



ACADEMIC SENATE

Santa Ana College Academic Senate Business Meeting Minutes

Tuesday, November 8, 2022 • 1:30-3:30 p.m.

Meeting Location:

Join Zoom Meeting

<https://us06web.zoom.us/j/81589613606>

Attendance:

Francisco Ramos, Maram Finnell, Carmen Ochoa, Cheng Yu Hou, Anthony Macias, Shannon Kaveney, Tammy Cottrell, Quynh Mayer, Gilberto Cardenas, Tara Kubicka-Miller, Dale Mixer, Dr. Sonia Valdez, Matthew Bittner, Jim Isbell, Lisa Hermen, Molly Colunga, Gabriel Shweiri, Dr. Rebecca Barnard, Ali Kowsari, Michelle Vasquez, Suanne Oh, Gayané Khechoomian, Andrew Barrios, John Nguyen, Dr. Merari Weber, Mikaila Brown, Kelvin Leeds, Rene Beiza, Alistair Winter, William Nguyen, Saeid Eidgahy, Mark ?, Larisa Sergeyeva, Trudy Naman, Claire Coyne, Phil ?, Ben Hager, Jennifer Meloni, Tiffany Heremans, Tommy Patikamanant, Christina Axtell, Rick Corp, Song Hong, Jason Huskey, Louise Janus, Jaki King, Annie Knight, Chantal Lamourelle, Jennie Beltran, Cathryn Pierce, Jaime ?, Jorge Lopez, Jennifer De La Rosa, Ann Cass, Phillip Marquez, Fernando Ortiz, Tim Murphy, Mohamed Chakhad, Sil Han Jin, Heather Arazi, Doug Benoit, Jennifer McAdam, Reza Mirbeik, Karen Bravo, Dr. Walter Jones, Tammy Cottrell, Nicole Patch, Zachary Diamond, Sara Kelley, Don Maus, Jorge Mora, Amberly Chamberlain, Rodrigo Marcos Ramirez, Suzanne Freeman, Liliana Oropeza, Reyes Vasquez, Adrianna Gonzalez, Karen A. Ruiz, Dr. Brenda Estrada, Kathy Walczak, Basti Lopez, Jessica Avalos, Miriam Sandoval, Dr. Merari Weber, Kimo Morris, Lithia Williams, Rene Beiza, Dr. Jeff Lamb, Thuy Huong Nguyen, Pilar Traslavina, Leo Pastrana, Dr. Larisa Sergeyeva

Santa Ana College Mission Statement:

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

AGENDA MINUTES

1. **Call to Order @ 1:37 pm by Jim Isbell**
2. **Approval of Additions or Corrections to Agenda**
 1. Motion made by Vice President Francisco Ramos, seconded by Prof. Christina Axtell and carried.
3. **Approval of/or Corrections to Minutes**
 1. Still to come with the approval of new Historian.
4. **Public Comments**
 1. Kelvin Leeds recognized Justin Tolentino & Kelly Ro for their work in acquiring a grant to embed OER materials.

2. Claire Coyne presented a link for options on how to aid fellow faculty member and her husband who suffered a debilitating accident:
<https://helpholive.org/campaign/20818/>

5. Reports

1. **ASG Report** - Vice President, Francisco Ramos
 1. Presented information on the following events: The Women's League of Voters, Dos Muertos, Voting Information Table, International Student Festival, Veterans Resource Fair, Native American Heritage Fair, & Meet the Doctors
2. **SCC Report** – Prof. Tara Kubicka-Miller
 1. Senate meeting entailed: Strategic Enrollment Management Plan 1st Read, AR Full-time Faculty Recruitment discussion, Plenary Resolutions regarding the Cal-GETC, concerns about communicating with students through Canvas and if it is Ferpa compliant.
6. **Getting to Know Our People & Culture** – Vice Chancellor Cheng Yu Hou, Dr. Mikaila Brown, Jennifer dela Rosa, Alistair Winter, Tommy Patikamanant, Don Maus, Gayane Khechoomian
 1. Individuals from People & Culture at the District presented on their different areas:
 1. For all ODEI/Rancho Academy/Mediation queries, please reach out to [Brown Mikaila@rscdd.edu](mailto:Brown.Mikaila@rscdd.edu). Dr. Brown's area includes the Rancho Academy, Diversity Training, Management and Leadership Training, and Information Mediations.
 1. Rancho Academy core curriculum is inclusive of Pedagogy, Cultural Competency, Professional Development, How to Navigate a CC System, Mentorship.
 2. Question was asked about threading the Equity work done and not duplicating it. First three months will be dedicated to understanding what has been done and where continued needs lie. A lot of conversation and plan to come.
 3. Rancho Academy looking to be expanded with more outreach, particularly to marginalized communities.
 1. 10-week Module available on how to get a job in a Community College.
 4. Concerns over non-credit faculty hiring and to make it more inclusive. Mr. Hou stated that processes at other Districts are being looked at to incorporate into our own.
 2. Work is being done on converting all forms into dynamic forms by the end of the year - automated forms as opposed to PDFs and DOCS.
 1. Draft form:
https://cm.maxient.com/reportingform.php?RanchoSantiagoCCD&layout_id=18

3. For anyone who would like to ask/answer a question anonymously to People & Culture or via text, please use the following link: Slido.com // #3622 646
4. For all Operations issues/Hiring-Recruitment/Adjuncts queries please reach out to Winter_Alistair@rscsd.edu and Patikamanant_Tommy@rscsd.edu.
 1. Giving all the candidates equal opportunities. Updating the website for to make more easily accessible to everyone.
 2. A question was asked about the hiring process. Concerns that candidates will not accept offers because they are not hearing back in a timely manner. Other colleges are making offers to people around January-March. Our district's late offers and postings cause the best qualified candidates to search elsewhere. Cheng Yu Hou stated it has been determined to keep applications open so the most qualified candidates can still apply after the first review date.
 3. Focused training of all administrative secretaries in each division needed to ensure everything is correct to process and processed in a more efficient and timely manner. Concerns of the mental load of towards administrative secretaries was expressed due to work overload.
 4. Question was asked about CEUs - how to complete them and who to see. Mr. Winter stated he could be the point of contact and assist further help. Amberly Chamberlain asked if training about the CEU process could be held during PD week. Alistair and Cheng Yu agreed to add something for PD week.
5. For all Civil Rights/Title IX queries please reach out to Jin_Silhan@rscsd.edu.
 1. A link is displayed on all desktops for Incident Reports, submitting a Workplace Violation, Title IX, and Civil Rights Violation. Faculty can provide feedback at CivilRights@rscsd.edu. Students can report on the Incident Report as well.
6. For all risk management/benefits queries, please reach out to Maus_Don@rscsd.edu
 1. Employee Safety: OSHA Compliance, Safety Training, Faculty Inspections, AED Program, Covid 19, Workers Compensation
 2. Employee/ Retiree Benefits: Medical, Dental, Vision, Life Insurance, Health Advocacy, Employee Assistance Program, Flexible Spending Accounts.
 3. Other Resources: Waivers and Releases, Contract Review, Hazardous Waste/Universal Waste, Reasonable Accommodations, Safety Data Sheets, Fine Arts Insurance, Student Insurance
 4. RSCCD Employee Intranet has resources on ergonomics and healthy working habits when working from home.

7. Requesting Nominations for the Hayward Award – Claire Coyne

1. To nominate a colleague, go to <https://forms.gle/fJgZntFv4o3Fyn2DA> and submit by November 18, 2022. Self-nominate or nominate a colleague, needs a letter of support from the academic senate.
8. **Baccalaureate Degree Update** – Dr. Larisa Sergeyeva
1. 2nd cycle is open & now available for submitting. Due date is January 13th, 2023.
 2. There will be nine new Bachelor’s Degree programs at the Community College. Primary Mission is to contribute to workforce improvement, education, training, and services.
 3. Question regarding any restrictions or provisions that prevent duplication of programs across the different colleges. Dr. Sergeyeva stated that each case and circumstance will be reviewed. Dr. Lamb added that there are some restrictions so that sister schools would not be offering the same Bachelor’s degree and create competition.
9. **Processes for Department Reorganization** – Prof. Claire Coyne (*2nd Reading*)
1. (Skipped)
10. **Faculty Hiring** – Prof. Roy Shahbazian
1. Mr. Shahbazian was absent so Mr. Isbell gave a brief summary that the Faculty Hiring list had been created & voted on by Senators and been sent to Dr. Annebelle Nery & Dr. Jeffrey Lamb. The list will be discussed on November 8th, 2022 for final determination.
11. **Vacancies** - Prof. Jim Isbell *Informational*
1. Secretary/Treasurer/Historian
 1. Amberly Chamberlain put forward complete the semester and possibly Spring.
12. **Reports:**
1. **President** – (Skipped – In the essence of time, nothing further to add.)
 2. **Secretary/Historian** – (Skipped)
13. **Planning & Budget** – Prof. Jorge Lopez
1. Received the report on the RAR process and is on track.
14. **Facilities and Safety** – Prof. Jason Huskey
1. No report. Have not met since last Senate meeting.
15. **Faculty Professional Development** – Prof. Amberly Chamberlain
1. Dept. Chair Resource Guide & Personal Flex Project not ready for 1st Read. Waiting on new contract language.
 2. Submission form coming for Spring Speakers series. Selected presenters to receive \$1000. Looking particularly for individuals who benefitted from PD funds and gained knowledge they would like to share with the SAC Community.
 3. Submissions for workshops for PD Week were due November 7, 2022. If the deadline was missed, email Chamberlain_Amberly@sac.edu.
16. **SACTAC** – Prof. Luis Pedroza
1. (Skipped - No one present to report.)

17. Intersectionality, Race, and Social Justice Advisory Group

1. (Skipped - Will report at the next Senate meeting.)

18. Equity – Prof. Chantal Lamourelle

1. Had to leave early. Amberly Chamberlain relayed continued work on the SEAP plan, which is due on November 30. Ms. Lamourelle intends to share more at the next meeting.

19. Curriculum – Prof. Claire Coyne

1. Seeking representation from the following areas: Counseling, Kinesiology, Health Services, and Continuing Education for Dual Enrollment.
2. Next Dual Enrollment workgroup meeting is November 15th; subgroups will be reporting on progress.

20. Guided Pathways

1. (Skipped - No one present to report.)

21. Distance Education – Jaki King

1. Tammy Contrell DE recommendations on online training certifications for prerequisites move to non-credit. Recommendation has now changed to not switching it to non-credit. It would cause more work and will not be beneficial. Dr Lamb has a lot of questions but will ask in the next senate meeting.

22. Outcomes/Assessment

1. No report. Mr. Isbell mentioned a discussion is still being had on who could lead this.

23. Announcements

1. Dual Enrollment performance announced of *A Wrinkle in Time* November 10-13.

24. Adjournment @ 3:31 pm by Jim Isbell

Next Academic Senate Business Meeting:

Tuesday November 22, 2022 from 1:30-3:30 p.m.