SANTA ANA COLLEGE

ACADEMIC SENATE

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SANTA ANA COLLEGE MISSION STATEMENT

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

Academic Senate

Business Meeting Minutes

First Name	Last Name			
Adriana	Ramirez		Jason	Esparza
Alejandro	Moreno		Jason	Huskey
Ali	Kowsari		Jason	Sim
Amberly	Chamberlain		Jeff	Lamb
Andrew	Barrios		Jennie	Beltran
Andy	Gonis		Jennifer	Meloni
Ann	Cass		Jim	Isbell
Annette	Bui		John	Zarske
Annie	Knight		Karissa	Gallego Lovero
Brian	Sos		Kelvin	Leeds
Cathryn	Pierce		Kim	Smith
Chantal	Lamourelle		Kristen	Guzman
Cherylee	Kushida		Kristen	Robinson
Christina	Axtell		Kyla	Benson
Claire	Coyne		Larisa	Sergeyeva
Craig	Takahashi		Leo	Pastrana
Dahlia	Vu		Luis	Pedroza
David	Crockett		Madeline	Grant
Dawn	McKenna-Sallade		Maria	Aguilar-Beltran
Dori	Dumon		Maria	Estrada
Fernando	Ortiz		Martha	Guerrero-Phlaum
Flo	Luppani		Matthew	Bittner
Gabriel	Shweiri		Merari	Weber
Heather	Arazi		Michael	Taylor
Hugh	Nguyen		Michelle	Hardy
Janet	Cruz-Teposte		Michelle	Vazquez
Jarek	Janio		Molly	Colunga
			Monica	Zarske

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

Nicole	Patch	Roy	Shahbazian
Osiel	Madrigal	Sarah	Mathot
Phillip	Marquez	Stephanie	Clark
Quynh	Mayer	Susan	Hoang
Rebecca	Barnard	Tara	Kubicka-Miller
Reyes	Vazquez	William	Nguyen
Reza	Mirbeik	Zachary	Diamond
Rick	Corp		

Date: **Tuesday, Sept. 14, 2021**

Time: **1:30-3:30pm**

Location: **Zoom Webinar Location**

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Meeting Location: For security purposes, please access the Zoom link using this Microsoft Forms link… https://forms.office.com/r/uws9ARqek8

Agenda:

1. **Call to Order** – **Jim Isbell**

   a. Meeting was called to order at 1:31pm

2. **Approval of Additions or Corrections to Agenda**

   a. **Jim Isbell** moved up Trustee David Crocket from item 7 to item 5 on the agenda

3. **Approval of/or Corrections to Minutes**

   a. **Zachary Diamond** made the first motion to approve the minutes

   b. **Alejandro Moreno** made the second the motion to approve the minutes

4. **Public Comments**

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a. **Kelvin Leeds** addressed that students have expressed interest in attending remote live classes for spring 2022. Therefore, the Math Department would like to continue offering the remote live modality as option. There's confusion with spring schedule deadlines because of the uncertainty on whether remote live classes can or can't be offered. The department is hoping the college can be flexible with such challenging times at the moment.

b. **Cherylee Kushida** explained that multiple conversations and meetings have taken place to make remote live instruction available for spring 2022. Distance education classes can be synchronous and asynchronous. She's been working with Dr. Lamb on this item.

c. **Dr. Jeff Lamb** stated the direction originally given for remote live was based on the emergency conditions and that business is going to back to usual for spring. There's been some changes and still work to do; especially with the coding and making it more student friendly with the language used.

d. **Quynh Mayer** shared there's been issues with the Testing Center in regard to accommodating disabled students even if they fall within one or two of the criteria the Testing Center has established. The Nursing Department is requesting more communication from the Testing Center or college on their operational days and hours. The schedule on their webpage is not accurate based on their experience. However, the Testing Center has told them to visit their webpage for their schedule.

5. **Trustee David Crockett (20 Minutes)**

a. **Trustee Crockett** wants to be supportive and learn on how the college conducts business and moves items in the docket. He wants to work towards common goals. To contact him, email him at crockett_david@rcssd.edu

b. **Jim Isbell** asked Trustee Crockett: Why did he become a Trustee? **Trustee Crockett** answered he had dreams of being a politician growing up. He's a natural helper and caretaker and believes the work the college does is important especially for students. We can't afford to leave anyone behind and need to remove barriers.

c. **Kristen Guzman** asked Trustee Crockett: Do you have a particular priority you want to push in the next year or two? What is one of the priorities that needs to

be done at the top of the agenda not only this year but next year also? **Trustee Crockett** responded that our college district should be a top 3 district in the nation. This can be accomplished by preparing students for the workforce and connect with businesses. He believes our product is superior and cost effective compared to private institutions. Best in class is important to him and how we do business matters. He concluded by saying that retaining morale is a key measure and ensure we work together in partnership.

d. **Maria Estrada** invited Trustee Crocket to learn about the challenges the college faces on campus by attending some of the various meetings held. She encouraged him to join us in these various spaces so he could learn firsthand of the great things that are going on at the college but also all the challenges, problems, and issues that he could help with.

e. **Osiel Madrigal** asked Trustee Crockett: What is a specific education issue you would like to make an impact on or make a difference? **Trustee Crockett** answered that the opportunity for business partnerships to help students become more productive and more efficient faster.

6. **Reports**

a. ASG Report - **Jason Esparza**

  i. Starting tomorrow (September 15), ASG will start celebrating Hispanic Heritage Month. It's a month-long event that involves sharing one's Hispanic culture, background, etc.

  ii. November 3rd will be the Cultural Event.

b. SCC Report – **Tara Kubicka-Miller**

  i. SCC is offering various course modalities this fall semester.

c. Equity and Guided Pathways – **Maria Aguilar Beltran** (5 Minutes)

  i. Guided Pathways/Equity-minded Teaching & Learning Institute. - **Maria Aguilar Beltran** and **Stephanie Clark**

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1. **Stephanie** is launching the inaugural Equity Minded Teaching and Learning Institute. It's a yearlong institute that focuses on equity practices in the classroom. She's looking to scale this for future cohorts. Ten faculty have been accepted into the institute.

2. Per **Stephanie**, Guided Pathways program maps are being published on the SAC website. She's reaching out to department chairs and faculty leads for missing maps. Maps will be rolled out in a couple of phases. First phase is making sure they are correct. Second phase is connecting them to the Self-Service system.

3. **Stephanie** requested for attendees to review the Guided Pathways report submitted to Osiel Madrigal for information on more Guided Pathways related updates.

4. **Maria** announced that the USC Equity Leadership Update is on the SAC Senate website. Every single month, five SAC employees attended a session. Debriefs are available on the public H drive "Equity Leadership Alliance" folder. She's hoping to share the student campus climate survey results soon.

5. **Jason Esparza** requested a copy of the Equity Institute PowerPoint. **Stephanie** said she would send it to him.

7. **<u>Presentation on Reorg.—Right Sizing (30 Minutes) – Dr. Jeff Lamb</u>**

   a. **Dr. Lamb** met with deans to organize the Academic Affairs structure and align it with Guided Pathways. A SWAT Analysis was conducted. They looked at some measurable outcomes that could be created such as FTES growth. Overall, thinking through what some positive impacts would be. While Guided Pathways was organized along CAPs, from a management perspective, it doesn't make sense.

   b. Reorganization's five phases:

      i. Phase 1 (August/September 2021)

         1. Move Career Education & Workforce Development, Dual Enrollment, and Distance Education under Academic Affairs

         2. Proposing to reclassify one position and creating two new positions

       a. Reclassify Director of Special Programs for Career Education to Associate Dean of Career Education & Dual Enrollment

       b. Two new positions under the Associate Dean of Career Education & Dual Enrollment

           i. Director of Special Programs & Dual Enrollment

           ii. Student Services Specialist

   3. Proposing two new positions under Distance Education:

       a. Part-time Instructional Designer

       b. Full-time Students Support Services Program Specialist

ii. Phase 2 (September 2021)

   1. Move Educational Multimedia Services to Public Information Officer (PIO)

   2. Move Quick Copy Center to Administrative Services

   3. Move Media Systems to ITS

   4. Change in reporting lines proposal for Educational Multimedia Services

       a. Public Affairs Administrative Secretary reports to PIO

       b. SIS Digital Media Specialists reports to PIO

       c. Business Division Instructional Media Producer reports to PIO

   5. Proposing one new position who reports to PIO

       a. Graphic Designer

iii. Phase 3 (September 2021)

   1. Create a Director of Wellness position

iv. Phase 4 (In Discussions/Coming Soon)

   1. Library, Academic Computer Center, Learning Center, and Math Center Consolidation

v. Phase 5 (In Draft)

   1. Department/Program Shift

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2. Dr. Lamb will present to department chairs to discuss.

c. **Claire Coyne** expressed her disappointment over the reorganization being presented to faculty just now after it started over a year ago. They are academic and curriculum changes that fall under the purview of faculty due to these changes. Her recommendation is that those departments that are impacted by this reorganization to share their thoughts at CIC and whether they are in favor of it or not. CIC can then make a recommendation to Academic Senate if they support it or not.

d. **Ali Kowsari** asked if faculty can be granted time to take this reorganization information to department chairs and department advisory boards and get feedback? **Dr. Lamb** replied that he is willing to listen to feedback so the right decisions could be made, and it can be move forward by the beginning of spring 2022. So yes to time **Dr. Lamb** answered.

e. **William Nguyen** said looking at the big picture, one goal should be to recover the FTES that was lost due to the pandemic. Moving departments to different places might be adding too much to their plate. When funds are spent, it should be towards increasing FTES.

f. **Zachary Diamond** asked how does this affect funding allocation for departments? **Dr. Lamb** replied that this part of the proposal is cost neutral. No current department is being split but rather being moved as independent units. The budget a department has is the budget they will keep.

g. **Gabriel Shweiri** stated that the impact of removing computer science & engineering from their division has been discussed. For example, computer science is part of the Business Transfer Degree. As a result, the reorganization will have to be heard by all departments affected. **Dr. Lamb** said the alignment with STEM was compelling in regard to moving computer science and engineering.

h. **Sara Mathot** asked about the rationale behind moving culinary and nutrition. **Dr. Lamb** replied that they can live in several spaces. They are being proposed under the Business & Career Technology Division because of the business component, opening your own business and the tourism industry.

       i. **Susan Hoang** asked how is this right sizing since right sizing refers to replacing retirements? This is all about alignment and allocating resources and thus, right sizing is the not the correct term to use.

       j. **Stephanie Clark** asked how will Guided Pathways Success Teams support such a proposal? **Dr. Lamb** replied the hope is greater alignment but more thought and mapping out needs to occur in regard to that.

       k. **Kim Smith** expressed her concern about losing some of the synergy by moving departments from her division. **Gabriel Shweiri** supported this sentiment.

8. **Announce FT Hiring Prioritization Timeline (5 minutes) Jim Isbell/Roy Shahbazian**

    a. **Jim** shared that approximately 14 faculty positions will be available. He asked to please keep in mind about the areas that really need faculty.

    b. **Roy** shared the following tentative timeline:

       i. Distribute form (mid-September)

       ii. Distribute data (late-September)

       iii. Collaborate with department faculty & deans (late-September)

       iv. Score requests (late-October or early November)

       v. Submit prioritization to Administration (late-October or early November)

       vi. Administration in consultation with Academic Senate President decide which positions to post (mid-November)

       vii. Academic Senate urges Administration and District Office to post position promptly (mid-November)

    c. Instructions and forms will be available on Canvas

       i. Self-enroll at https://rsccd.instructure.com/enroll/LDWKGR

       ii. Includes a video walk-through for department chairs

       iii. Includes tips for Senior Senators

    d. **Roy** pointed out that since there are departments that cover large areas, department chairs can send one request and other faculty members can send any other requests.

9. **ILOs First Reading (10 minutes) –** Jarek Janio

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a. Due to time constraints, this item was not presented. Tabled.

10. **Reports:**

    a. President – **Jim Isbell**

        1. Bylaws Work Group report

            1. Will have something to report to Academic Senate within a month.

        2. Spring Schedule—Academic Calendar update from FARSCCD

            1. Not having winter session and adding another session for summer will be discussed.

        3. Academic Senate Racially Inclusive Workgroup—**Maria Aguilar Beltran**

            1. Kathy Obear proposal going to the Board for approval on October 11th. This project seeks to help employees obtain the tools and competency necessary for a more racially inclusive climate. Next week the invitation will be sent. It's a yearlong training and October 22nd is the projected start date. Trainings would be Fridays.

    b. Secretary/Treasurer – **Osiel "Ozzie" Madrigal**

        i. Reminder about faculty priorities was provided which was presented by Roy Shahbazian earlier in the meeting.

        ii. Distinguish Faculty nomination process will be earlier this year; in October.

        iii. Encouraged faculty to contribute and donate to Academic Senate. The form can be found on the Academic Senate webpage.

    c. Curriculum – **Claire Coyne**

        i. October 18th is the submission deadline for courses to be on next year's catalog next year. Therefore, courses should in the queue by that date.

        ii. Open office hours for quad review guidance. Hours will be posted on the CIC webpage.

    d. Planning & Budget – **William Nguyen**

        i. Ozzie Madrigal will post report on Academic Senate webpage.

    e. Facilities – James (Marty) Rudd

        i. On behalf of Marty, **Ozzie Madrigal** reported that the next facilities meeting will be on Tuesday, September 21st at 1:30pm on Zoom.

f. Faculty Professional Development – **Amberly Chamberlain**

        i. Data from PD week survey:

            1. Sessions on the new Gateway system started back in July and 144 faculty have been trained. Opened to all district campuses. Look for more introduction training. Deans will be looking at reports in the system.

            2. Working with HR to make updates. For those having issues, please remain patient.

            3. PD Canvas Shell being built

            4. Different events coming up

                a. See weekly eblast for full list, registration links and any updated information. Register for SAC events in Gateway.

            5. Gateway Q & A hours is not experiencing much traffic so looking at creating a form to request a meeting is being explored.

            6. Three spots remain for the Strengthening Students Success Conference. Seven faculty are already registered. Contact Amberly if interested.

            7. PD books are still available. eBooks can be accessed in the SAC Library catalog. For hardcopies, email professionaldevelopment@sac.edu to reserve a copy.

            8. Over 400 people attended Convocation: 336 virtually and 83 in person.

g. SACTAC – TBD

        i. No report was provided.

h. Outcomes/Assessment – **Jarek Janio**

        i. He has met with departments since the beginning of fall semester.

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      ii.   SLO statements will be entered in Nuventive.

      iii.   **Heather Arazi is the Outcomes and Assessment Committee** Co-chair.

      iv.   SLO talks are Fridays on Zoom from 10am-12pm. First talk is this Friday, September 17th.

   i.   Accreditation– **Monica Zarske**

      i.   Report was submitted on time in August. The report is submitted 6 months in advance. A team will review and provide feedback. If they find any holes or have questions, they will give SAC an opportunity to respond before they visit so they can prepare.

      ii.   Working with Jennifer Valencia to schedule a kick-off for team.

      iii.   March 7-10, 2022 is the accreditation visit.

      iv.   Remind department chairs that websites are current and up to date

11. .**Announcements**

   a.   No announcements

12. **Adjournment**

   a.   Meeting adjourned by **Jim Isbell** at 3:38pm

      i.   First motion to adjourn the meeting was made by **Zachary Diamond**

      ii.   Second motion to adjourn the meeting was made by **Ali Kowsari**