



SANTA ANA COLLEGE MISSION STATEMENT

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

**Academic Senate Business Meeting
Minutes**

Members Present		Members Absent		Guests	
Michael Buechler	Mohammadreza ("Reza") Mirbeik	Zachary Diamond	Maria Beltran	Aguilar	
Stephanie Clark	Alejandro Moreno	Chantal Lamourelle	Gregory Gonzales		
Jodi Coffman	William Nguyen	Flo Luppani	Doug Manning		
Reyna Cummings	Suanne Oh	Chuck Ramshaw	John Zarske		
Maria Estrada	Rebecca Vazquez Ortiz	Brian Sos			
Ben Hager	Leo Pastrana	Bruce Swanlund			
Conor Higgins	Luis Pedroza	Michelle Vasquez			
Susan Hoang	Cathryn Pierce	Monica Zarske			
Louise Janus	James "Marty" Rudd				
Ali Kowsari	Roy Shahbazian				
Megan Lange	Gabe Shweiri				
Jorge Lopez	Robert Stucken				
Joshua Mandir					
Jennifer Meloni					

Date: **Tuesday, February 25, 2020**
Time: **1:30-3:30p**
Location: **TBA**

1. **Call to Order 1:37**
2. **Approval of Additions or Corrections to Agenda approved with given changes.**
 - a. AS Top Priorities changed to an Action Item
 - b. College Promise item was tabled.
3. **Public Comments** (Three-minute time limit)
 - a. Louise Janus shared that our Health Center is having a dental event
 - b. Gregg Gonzalez is sitting in for Zach Diamond. Senate welcomed him.
4. **Approval of Minutes**

- a. Approved without comment. Michael Buechler moved to approve; Leo Pastrana seconded.

5. **Reports**

- a. ASG – Sara Valencia
 - i. Shared vacancies available in ASG.
 - ii. Application is on ASG site.
 - iii. Shared events.
 - iv. Black History Month, Don’s corner.
 - v. Encourage students to attend, would like to see more student participation.
 - vi. Women’s History month in March.
 - vii. See report attached.
- b. SCC – Mary Mettler
 - i. Exec. elections coming up.
 - ii. Michael DeCarbo will be vacant, so new President coming soon.
 - iii. Secretary Treasurer is up for election as well.
 - iv. VP is Michael Taylor, he may run again.
 - v. No priorities to share at this time.

6. **Informational Item: Sabbatical Committee Work** – John Zarske (10 mins)

- a. John shared the Sabbatical Committee work is regular, but the work hasn’t necessarily been documented.
- b. They have been working on codifying their work.
- c. Committee has a representative body that includes faculty and VPs.
- d. Chair & Membership provided in document.
- e. Includes responsibilities.
- f. Sabbatical is a Faculty-driven process.
- g. Presenting these sabbatical documents to both senates.
- h. John asks that you consult with your faculty and report back.
- i. Sabbatical rubric has been designed for evaluation.
- j. Q&A in next meeting?
- k. Action item for approving.
- l. This is mentioned in the contract, the verbiage is similar in categories and tried to keep it in alignment with the contract.
- m. Double check that there is nothing challenging the language of the contract.
- n. Some flexibility in timeline for completion of Sabbatical work.
- o. HR will have to sign the eligibility text box.
- p. Any future in digital signatures?
- q. William is wondering if there are LHEs assigned via FARSCCD through Sabbatical?
Yes, something like 6%.
- r. Roy asked that Senators review this and email John about this item.

7. **Action Item: AS Top Priorities for Spring 2020** –Roy Shahbazian (25 mins)

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

- a. Shared AS Priorities
- b. GP, Dual Enrollment, Outreach, and Recruitment
- c. Hiring Process
 - 1. Gabe had some questions about these... what are the objectives/goals?
 - 2. Ensure Learning as a focus of Guided Pathways.
 - 3. Rebecca likes the idea of GP & Dual Enrollment as a long-standing priority.
 - 4. Maybe think of some priorities as short-term ,but necessary.
 - 5. Long-term Senate priorities?
 - 6. Disseminating information is another topic of interest.
 - 7. Assisting with recruitment.
 - 8. Communication.
 - 9. Talking Points.
 - 10. Success Teams – what type of feedback can Senate offer?
 - 1. Senate might be interested in offering input/feedback.
 - 11. Guided Pathway long-term goals?
 - 12. Professional Development & Equity?
 - 13. Improvements to these areas.
 - 14. Ensure Learning (Pillar 4).
 - 1. Systemic Plan.
 - 2. Request Senate feedback.
 - 3. Proposal/ use all verbiage.
 - 4. Punting to Guided Pathways & Equity committee?
 - 15. Dual Enrollment, Senate is interested in improvement, processes, understanding processes.
 - 1. Managing processes.
 - 2. Best practices.
 - 16. Faculty Priorities and hiring.
 - 1. Do we want administrators in the room?
 - 2. Ben shared there's always Deans present in this meeting, not a problem.
 - 3. What about replacements?
 - 4. William shared the hiring process is two units (academic/administrative) & district FON.
 - 5. Training for new hires, how can we support and improve this?
 - 6. How to can/should faculty consider FTES/FTEF.
 - 17. Luis Pedroza thinks we should revisit this issue of priorities.
 - 18. William wants Senate Exec. to refine these.
 - 19. Motion to take this to Senate Exec made by Luis Pedroza, seconded by Reyna Cummings.

8. Reports:

- a. President – Roy Shahbazian
 - 1. Budget for district included data integrity specialist & contract specialist, FRC did not include these for now, but Chancellor might steer in different direction.
 - 2. There is a new contract with Pepsi.
 - 3. A trustee asked about the bachelor’s program expansion, and trustees are especially interested in CTE and preparing for changing workforce of future.
 - 4. One trustee noted that free speech doesn’t apply to speech in the course of one’s employment.
 - a. Susan Hoang would like to know how this intersects with Academic Freedom.
 - 5. Promise Grants are a possible topic of discussion.
 - 6. Roy asked about Division Chair’s meetings and who attended in the room.
 - 7. A question arose regarding self-service training.
 - 8. Equivalencies may be part of Program Review or request for full-time hire.
 - 9. New scholarships for near completers.
- b. Secretary/Treasurer – Stephanie Clark
 - i. Elections Reminder
 - 1. Junior Senators should begin planning to run an election for their area.
 - 2. Faculty must accept nominations to serve, please remind your area that a nomination and acceptance must occur prior to running the election.
 - 3. President-Elect and Secretary/Treasurer are up for election this year.
 - ii. Civic Engagement
 - 1. Susan and Ben had a couple of questions around this meeting.
 - 2. Group is educating the campus community about voting and census.
- c. Curriculum – Brian Sos
 - i. SLOs!
- d. Planning & Budget – William Nguyen
 - i. Budget Cuts
 - 1. William shared his report via PDF.
- e. Facilities – Marty Rudd – no report
- f. SACTAC – Susan Hoang
 - i. Timeline for self-service was shared, she asked anyone interested in participating in testing to let their Deans know.
 - ii. Self-service is already turned on for financial aid.
 - iii. This Summer we can add/drop through Self-service.
 - iv. Right now, focus is on training administrators.
 - v. There will be end-user training in Fall.
 - vi. Faculty tools will be live in Summer, full implementation by Spring 2021.
 - 1. No more add codes.
 - vii. Addressing computer replacement, new ITS director is looking into this.
 - 1. Laptops are not in the plan for replacements.

2. Recommending that the district take this into consideration when distributing computers to faculty.
- g. Guided Pathways – Fernando Ortiz / Stephanie Clark
 - i. Student Success Team Summit, March 20th
 - ii. Non-Credit Pathway Day, March 27th
 - iii. Learning & Engagement Team
 1. The team will be asking the Senate to review and possibly approve a faculty professional development plan.
- h. Student Success & Equity – Maria Aguilar Beltran
 - i. Don Pantry and Dental Van are here for students.
- i. Basic Skills/Faculty Development – Mary Huebsch
 - i. Program review training with Jaki is coming up.
 - ii. Mary will send a flyer.

9. Adjournment