



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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

**Academic Senate Business Meeting
Minutes**

Attendance

Stephanie Clark	clark_stephanie@sac.edu	1562#####	
me62455		1714#####	
rs71697		1714#####	Roy
Romana Lopez		1323#####	
Alejandro Moreno (am26988)		1626#####	
Rebecca Ortiz	Ortiz_Rebecca@sac.edu	1714#####	
Brewster Swanlund	Swanlund_Brewster@sac.edu		
saravalencia		Megan Lange	lange_megan@sac.edu
Jorge Lopez		Luis Pedroza (lp68696)	
Janice		Zachary Diamond	Diamond_Zachary@sac.edu
Suanne Oh	oh_suanne@sac.edu	James Rudd	rudd_james@sac.edu
Ben Hager	hager_benjamin@sac.edu	Jennifer Meloni (Jennifer)	
Janice		Jarek Janio	janio_jarek@sac.edu
akowsari		Brian Sos	sos_brian@sac.edu
Fernando Ortiz		Maria Navarro	Navarro_Maria@sac.edu
mary huebsh	huebsch_mary@sac.edu	Janet Cruz-Teposte	Cruz_Janet@sac.edu
Janice		Cherylee Kushida	kushida_cherylee@sac.edu
Louise Janus	janus_louise@sac.edu	Susan Hoang	hoang_susan@sac.edu
Martha Guerrero- Phlaum	guerrero_martha@sac.edu	Maria's iPad	
Joshua Mandir	mandir_joshua@sac.edu	Cherylee Kushida	kushida_cherylee@sac.edu
Monica Zarske	zarske_monica@sac.edu	Andy Gonis	Gonis_Andrew@sac.edu
William Nguyen	Nguyen_William@sac.edu	Maria Luppani	Luppani_Flo@sac.edu
Gregory Gonzales (gregory Gonzales)	gonzales_gregory@sac.edu	Susan Hoang	hoang_susan@sac.edu
Fernando Ortiz	ortiz_fernando@sac.edu	Chantal Lamourelle	
Mary Mettler	mettler_mary@sccollege.edu	gregory Gonzales	gonzales_gregory@sac.edu
Jarek Janio	janio_jarek@sac.edu	Romana Lopez	
Leo Pastrana	pastrana_leo@sac.edu	Gabriel	
Maria Aguilar Beltran	beltran_maria@sac.edu	Roy	
		Reyna Cummings	cummings_reyna@sac.edu

Date: **Tuesday, March 24th, 2020**
Time: **1:30-3:30p**
Location: **Zoom location**

1. **Call to Order**
 - a. 1:34 by Roy Shahbazian.
2. **Approval of Additions or Corrections to Agenda**
 - a. Maria Navarro moved to approve. Ali Kowsari seconded. No objections, agenda approved.
3. **Approval of 3/10 Minutes**
 - a. Alejandro Moreno moved to approve; Louise Janus seconded.
 - b. None opposed. Minutes approved.
4. **Discussion:** How instructors and students are coping with remote instruction.
 - a. Sara Valencia asked about EW being shared with students.
 - b. Reyna shared to be flexible with students.
 - c. Ali Kowsari shared that there will be varied responses remotely.
 - d. Use announcements regularly & often.
 - e. Reminder for students that are used to the structure of a classroom. Frequent announcements to keep them on track.
 - f. William Nguyen wants to share big picture perspective regarding faculty vs. students.
 - g. William would like to hear from Sara (ASG) to see what things the students need.
 - h. Sara shared that computers are being requested and Digital Dons is being used to help students. Something like 200 computers have been made available.
 - i. These computers might be 4 years old and have some issues like cameras and audio not working.
 - j. Students are getting use to zoom and they don't understand how to use technology
 - k. Students are scared because of job issues. Parents also may not be working. Getting used to being home can be difficult on some students.
 - l. Maria Estrada shared that students have been somewhat optimistic. Students feel faculty may not know what they are doing. There are concerns from students who feel their faculty aren't tech savvy.
 - m. Testing has changed for courses such as Math.
 - n. Roy shared that there are questions about taking/giving exams.
 - o. Maria Estrada said this is confusing for students.
 - p. Jorge Lopez shared about exams.
 - q. He says students are doing really well.
 - r. In class he can monitor what students re doing.
 - s. Too much time w/Proctoria to monitor.

- t. What will grades mean this semester?
 - u. Strategies to minimize opportunities for cheating.
 - v. Reading about online grades, some decide to give A's or mandate Pass/Fail.
 - w. Rebecca Ortiz shared she might have a different group of students. Online students may be doing fine, access to computers at house w/issues they didn't have to deal with before. Open modules early so they can work when they have time. Don't overlook the online students.
 - x. 8-week courses, what is being planned?
 - y. Make adjustments to access and due dates so everyone can plan ahead.
 - z. Roy share that there's a reasonable probability we won't be coming back but not transitioning fully online for second 8-week courses.
 - aa. Cherylee shared that she is hearing students are stressed and this is disruptive. Discussions around synchronous, reminded everyone to record and use Conferzoom, the link is saved in the schedule, want to keep integrity of exams.
 - bb. Big thing is learning and SLOs. This is an unusual situation, Nettutor has be paid for by CCC, all students have access 24/7.
 - cc. Open to suggestions for DE.
 - dd. ITS can help with checkout of computers/equipment for faculty and students.
 - ee. Gregory said he received an email from the State Chancellor stating that students are able to withdraw and will receive EW. Should faculty be sharing this with students?
 - ff. Roy said 'yes'.
 - gg. William reminded everyone this is an unusual scenario and strategies and content, etc.. grading is not perfect. Maybe use Proctorio.
 - hh. Ali shared that moving from live sessions to online, it is necessary to redo the assignment. Certain assignments don't translate to online. Adjustments will need to be made.
 - ii. Ali asked Mary about Flex hours. Lots of meeting cancelled that were scheduled to meet Flex requirements. Mary shared that Dean Grant and Dr. Lamb are working to give faculty credit for preparing for this situation. DE Learning opportunities still have same options for getting credit for certing online trainings. Cherylee also shared that everyone who attended M/T trainings will receive credit.
 - jj. Megan Lange shared that she has contact with other campuses. They have a limited amount of lab space for 1 hour, using social distancing, etc., students can stay and work as long as they want if social distancing is observed. Our campus won't be doing this.
 - kk. Reminder to applaud the students that have shown up , there are students very willing and engaged, give them credit.
 - ll. Greg and Zach are in welding. Grades are great but moving forward they are trying to communicate what we should do for labs? Roy shared that labs may not have access this semester.
5. **Discussion:** Tips for divisions & departments in supporting instructors and students during remote instructions.
- a. CCC Possible virtual labs in STEM, but he doesn't know how helpful this will be.
 - b. Roy shared that kinesiology pair PT w/FT instructors.

- c. Maria Estrada is sending updates & reminders to her students. Reminder students of your flexibility before encouraging withdrawals.
- d. Jarek Janio, see this as an opportunity for students to learn something new. CEC is asking members to schedule zoom meetings to share best practices and have students post what they've learned and what they've acquired. Virtual labs can be a meaningful experience.
- e. Rebecca Ortiz knows there are faculty new to canvas, she recommends taking courses with Distance Ed. Online engagement will need to be determined to suit the needs of particular courses.
- f. Easier to learn from areas that are related.
- g. Rebeccas shared that she could help social sciences but less easy to assist with a subject like music.
- h. Cherylee agrees this is a good idea, email faculty to see if they want to mentor in their area. She'll put together a list.
- i. Roy shared that the Board of Trustees and Chancellor could make decisions. There is between \$1-5 million that might be handled slightly different way – He has more authority, especially re: to purchasing required materials. He has requested that anything related to Academic matters be shared with AS Presidents. Roy expects weekly meeting w/ Chancellor.
- j. Sara Valencia shared that ASG is active and meeting weekly via zoom. Events that were cancelled or postponed could possibly happen virtually.
- k. Mary Mettler shared that SCC's senate spent their time addressing best practices for remote instruction, entire focus of meeting.

6. **Public Comments** (Three-minute time limit)

7. **Reports:**

- a. President – Roy Shahbazian
- b. Secretary/Treasurer – Stephanie Clark
 - 1. Elections Reminder
- c. ASG – Sara Valencia
- d. SCC – Mary Mettler
- e. Curriculum – Brian Sos
- f. Planning & Budget – William Nguyen
 - 1. FRC meeting cancelled. No new information from district. Zoom meeting with Mark Reynoso to find out changes.
- g. Facilities – Marty Rudd
 - 1. No report.
- h. SACTAC – Susan Hoang
 - 1. Meeting on Thursday. John Steffens shared there are still some computers available through Digital Dons.
 - 2. Susan also reminded everyone about accessibility reminder, there is support around accessibility. Anything online needs to be accessible.
 - 3. ITS morning check-ins are a great place for tech questions.
- i. Guided Pathways – Stephanie Clark

- 1.Continuing through 2022.
 - 2.Had two site visits that were positive and successful, impressed with our progress.
 - 3.Working on identifying dates for Success Summit or GP Forum.
- j. Accreditation Report – Monica Zarske
- 1.Accreditation is still on.
 - 2.Using teams and zoom so team members are still able to work towards gathering evidence.
 - 3.With these extenuating circumstances the preliminary deadline for evidence & writing may be in May.
 - 4.Nothing has changed.
 - 5.Roy may speak to ACCJC about timeline.
- k. Outcomes Assessment – Jarek Janio – no report
- l. Student Success & Equity – Maria Aguilar Beltran
- 1.Student Journey tool & fund from equity.
 - 2.There are concerns/questions re: what to do with funds.
 - 3.Mary mentioned that they will be able to rollover funds.
- m. Basic Skills/Faculty Development – Mary Huebsch
- 1.Workshops are still happening via zoom.
 - 2.You can still register with workshops as well as Distance Ed.
 - 3.There will be calls for Fall PD soon.
8. **Adjournment** – meeting adjourned at 3:06p