



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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

Academic Senate Business Meeting Minutes

Date: **Tuesday, May 26th, 2020**
Time: **1:30-3:30p**
Location: **Zoom Webinar Location**

Attendees

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Business Agenda:

1. **Call to Order 1:31**
2. **Public Comments (3 min limit).**
 - a. Cara Pierce – concerned about Senate President and Union. Hope to see a way to address Senate by-laws in the future.
 - b. Louise Janus speaking on behalf of the health and wellness center, Rebecca Bernard with the goal of two-years of funding to make district 100% smoke & tobacco-free district. Includes parking-lots, SCC got the grant and adopted this. District-wide policy and SAC was not included. Now sac will work towards same goal.
 - c. Share Digital Media proposal to align Digital Media Arts into Digital Media Department at Digital Media Center.
3. **Approval of Additions or Corrections to Agenda**
4. **Added public comments.**
5. **Approval of 5/12 Minutes**
 - a. Luis Pedroza moved to approve, Gabe Shweiri seconded. None opposed.
6. **Reports:**
 - a. ASG – Sara Valencia
 1. ASG is officially done. Next week is finals so they do get the week off. Ask to please promote the last few days you have with your students, they are still accepting people and are still meeting via Zoom. This will be her last meeting and Sara thanks all of us for allowing her to be a part of this. Really helps to know how things are done. Thanks for the acceptance and Kindness. Vacancies are available on ASG site.
 - b. SCC – Mary Mettler
 1. Last week the SCC Senate reviewed the District Instruction Plan, they supported the portion of the document SAC senate worked on. They appreciate and support us on that work. SCC Senate is tentatively scheduled to continue meeting throughout the Summer, keep faculty voice strong.
 - c. Student Success & Equity – Maria Aguilar Beltran
 1. The Equity Task Force that reviewed the request met this morning and provided their recommendations. We had \$579,000 that we could allocate for this coming year to equity requests. Letters will be emailed by June 7th, 2020.
 2. We will be having our last Coffee with Colleagues this Friday, May 29th, please use the Wakelet link to access the zoom

meeting <https://wke.lt/w/s/9my11V> and other resources shared during our meetings.

7. **Discussion: Ad Hoc BoT Plan (Roy Shahbazian)** [15 mins]

- a. Reopening for the fall. Reinstate Instruction Plan will be voted on today.
- b. Roy wanted to share the process. The Senate Leaderships from both colleges met last week. He wants everyone to be aware how the process works.
- c. Shared presentation. (filename here) – notes as a record to remember what happened and what went wrong going forward.
- d. District level plan
- e. Both administrations and senates were surprised by the plan presented by the Board's Ad Hoc committee.
- f. Reference to including IGETC courses offered on campus.
- g. Roy feels that parts that the council or academic senate have seen and approved have completely changed or been removed from the plan. Both academic senate leadership agree to have this decision done and move on, but would like the process to be improved to remove deficiencies.
- h. Luis Pedroza questions: Am I to understand that they disregarded the process? ACCJC is pretty clear in the Chancellor's role and his role in delegating to college's the Board is policy-level and there are some disagreements about what the 'policy' is, this includes some operational issues.
- i. Chantal asked if 'we' followed the process? If we followed the process but it was not followed by the board? Roy shared that what would need to happen is that these constituencies need to cooperate and be more reasonable.
- j. Maria asked about this item, Roy said we need to move on from this item. The time to decide on our Fall delivery has passed. This is for the future.
- k. Louise Janus is asking if health centers could be consulted on both campuses and how these decisions will impact them.
- l. Jeff Lamb would like to say a few words. Just as Academic Affairs has been doing for the last couple of weeks, any sort of face-to-face interaction with students, would like to best serve students and keep people safe.
- m. Steve Bautista, in the Chancellor's live chat of the El Don. Students are interested in coming back on campus, funding formula does not sit well with social distancing. Steve is concerned that we don't make decisions that students 'feel' would be best, since we wouldn't have gone remote if that were the case. We do need to balance these decisions with regard to safety and health, not just hoping for relaxed guidelines moving forward.
- n. Rebecca Ortiz, this is her first year in Academic Senate, she is learning a lot about process. She would like the experience to learn more. When she hears about developing a process to improve a communication channel, this is an opportunity for us to learn as a faculty-driven body and being new to the situation she has learned a lot in meetings. At the beginning of the academic year we had trustee members talking. Last meeting, we had the union coming and speaking. As Academic Senate can we move through things that have to do with faculty and have a faculty-perspective where

we are getting some more sovereign voice meddled with other things happening. She isn't sure if she's still learning the ropes of it all.

1. Roy shared that the Academic Senate is an academic body. Run by Faculty and faculty vote. Decisions are based on how you as Senators vote, we do allow public comments and have presentations from members of Administration or student-perspectives. Helpful to hear multiple perspectives because eventually it all must be reconciled with all groups, even though we all have different roles.

o. Editorial comment, trying to keep these meetings some reasonable length. Balancing that with the value of having senators weigh in on topics. He wouldn't want it to be a monologue, but the valuable part is where Senators have the opportunity to discuss, offer insight/amendments and vote on action items.

8. **Discussion: Campus Access Procedure (Marty Rudd)** [10 mins]

a. SOP shared. Centralized place to host this information. Should Covid-19 pop up on campus we should be able to make contact and share the information.

b. We are at a situation with an SOP – Standard Operating Procedure

c. There are some issues with this as it has gotten a bit more restrictive.

d. This is a fluid document has not been completely vetted and this is the first time Academic Senate is seeing this. Josh Mandir is wondering about classes meeting in the fall, is this for then? Marty shared this is the SOP for now, if things change then this procedure will be different. Maria shared that someone with dates already scheduled to come on campus then this SOP has already been taken into account.

e. Jeff is thinking about the week of June 8th might be giving access building by building. Compliance question such as insurance, to know who is on campus and why. Need some sort of tracking.

f. Roy would like to see more systematic approval by faculty, such as picking up something in their office, perhaps pre-defined date and time while encouraging social distancing. This new development of June 8th, hoping not to have individual requests for simple things. Roy feels it wastes Administrator's time and also hold up faculty who might need some simple materials.

9. **Campus Cleanliness Committee (Roy & Marty)** [5 mins]

a. This committee was formed out of concern for the cleanliness of the campus.

b. Roy has assigned some faculty but is still seeking interested parties, especially those that know something about public health.

c. Meets Mondays at 10:30a.

d. Shared the committee document.

10. **Reports:**

a. President – Roy Shahbazian

1. Academic Senate executive team has been meeting frequently.

2.This are the offices, Stephanie Clark, Monica Zarske as well as our Co-Chairs, Marty Rudd, Brian Sos, and William Nguyen. We have been meeting with SCC Senate officials as well.

3.Summer Schedule –, June 23rd, July 14th, August 11th – these are all a day after a board meeting. Please consider adding this to your calendar. Hope that we don't have to meet for all three dates.

4.BoT is meeting at 4:30p today.

b. Secretary/Treasurer – Stephanie Clark

1.Elections Update

1. Junior Senators

c. Curriculum – Brian Sos

1.CIC has been extremely busy for Spring. New catalog process and going to e-catalog and producing it out of Meta. Adding all student learning outcomes and now Distance Ed.

2.The changes initiated at Santa Ana College for the 2021-2022 catalog during the past month:

3.**REVISED PROGRAMS, DEGREES AND CERTIFICATES** - Ninety-one (91) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four-year schools, and recommendations from state agencies.

4.**DELETED PROGRAMS, DEGREES AND CERTIFICATES** - Five (5) degrees were deleted because they were outdated and/or required courses that had not been offered in three (3) or more years

5.**NEWCOURSES** - Fifteen (15) new courses were approved due to new and/or expanded programs or major changes in the discipline.

6.**REVISED COURSES** - Seven-hundred-ninety-three (793) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four-year schools and recommendations from advisory committees or state agencies.

7.**HONORS COURSE REVISIONS** - Twenty-four (24) honor course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four-year schools and recommendations from advisory committees or state agencies.

8.**DEACTIVATED COURSES** - Thirty-two (32) courses were deactivated because they were outdated, experimental and/or had not been offered in three (3) or more years.

9.**DISTANCE EDUCATION OFFERINGS** - Eighty-one (81) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. These courses were designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

10. Brian wants all departments to know that if SLOs have not been entered, these need to be entered in Fall via our Curriculum process in accordance to ACCJC requirements.
11. DE is another area that we must address, if you would like to offer your course in distance ed that is not part of an emergency procedure and if you only intend to offer a course in distance ed mode, they are working on a FOMA (full-online with mutual agreement) this can be done with faculty not having to input data and curriculum office not having to input data. Ask to identify which courses they intend to create a traditional DE form or auto-populate a FOMA form. It will be done for in the background and that course has been identified as something that you only want to offer as DE when emergency situations arise.

d. Planning & Budget – William Nguyen

1. Budget cuts – monitoring and waiting for developments from the state. Hoping for federal funds from the government to help, loss of COLA and 10% cut, significant loss of revenue from district. Lots of things to work through in the district as well as SAC are trying to figure out how to address this.

e. Facilities – Marty Rudd

1. Construction update, the science building has been pushed back. Move-in date will be fall so 20-21 Spring start-up date for the year.
2. Johnson student center is on track as far as construction is going, still looking at Spring 2021 opening date.

f. SACTAC – Susan Hoang

1. SACTAC Update (written report):
2. ITS is moving head of Self-Service implementation to replace WebAdvisor. For the summer, the only change will be add codes will switch to add authorizations. ITS will be scheduling trainings in coming weeks. Everything else should function the same in WebAdvisor.
3. Mary Mettler offered some insight, instead of ‘Add code request’ it will say ‘add authorization’ this will enter you into Self-service. Keep a list of students that they want to admit, you don’t have to go in waitlist order but so long as you have a name and id# you can add them to the class then the student must accept that they want to add the class. The screens seem to be much easier on the faculty side of things.
4. Is there some sort of accessibility issues? Mary agrees but the information is the instructor puts in a student ID number, does not have to go in order.
5. This is a rollout of Self-service, this is part of self-service. This is step one, changing the ways students will add classes. ITS should be planning trainings for the faculty.

6. Mary Huebsch has been contacted by Hung Nguyen, he has already trained A&R on this situation. PD will advertise these trainings as soon as this is made available.

7. Luis Pedroza asked if you are an instructor, can you let in students who are not necessarily on the waitlist.

g. Guided Pathways – Stephanie Clark

1. Success Teams Orientation took place last Friday. Teams were able to meet, discuss how they might reach goals, and also what each specific CAP might need to reach their goals. Really positive.

2. Non-Credit and Guided Pathways – June 2 - Merari Weber has been asked to offer a quick webinar on non-credit and Guided Pathways. Fernando Ortiz and Stephanie Clark will participate as well. This will be a state-wide webinar to assist colleges in thinking about how to incorporate non-credit into the Guided Pathways work. Webinar will be available in the VRC afterwards.

h. Accreditation Report – Monica Zarske

1. Thanked everyone for all the work being done. At this point in time, workshops on evidence, now moving into writing tips.

2. Webinars are now on the Teams site and Accreditation SAC website.

3. Trying to figure out who can help with the writing process, probably first drafts. Would like to get writing accomplished.

4. Out visit is not changing, no changes to timeline.

i. Outcomes Assessment – Jarek Janio

1. Not present, no report.

j. Basic Skills/Faculty Development – Mary Huebsch

1. Shout out to distance education, Cherylee has been great about helping PD with delivering training and workshops.

2. Last Wednesday \$123,000 expenditures have been approved. Dr. Lamb will review these.

3. She wanted to share that lower-level Math students are struggling. Faculty will be learning a lot more as they complete their remote-instruction certification.

4. Some of the RIC is available now and more will be made available soon.

5. Thank you, Mary, for all your hard work through these years. This is her last Senate meeting.

6. Share the MOU and review the MOU to understand what has been agreed on.

11. **Adjournment** – Thanked everyone for all their work!

a. 12:57p Roy adjourned meeting.