the next business session. Reza Mirbeik seconded.
- n. Luis Pedroza asked about the importance of passing this now.
- o. Doesn't need to be approved by College Council.
- p. Susan Hoang asked that we color in the changes so we can see what is different in the next meeting.
- q. Rebecca Ortiz is asking about the AP exam, she's curious about the AP Exam vs. AP course grade.
- r. Stephanie Clark isn't sure if articulation agreements fall under this AR.
- s. Rebecca feels there is information that could added in to address credit.
- t. Leonor Aguilera shared that there is a directive about equating exams to courses. We cannot determine this for our 4-year schools. Leonor shared that articulation is a local decision if the department is interested.
- u. Rebecca thinks this AR needs to have language that thinks beyond transfer and continue to consider the language locally.
- v. Leonor Aguilera shared that they are looking at editing this item to help with making these processes are consistent across campus.
- w. Some questions for this AR:
1. How does this deal with high school courses?
  2. Can this be postponed?
  3. Who in the department is approving these?
  4. How does a student challenge an evaluation if they are denied or there is a discrepancy between faculty members?
  5. Fees?
- x. Roy shared that he can send these questions to CIC and hear their responses in the next Senate meeting.
- y. Friendly amendment, motion to postpone to next meeting in addition to referring to CIC. Vocal yays have it with one abstention.
- z. Leonor would like these forwarded to SCC.
- aa. Roy shared that there is a resolution to be reviewed in the next Senate meeting that will encourage departments to take action
- bb. Shared this potential resolution with 2 resolved statements.

cc. Resolution would accompany our vote on AR. This could be a 1<sup>st</sup> read for this resolution.

7. **Reports:**

a. President – Roy Shahbazian

1. Faculty Hiring

2. Future discussion about departments submitting multiple requests.

3. SSSCC Action Plan review

- [https://www.studentsenateccc.org/file\\_download/dfc2b878-a26d-483a-a66b-58f1ef540358](https://www.studentsenateccc.org/file_download/dfc2b878-a26d-483a-a66b-58f1ef540358)

4. Reminded everyone that there are committee vacancies, there is a survey on our Senate website, he encourages everyone to complete the form or encourage any faculty showing leadership to apply for committee service.

5. Senate Executive team to meet with a team related to the last Senate meeting of topics that we should not shy away from.

6. President Alvarez and Barrios are outgoing. Some items going on with construction there appears to be a dispute related to the Science Center, CEFA, and raises for District Administration.

b. Secretary/Treasurer – Stephanie Clark

c. Curriculum – Brian Sos

d. Planning & Budget – William Nguyen

1. BAM – Hold Harmless

2. Explained how the state distributes funds to the district. Could have a swing in revenue divided amongst the colleges if one college

3. Discussion ongoing at district about maintaining the hold harmless period until 23-24. This includes a discussion of using the 2017-18 model and distributing based on that AY's metrics.

4. It is important for SAC to bring back our FTS.

e. SACTAC – Susan Hoang

1. Shared her report via chat.

f. Guided Pathways – Stephanie Clark

g. Accreditation – Monica Zarske

h. Outcomes/Assessment – Jarek Janio

1. Lots of Guided Pathways reports coming out and addressing 'Ensure Learning' lens.

2. SLO symposium is coming up in January.

i. Student Success & Equity – Maria Aguilar Beltran

1. OER/ZTC under equity committee

2. GP Careers & Guided Pathways on the 13<sup>th</sup> or 20<sup>th</sup>

- j. Faculty Professional Development – Amberly Chamberlain
  - 1.30 hours of flex credit reminder.
  - 2.Lots of trainings available!
  - 3.Don't forget about SLOs with Jarek.
  - 4.Equity in Action ally group.
  - 5.Meta training with Kristen Robinson.
  - 6.Book club with President Flores.
  - 7.Email Amberly if interested in joining PD group or working on convocation.
- 8. **Announcements**
- 9. **Adjournment** – 3:34 pm by Roy Shahbazian

**SANTA ANA COLLEGE MISSION STATEMENT**

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

DRAFT