



SANTA ANA COLLEGE MISSION STATEMENT

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

**Academic Senate Business Meeting
Agenda**

Attendees

Jennifer Meloni	Meloni_Jennifer@sac.edu	ramsh	Brian Sos	sos_brian@sac.edu	
Roy Shahbazian	shahbazian_roy@sac.edu	Luis Pedroza	Maria Estrada	estrada_maria@sac.edu	
Stephanie Clark	clark_stephanie@sac.edu	Zachary Diamond	Diamond_Zachary@sac.edu	Mary Mettler	mettler_mary@saccollege.edu
Monica Zarske	zarske_monica@sac.edu	Louise Janus	janus_louise@sac.edu	Claire Coyne	coyne_claire@sac.edu
Ben Hager	hager_benjamin@sac.edu	Ali Kowsari	kowsari_ali@sac.edu	Charles Ramshaw	ramshaw_charles@sac.edu
Joshua Mandir	mandir_joshua@sac.edu	Alejandro Moreno	moreno_alejandro@sac.edu	James Rudd	rudd_james@sac.edu
Cathryn Pierce	pierce_cathryn@sac.edu	Leo Pastrana	pastrana_leo@sac.edu	Gabe Shweiri	
Michael Buechler	Buechler_Michael@sac.edu	Yolanda Aguilera	aguilera_yolanda@sac.edu	Janet	
Rick Manzano	manzano_rick@sac.edu	Fernando Ortiz	ortiz_fernando@sac.edu	Jose Lopez Mercedes	lopezmercedes_jose@sac.edu
Cherylee Kushida	kushida_cherylee@sac.edu	Megan Lange	lange_megan@sac.edu	Janet Cruz-Teposte	
Prof. Nguyen# W.	Nguyen_William@sac.edu	Sonia Valdez	valdez_sonia@sac.edu	Genice Gilreath	Gilreath_Genice@sac.edu
Jodi Coffman	Coffman_Jodi@sac.edu	Reyna Cummings	cummings_reyna@sac.edu	jim	
Maria Aguilar Beltran		Brenda		Jim Isbell	isbell_james@sac.edu
Annie Knight	knight_annie@sac.edu	Christina Resendiz	resendiz@waymakersoc.org	Jeff Lamb	lamb_jeffrey@sac.edu
Sarah Mathot		Jarek Janio	janio_jarek@sac.edu	Javier Galvan	galvan_javier@sac.edu
John Strong	strong_john@sac.edu	Mary Huebsch	huebsch_mary@sac.edu	Mila Paunovic	paunovic_mila@sac.edu
Tiffany Heremans		Matthew Beyersdorf		Sara Valencia	
Flo Luppani	Luppani_Flo@sac.edu	Gita Singh	Singh_Gita@sac.edu	1714#####	
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Jaki King	king_jaki@sac.edu	Lety		1714#####	
Susan Hoang		Sara		1424#####	
Suanne Oh	oh_suanne@sac.edu	Mohammadreza mirbeik Sabzevary	sabzevary_mohammadreza@sac.edu	1714#####	
Merari Weber	weber_merari@sac.edu	Rebecca Ortiz	Ortiz_Rebecca@sac.edu		
Dawn McKenna-Sallade	Mckenna_Dawn@sac.edu	soriano_irene's iPad			
Gregory Gonzales	gonzales_gregory@sac.edu	Heather Arazi	arazi_heather@sac.edu		
Andy Gonis	Gonis_Andrew@sac.edu	Dr. Larisa Sergeyeva	sergeyeva_larisa@sac.edu		

Date: **Tuesday, April 28, 2020**
Time: **1:30-3:30p**
Location: **Zoom Location (Invite Below)**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/592026658>

Or iPhone one-tap (US Toll): +16699006833,592026658# or +13462487799,592026658#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 592 026 658

International numbers available: <https://cccconfer.zoom.us/u/aReTyju71>

Or Skype for Business (Lync):

<SIP:592026658@lync.zoom.us>

Original meeting closed at 1:42p due to Zoom bombing incident. New meeting link created.

1. **Call to Order – NEW AS Business Meeting (Zoom Title)** – meeting resumed at 2:02pm
2. **Approval of Additions or Corrections to Agenda – Approved with corrections**
3. **Approval of 4/14 Minutes** – Approved with changes: class format definitions moved to Action Item 6.
4. **Reports:**
 - a. ASG – Sara Valencia -
 - b. SCC – Mary Mettler – (followed Item 5)
 1. Proposed a resolution and it passed with just one reading, directed CIC to prepare temporary blanket DE addendum.
 2. Adoption of emergency schedule course descriptions.
5. **Discussion: Emergency DE (Dr. Ortiz)** [10 min]
 - a. Out of order while waiting for attendees to arrive again.
 - b. Fernando shared that for classes to be taught online there needs to be a DE addendum. Chancellor is allowing us to produce a blanket addendum, this was hastily done in Spring. For Summer & Fall they are asking for more thorough documentation for courses we will offer remotely. He and Cherylee will be submitting an Emergency

Blanket Addendum and in anticipation of this we will need to have some contingencies in place for Fall 2020.

- c. This is for courses that do not currently had a DE addendum approved.
 - d. Will need to provide a list of courses that we intend to offer face-to-face, or hard-to-teach courses. Will need to submit to state a plan for approving courses that fall within this DE Emergency Addendum such that these will be used in future emergencies.
 - e. Plan must be submitted by December 30th.
 - f. Inventory of all courses that have DE approval.
 - g. Some local colleges are choosing to have CIC meetings during Summer, this will be up to Dr. Sos.
 - h. Will need a plan for ongoing professional development in place for converting to online instruction. Cherylee will be presenting a proposal on this.
 - i. Documents regarding these plans will be sent out.
 - j. Questions:
 1. Josh Mandir looking forward to Fall if we have to offer courses remote will these be included in this addendum? Fernando recommends all courses that do not have a DE addendum.
 2. Is there a deadline to submit locally? State wants DE addendum documents for Summer, this must include how to approve courses for DE locally from now until December 30th. State will want DE forms for all courses by December 30th.
 3. Roy mentioned that SCC is considering things for offering courses during emergencies? Sos shared that SCC has an EDEA (Emergency Distance Ed. Addendum), we will be discussing and adopting a language (FOMA) addendum, this is Fully Online by Mutual Agreement. This is a separate DE addendum from our traditional addendum. For sciences or difficult-to-convert courses because of complications with articulation. Only for delivering this way for an emergency situation. This is up for discussion in CIC on Monday.
 4. Maria Estrada asked about Fall and remote delivery, Roy will address this.
6. **Action Item: Class Format Definitions (Roy Shahbazian)** [10 mins]
- a. Roy shared Emergency Schedule Distance Education Course Format Descriptions document.
 - b. Describes three formats
 1. Online courses
 2. Online Live classes – otherwise known as Remote Synchronous, live instantaneous interaction with instructor
 3. Online Blended – online classes with some regularly scheduled meeting times, combination courses
 - c. There have been other formats proposed, Hybrid classes with some on-campus meetings, and another is completely asynchronous course. District Senate leadership met to discuss these definitions and the group felt something completely asynchronous

but not online would be confusing for students. Guiding principle for this document was to keep it simple for students.

d. Questions:

1. Ali asked about hybrid courses, is this a different list? Yes, hybrid becomes *online blended* during emergency distance ed instruction. The assumption is hybrids aren't actually meeting on campus, so it becomes this different category.
2. Cherylee asked about Course Format and Descriptions, where would this be posted? Roy shared that FARSCCD is working out an MOU and therefore needs to understand definitions for the district. This is why the district senate go together and discussed this.
3. Brian Sos thinks this will be posted online. Cherylee thinks this is more internal than for students.
4. Mary Mettler shared that while FARSCCD was the initial motivation for this, SCC also assumed this would be used within WebAdvisor.
5. William, it has value to narrow down to three formats. We have people doing asynchronous while not certified and there are concerns about this, therefore if you want online courses you do need certification. There is value to organizing these for certification purposes, etc. He just wants to make sure all course types are covered.
6. Maria Estrada thinks changing the names would be a good think because online is a specific type of courses that students already are familiar with.
7. Ali thinks on-demand is confusing.
8. Fernando Ortiz wants to clarify that there is a desire to be transparent with students, so traditionally an online class vs an online hybrid would protect the teaching certification. Remote Live and Remote On Demand allows to have the contact available on demand, etc.. separating traditional online vs remote instruction.
9. Cherylee agrees that online can be misleading of what would be required of faculty.
10. Rebecca Ortiz, agrees that the live version or number 2 makes a lot of sense because in social media that is what is being suggested, that you need to be present.
11. Sara Valencia agrees that students need to know specifically what a course is going to require. Since we have more time to prepare, being really clear is best for students.
12. Questions about whether or not these define the certification of faculty. This is not intended for faculty certification but there is a presentation by Cherylee coming up that might correlate with this. If this document is Online or Remote, there is a difference. We need to know where this information will be published.

13. Chat around adding Emergency to the type of course formats we are reviewing.
14. Luis Pedroza, online means online something, therefore the other two need a different name. Online only makes sense for the first one. He will make a motion as long as that is the direction we are going.
15. Jennifer Meloni agrees, she thinks the second and third titles would not make sense using 'online'. Be consistent in the terms being used. Remote Live & Remote Blended is what she recommends.
16. Cara Pierce follow-up with 'Scheduled Remote' as another option for the title.
17. Susan Hoang is worried we are confusing language for students vs language internally. Shouldn't use the language of online classes where faculty have to be certified unless that's what we are discussing.
18. Do we agree with these three classes?
19. Are we using online and/or remote?
20. And then the terms temporary or emergency.

e. Luis Pedroza moves to approve the three class formats, Louise Janus seconded. No opposition to this motion.

f. Luis motions Online for the online classes, not include 'Online' for second two definitions.

1. Remote Live and Remote Blended are being presented by Roy now. Chat seems to support this change.

g. Roll call vote on this one 'yes' for Remote, and 'no' for Online.

h. Passed unanimously. Luis's motion passes.

i. Next motion on temporary and emergency. William moves to keep as remote without Emergency or Temporary, second by Maria Estrada. Passed unanimously, no opposition.

j. Adjusted some language to refer to distance education in all three formats.

k. The name of this document is Emergency Schedule Distance Education Course Format Definitions so pretty clear how these will be used. Brian Sos and Mary Mettler confirmed that the language really shouldn't be altered because FARSCCD is using this language.

7. **Action Item: Remote Instruction Training (Cherylee Kushida)** [20 min]

a. RI Training Plan

1. DE Advisory Group worked on this plan.

2. Consideration of 'Remote Instruction Certificate'

3. Cherylee shared presentation on the 'why' for developing a training plan.

4. ACCJC requires training for DE, not correspondence ed, this is distance ed.

5. Blanket addendum was shared.

6. Training Plan will contain 4 self-paced courses.

7. Questions:

1. Monica Zarske asked about some parts of the certificate that may already be completed as faculty. Cherylee confirmed that this work would indeed count towards the training.
2. Stephanie asked when this would be implemented, ideally these would be complete before Fall since things can get started now.
3. Rick Manzano put down instructors for different courses, and the dean is asking if faculty are online certified. There seems some confusion about fully online vs remote. Right now, there is no remote instruction certification, therefore Senate support creates this plan for Remote instruction to simplify the training for what we may face in Fall.
4. Cherylee responded that this training plan is for the second two course forma descriptions from the document shared by Roy.
5. Dr. Lamb shared that if a course is online then there needs to be a certification. This is a local decision. If we are talking about remote live or remote blended, if the senate supports training, then Dr. Lamb will support it and give the Deans directive that instructors must complete the training.
6. Monica Zarske asked about Summer, this appears to be encouraged for Summer but hoping it is required for Fall. Merari is also concerned about this.
7. Cherylee is looking at ACCJC's standards and that's what is weighing on her mind. If they can't complete, then perhaps an online mentor could help.
8. Monica wants to hear from faculty on how to address Summer.
9. Brian Sos is concerned that there needs to be a resolution for this. No vote today, and requests that you bring forward a resolution for a permanent record.
10. William agrees that the Remote Certification should only be for the two remote course definitions. If there are any items in the zoom remote environment can be very useful.
11. Michael Buechler requests that we have the resolution document prior to the meeting.
12. Cherylee is still concerned about Summer. Ben Hager is worried that to do this by Summer seems too inflexible.
13. Reza Mirbeik agrees, can't make it mandatory for Summer but definitely for Fall.
14. Rebecca Ortiz encouraged everyone to work towards Silver from Bronze. Reminded us that the zoom bombing today is an example of the necessity to train our faculty in addressing and controlling

technology. Very important to know accessibility, safety/security, handling a variety of situations that are different within a virtual environment. Concerned about institutional liability in the Zoom format.

8. **Action Item: Convocation Tuesday (Maria Aguilar Beltran, Stephanie Clark)** [10 min]
 - a. Presented a brief ppt for Convocation on Tuesday as opposed to Friday.
 - b. Recommendation from the Learning & Engagement teams, includes coordinators from non-credit Equity, non-credit Guided Pathways, Guided Pathways Coordinator, Outcomes Coordinator, Equity Coordinator and Professional Development Coordinator.
 - c. Hoping the move will allow us to design a more intentional professional development week plan that will better connect Convocation to our workshop offerings, more targeted, more related.
 - d. Asking for this because our Convocation Fridays make it difficult to implement anything we learn on that Friday. We would offer workshops on Tuesday/Wednesday with Thursday as division meetings and Friday open.
 - e. If Senate supports this then FARSCCD will draw up an MOU for this change. Mary shared that the Professional Development work group also supports this change.
 - f. Ben Hager is wondering if this will impact with SACDays. Mary shared that there is still Monday. This Fall it is probably going to be remote so may not be that impactful this Fall, but it does come to his mind.
 - g. Mary shared that Monday is off the table because that Monday is usually reserved for New Faculty Institute.
 - h. Discussion:
 1. Jorge Lopez, his thought on Tuesday, he doesn't see how it will impact the week. He feels with Senate Retreat on Wednesday and Thursday set for Division meetings, why would it need to be Tuesday?
 2. Mary shared that the idea is for Convocation to lead themes and conversations in these areas, such as Senate retreat and Division PD. As it is, Friday is just really difficult to implement as we are launched into Monday teaching.
 3. Jorge would like time between meetings to bring an item like this to his division, because this will impact all faculty. Requests that we table this to review at the next Senate meeting after everyone hears from their colleagues.
 4. Stephanie agrees with Jorge's point and thinks that idea of tabling is reasonable.
 5. Maria Estrada motioned to table and this was seconded by Jennifer Meloni. Support all around for tabling this item and revisiting at the next meeting.
9. **Elections Update: Stephanie Clark** [10 min]
 - a. Received nominations for both positions.
 - b. Ballots will be created and distributed and collected by end of week 12.
 - c. Working with Monica Zarske on the election process. We will be using Microsoft forms and you'll need to log in so we can make sure full-time faculty are voting.

d. Zarske will take it over since Stephanie is on the ballot, this is typically the past-president's job.

10. Reports:

a. President – Roy Shahbazian [15 min]

1. RSCCD Board report – See ppt presentation.
2. RSCCD Academic Senate report
3. Fall 2020 decision process
4. EW and P/NP updates – There is not a deadline for EW.
5. Item retrieval from offices – Contact Roy if you have trouble getting items from your office.
6. Smoking Cessation and Smoke-free policy – Facilities committee is picking this up.
7. FON penalty has been suspended for this Fall.
8. Event for Project Rise, formally incarcerated students, if interested contact Roy and he can share more information.
9. Josh Mandir is concerned about why it is so difficult to get approved; science faculty need to retrieve items or make videos in the lab and they'd like a better process. Roy spoke to the Chancellor, if there are more problems please contact Roy.
10. Luis Pedroza asked about the hiring process, how is the freeze going to impact hiring in the future. This may slow down or prevent hiring for the Fall. William answered by saying there is a hiring hold, but positions that have go through can possibly be completed. FON suspension is only for one year.
11. Leo Pastrana, is there a new form for P/NP? Roy heard someone is working on this.

b. Secretary/Treasurer – Stephanie Clark

1. Elections, Junior Senators are charged with running elections in their area. We'd like every spot filled. There isn't a time frame, these technically should run after the Official Elections and run these as soon as possible. Not sure that there's a specific deadline for Junior Senator nominations in by-laws.

c. Curriculum – Brian Sos – no report

d. Planning & Budget – William Nguyen

1. Still working on 20-21 budget. Electronic devices for faculty to assist with instruction.

e. Facilities – Marty Rudd

1. Smoke-free policy

2. Construction update

f. SACTAC – Susan Hoang

1. Slideshow shared. Lots of technology resources available for students. More specific links in the presentation.
2. Jesse Gonzalez, she recommends that everyone review this.
3. SACTAC, all faculty represented are heavy technology users so they would like diversity on the team no matter what your level of technology knowledge is.
4. Faculty live in Self-service in June.
5. No more laptops or webcams for students. Susan will update the ppt.

g. Guided Pathways – Stephanie Clark

1. Events in May, May 8th Success Teams from Pilot Teams.
2. May 13th will be hosting a GP Forum, what's changed for us and the students and then join a breakout session for 5 priority areas.
3. May 22nd, the Success Team launch, common goals and CAP goals setting.
4. Guided Pathways, we are in discussions about inserting more Guided Pathways language into the catalog. Conscious of inserting this information while being considerate of the workload for the Curriculum Office.

h. Accreditation Report – Monica Zarske

i. Outcomes Assessment – Jarek Janio

1. Two technology items, articulation between Curricunet and Nuventive products, district is supposed to be helping. RAR has been finalized. Stages of Nuventive will be phased into program review and then into outcomes assessment.

j. Student Success & Equity – Maria Aguilar Beltran

1. Report will be sent out with the materials.

k. Basic Skills/Faculty Development – Mary Huebsch

1. Lots of requests and funding being provided.
2. AB 705 for Fall, drilling down on the nuances of what happened in Fall. Some of the students benefited from support courses.
3. Online trainings and online conferences, there is money, please apply for this.

11. **Adjournment** – meeting adjourned at 4:16p.