

ACADEMIC SENATE

"The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community." Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

APPROVED

Business Meeting Minutes December 9, 2014

Members Present

<i>Jodi Coffman</i>	<i>George Moore</i>
<i>Susan Gaer</i>	<i>Madeleine Nguyen</i>
<i>Genice Gilreath</i>	<i>Luis Pedroza</i>
<i>Dan Goldmann</i>	<i>Monica Porter</i>
<i>Victoria Gray</i>	<i>Elizabeth Saliba</i>
<i>Benjamin Hager</i>	<i>Teresa Simbro</i>
<i>Elissa Hassel</i>	<i>Brian Sos</i>
<i>Mary Huebsch</i>	<i>Robert Stucken</i>
<i>Jarek Janio</i>	<i>Sandra Wood</i>
<i>Louise Janus</i>	<i>John Zarske</i>
<i>Elliott Jones</i>	

Absent

Matt Beyersdorf
Cherie Bowers
Claire Coyne
Andrew Gonis
Kristen Guzman
Jungwon Jin
Kim Nutter
Kristen Robinson
John Ross
Max Serrano
Gabriel Shweiri

Guests

Susan Garnett
Ray Hicks
Jeff McMillan
George Sweeney

I. Call to Order

A. President Zarske called the meeting to order at 1:30 pm.

II. Agenda Accepted – Moved: Jodi Coffman; Seconded: George Moore. Unanimously approved.

III. Public Comments —None

IV. Approval of the Minutes—Moved to approve the Senate Minutes of November 25, 2014: Luis Pedroza; Seconded: Benjamin Hager. Unanimously approved.

V. Reports—

A. President—John Zarske

1. Discussions are continuing on the Administrative Regulations regarding Faculty and Administrative hiring. .
2. December 8th, at the Board of Trustees Meeting, Larry Labrado was sworn in.
3. Additionally, at the Board Meeting on December 8th, concerns were expressed regarding the Child Development Center prices. The Center has been operating in the red. Parents who received letters regarding a proposed fee increase at mid-year brought up concerns regarding the amount of the increase and the timing of the increase. The Board decided not to do any increases this school year—not until July 1st--the motion was Board approved. The issue of fee increases will be brought up again in April.
4. The SAC Holiday Party is next Wednesday, December 17th. The tickets are \$5.00. There will be Mexican food and entertainment by SAC faculty and staff. There will also be picture taking, raffles and silent auctions. It is highly recommended that you get your tickets for the party now because there are a limited number of tickets!

- B. Secretary/Treasurer**—Louise Janus—The Senior Representative for Adjunct Faculty, Victoria Gray, was acknowledged, as she will be leaving SAC for another position. The Senate will be looking for a new representative for the spring semester.
- C. Curriculum**—Monica Porter
1. Faculty has been busy with curriculum.
 2. There have been some changes at the state level of Chancellor's Office and we are experiencing some issues with courses being held up. In the past, it has taken less time for courses to go through the approval process. Currently, there are only 8 people reviewing courses for all of the 112 colleges. Curriculum approval is somewhat backlogged. Faculty are encouraged to begin their curriculum submission early to assure that curriculum makes all deadlines for the catalog. If a course hasn't been approved by the Chancellor's office by catalog deadlines, it will not go in the catalog. Per our Vice President of Instruction, Omar Torres, he is not opposed to creating an addendum to the catalog, but we have to be very careful about scheduling courses that have not been approved.
 3. All CIC members have been provided with information on the ratio of hours to units for courses. Further discussion is taking place regarding the information from the state Chancellors Office since it is having impact on our Criminal Justice, Fire Technology and Math courses.
 4. Reminder to faculty that stand alone courses are no longer approved solely at the local level. In January of 2014 this regulation ceased and now all stand alone courses must also be approved at the Chancellors Office in order for the course to be offered.
 5. The Chancellor's Office is looking at re-writing the Program and Course Approval Handbook (PCHA). Monica will provide updates as further information is available.
- D. Facilities** —Elliott Jones
1. Regarding the fumes from the roofing that were affecting the Library, the dean, Eve Kikawa, came over and closed the library due to the complaints; the Math Center did not have as many faculty complaints and therefore was not shut down. In the future, make sure that you make a phone call. If we want a change, then we need to be loud about it. The suggestion was made that the roofing be done when classes are not in session.
 2. Regarding the locks across campus, only the cores of the locks are being replaced. Dunlap Hall is being done now. The others buildings will be done in fall 2015.
 3. In regard to the locks, a concern was raised by senate members about faculty not getting keys for the I Bldg. With the wait time being 10-15 minutes to get the doors unlocked by Security, it is impacting class time. It was recommended that faculty talk to Mark Wheeler, Facilities Manager, to see about getting additional keys for the I Building. It was reported that John Zarske spoke to Omar Torres about the key issue, and faculty are being asked to turn in keys to the I Building at the end of each semester.
- E. Planning & Budget** —Raymond Hicks
1. In regard to the Budget Stabilization Account, Prop 2 money will go in there. Also, the deferrals will be paid and the state is looking good. Enrollment growth helps us, but as long as the COLA is low, it will be a concern. For the next few years, we should see pretty good growth in the state. Prop 35 will be ending and we will need to see about other sources of revenue.
- F. TAC**--George Sweeney
1. We are looking at different mediation packages and due to changing the HDMI, we selected a standard for desktop standards.
 2. You can get Adobe on your computers except for *Illustrator* and *In Design*.
 3. Elucian Mobile is a WebAdvisor App. It is live and will not require a log in and log out. ITS is developing the App and is looking for faculty input of what should go into the App. Please send an email to George if you are interested and he will forward it to ITS.
- G. Student Equity**—George Sweeney—No Report
- H. Student Success/BSI/Faculty Development**—Mary Huebsh
1. The task force had a meeting right before the Thanksgiving Break; we need a faculty

professional development committee. Per a recent meeting with Omar Torres and Madeline Grant, Faculty Development is part of the 10+1 obligation. Susan Freeman has expressed interest. If anyone else is interested in the Professional Development workgroup, please send an email to Mary, as more faculty are needed on the workgroup.

2. Potential Faculty Flex Workshops for spring 2015: addressing students who may have emergencies in the classroom (need to talk to Health & Wellness & Kinesiology) , AAAC meeting on Tuesday, 2/3/15, with John Zarske and Omar Torres, workshop on curriculum writing (send an email to Monica Porter if interested), DHH workshop for STEM faculty (Mary to contact Monica Collins), a glossary of acronyms for new faculty, and Joint Academic Senate Meeting at SCC on Wednesday, 2/4/15, tentatively 8am-1pm. There was a discussion of making sure we fill workshops for adjuncts on Thursday, 2/5/15. Friday, 2/6/15, will cover Student Success and Equity with break-out groups after the convocation.
3. The PAPRs are getting really good; one was recently received from Geography and one from Economics.

I. TLC—Bonnie Jaros

Institutional Learning Outcomes

J. FARSCCD—Jeff McMillan

1. There was a discussion of a possible FARSCCD Social on a yearly basis versus on a semester basis. An informal poll was taken via a show of hands of those interested in attending and/or organizing the event and discussions will continue into the spring.
2. There is a concern regarding an email about LHE and CEC. It is requested that all emails be forwarded to Jeff.

K. SCC —Michael DeCarbo—No Report

L. ASG Representative—John Olivares—No Report

M. Division Senators:

1. Adjunct Faculty – No Report
2. Business – No Report
3. Counseling – There was a Student Success Conference with over 100 in attendance. It was good, and the hope is that it will help with transition. Sherri Blake, a tenure-track faculty, submitted her formal resignation.
4. Continuing Education – No Report
5. Fine and Performing Arts –No Report
6. Health Science – Site visitors are coming the 2nd week of the spring semester.
7. Human Services – No Report
8. Humanities – No Report
9. Kinesiology – No Report
10. Library – No Report
11. Math – After the Department Meeting, it was asked that we add classes for Intersession, and then we have to take classes away. The concern is the loss of good adjunct, and it's a disservice to our faculty and students. There is additional concern about the wait lists; are we still in a situation where waitlists are capped? Wait lists are a great way to capture demand. (John to meet with Omar on Thursday.) There is also a concern that classes are being cut early. It was suggested that we look at the population projection in order to see about adding classes. Also, a concern was expressed regarding enough parking, and whether or not students will attend due to parking difficulties.
12. Science –Concern was expressed regarding the population of night students and if the Library is open at night, why isn't the Health Center also open at night? The concern is in regard to students who need help from the Health Center, have paid their fees, and yet are not able to access services in the evenings.
13. Social Science – The faculty are concerned that they have been asked to double the numbers for summer. Will we look at fill rates? It seems that some kind of survey should be done, since we are working from data. Will the class size number be 30? If we could find out about the electronic Ed Plan and tie that in that would be great.

14. Student Services—A “thank you” from Ann Lockart, Coordinator of the CARE/EOPS for the Holiday Harvest donations received on December 3rd. The donations go toward a holiday luncheon, gifts and activities for the single parents and their children.
15. Technology—No report

VI. Action Items

- A. Updated Department Chair Resource Guide: received input and budget and links were updated as well as Board Policy on minimum class size that was discontinued over the summer. There were general updates with minimal changes. Concerns were raised in regard to 10 +1 and minimum class size.
- B. A motion to approve the document as amended was made by Luis Pedroza and seconded by Jarek Janio. It was unanimously approved.

VII. Topics

- A. Faculty Hiring List 2015-16
 1. Combination of retirements and growth positions. The list went to HR and is moving forward, 21+3. Contingent positions are dependent on categorical funding. Administration looked at Ethnic Studies and did not feel there was enough demand. No Math Center Coordinator. The ASL (Partial) has to do with funding sources.
 2. Twenty-One faculty positions will count toward the FON and 3 will not.
- B. Spring Flex Week Schedule was discussed.
- C. Bachelor degrees were discussed last week at the District Council Meeting, and it was decided that the OTA degree is the most viable. A Letter of Intent is due December 19th and it will require the Academic Senate President’s signature. The letter is not binding.
 1. Though the Nursing program could not be moved forward, discussion regarding Nursing and the possibility of partnering with some universities will continue.
- D. **VIII. Other**
Upcoming Events- SAC Holiday Party is scheduled for Wednesday, December 17th.

The meeting was adjourned at 3:40 pm.

Respectfully submitted,

Louise Janus
Secretary/Treasurer
SAC Academic Senate