



SANTA ANA COLLEGE MISSION STATEMENT

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

SENATE BUSINESS MEETING MINUTES

Date: **Tuesday, November 26, 2019**
Time: **1:30 p.m. to 3:30 p.m.**
Location: **A-130**

Members Present				Members Absent		Guests	
Michael Buechler	Stephanie Clark	Suanne Oh	Rebecca Vazquez	Jodi Coffman	Conor Higgins	Mary Huebsch	Sara Valencia (ASG)
Reyna Cummings	Zachary Diamond	Luis Pedroza	Cathryn Pierce	Louise Janus	Flo Luppani	Jaki King	Nicole Patch
Maria Estrada		James Rudd "Marty"		Mohammadreza Mirbeik ("Reza")		Fernando Ortiz	
Ben Hager		Roy Shahbazian		Alejandro Moreno			
Susan Hoang		Robert Stucken		William Nguyen			
Ali Kowsari		Bruce Swanlund		Leo Pastrana			
Chantal Lamourelle		Michelle Vasquez		Chuck Ramshaw			
Megan Lange		Monica Zarske		Gabe Shweiri			
Jorge Lopez				Brian Sos			
Joshua Mandir							
Jennifer Meloni							

1. **Call to Order** – Roy Shahbazian at 1:35p
2. **Approval of Additions or Corrections to Agenda** – agenda approved without comment.
3. **Public Comments** (Three-minute time limit) - none.
4. **Approval of Minutes** – Josh Mandir moved to approve, Cara Pierce seconded, all in favor, none opposed.
5. **Reports**
 - a. ASG Representative - Sara Valencia
 - i. Farmer’s Market has passed through resolution via ASG. This will be occurring next semester. May look like a table of food and allow students to grab what they need. No storage. Possibly once a month. If interest seems

clear, they might be offered every two weeks. Hopeful that once Johnson Center opens, they can store food. They welcome help or volunteers.

- b. SCC Senate Secretary/Treasurer - Randy Scott
 - i. Stephanie Clark shared Randy's written report. SCC passed the resolution regarding a smoke-free district.
6. **Informational Item** – AB1725 Implementation under Chancellor Martinez - Trustee Phillip Yarbrough (15 mins)
- a. President of the Board of Trustees.
 - b. Not the President of RSCCD.
 - c. 8 members / 7 voting is what makes up the Board of Trustees.
 - d. The Board hires Chancellors to assist in managing the district.
 - e. There were some issues with the previous Chancellor delivering visions to the community.
 - f. There is a new Chancellor and lots of new policies from the state, we are dependent on both Academic Senate and the Chancellor to bring forth a new vision.
 - g. No longer have personal enrichment, now we have career education, we have a bond measure.
 - h. Mr. Yarbrough simply runs meetings and most trustees agree on things.
 - i. LACCD is run differently, so Chancellor Martinez came from a different bureaucratic system.
 - j. With the new changes, the Chancellor is setting a foundation of management with AB 1725.
 - k. A new way of doing things. Try to fulfill this as much as we can.
 - l. Questions session:
 - i. Does the bond have a chance of passing?
 - 1. Yes, the district used a polling firm to assist with proposing a measure that will pass.
 - ii. The Board tries to support the Chancellor and they get along pretty well. There is a responsibility to the community, but they (the Board) only want to manage *policy* and faculty need to address *operations*.
7. **Informational Item** – Susan Hoang – Library Systems (10 mins)
- a. Library Services Platform – there will be a new platform that the library will be running on, traditionally the library catalog is what we think of with these systems.
 - b. New system is not just a place to access materials, but impacts how the library runs, such as book checkout, Colleague, etc.
 - c. This impacts all access to resources for faculty and staff.
 - d. Impacts the library workloads and workflows, same services but different practices such as course reserve and inter-library loan.
 - e. State gave us \$5 million for 5 years to implement across state.
 - f. Great for our students because they won't need to learn a new system.

- g. This also aligns our practices with SCC. The librarians have been addressing practices and policies together.
 - h. Allows for more customization, more resources and databases into system. Also, more relevant results and more accessibility.
 - i. Susan gave a demonstration on using the new system via CSU Fullerton's library system.
 - j. They continue to test and have usability testing with students.
 - k. Links will be changing on the website, be aware!
 - l. This will also allow for more integration of Canvas.
 - m. Please follow up with librarians if you want additional resources available.
8. **Action Item** – Guided Pathways Scale of Adoption Document – 1st Read - (20 mins)– Dr. Fernando Ortiz
- a. Presentation
 - i. Broken into 4 areas that reflect the pillars of Guided Pathways
 - ii. Been working on this for two years, update this regularly.
 - iii. Now have meta-majors, or Career & Academic Pathways, then jumped into program maps. Hope to move forward on that as well to cover remaining plans.
 - iv. Trying to build an infrastructure of support for our students.
 - v. Many areas in section 4 are not systematic, this is where we need to do a lot of work.
 - vi. As we meet with other colleges in this place, this is the challenging part.
 - vii. We are going to have to think differently about teaching, content delivery, and change is going to be difficult.
 - viii. Having to address issues of equity intentionally.
 - ix. A team of 10 faculty were sent to an Equity Academy and we are hoping they can bring back these lessons and change the way we do business here.
 - x. Question about online training, 3CSN might have something for online.
 - xi. This Equity team has a debrief scheduled with Administrators in December.
 - b. Discussion
 - i. Susan Hoang is looking at transformational practices going on at our campus– but these are not as clearly stated in the document's next steps.
 - ii. Monica Zarske, in terms of data, there are a lot of CE programs that do have service learning and clinical placements that might be reflected in this document.
 - 1. How do we identify these programs? Where does the data come from? Good to share out. Perhaps Deans can request this type of information and then faculty can submit this information. Look for holes in data and making sure data is being distributed to the right offices.
 - iii. Roy is wondering how the state is using this report.
 - 1. Prior to this year the state didn't do much with these, last year the state took these reports and produced results to see where everyone stood relative to one another. This may be used for analytics in the future as well.
 - iv. Ben Hager had a question of the language in the prompts for this report.
 - 1. This document was developed outside of California. Perhaps some items could be reorganized but as a college we don't have much leeway in changing the form.

- c. Fernando will work on the draft and is hoping to get this approved on December 10th, please email any feedback to Ortiz_fernando@sac.edu
- d. There are new rows requesting ‘support needed’ he welcomes suggestions for these items. Feel free to contact him with ideas.

9. **Informational Item** – SEA Report – (5 mins) – Dr. Fernando Ortiz

- a. A lot of this data comes from the Research Department. State is wondering where we are in our student equity plans.
- b. Have to report on African American male and female students, Latino male and female students and some Asian demographics.
- c. Activities supporting these particular groups are also documented.
- d. Success Story focused on SACDays, seems to do quite a bit for students.
- e. Students that attend SACDays tend to enroll in 9 units, their unit enrollment jumps a semester after completing SACDays.
- f. Challenges are that our entire college is full of students with need. Some programs are disproportionately attended by specific demographics, we need to target more specific students with custom programs.
- g. Questions:
 - i. Ali had a question about the Asian category, how do we define this. Do the Asians define this the way we do? Are we including Middle East, Egypt or India?
 - 1. Fernando shared that these numbers are based on self-identified students.
 - ii. Susan believes there might be an opportunity to break this down by ethnic category but may not serve this form.
 - iii. Chantal is wondering why there is only binary gender identification, something to consider with the state reports.
 - iv. Ali wonders if this is self-identification hides students outside of the defined groups.
 - v. Maria mentioned the Dons program example, would addressing (EOPS) these missing demographics mean that this would reduce the support to a specific group of students? Even with need, the funding isn’t there.
 - vi. Guided Pathways is trying to scale programs that work. It isn’t about dismantling; it is about scaling.
 - vii. How do we find out where students are finding this information?
 - viii. Josh is trying to understand how stats on SACDays were determined relative to non-continuing students.

10. **Discussion** – Improving Faculty Hiring Priorities Process (10 mins) – Roy Shahbazian

- a. 6 positions currently open
- b. How can the process be improved?
 - i. Maria, perhaps having an understanding of how our feedback is looked at during the decision-making period. Informational piece would help, she’d like to know how the administration uses this.

- ii. Josh appreciated the single source of data. Alternate ways of reporting data might help. Perhaps a better form?
- iii. Before they had the meeting, the number of positions were approved. Perhaps this should be shared so that there isn't additional work on positions that might be already prioritized by the administration.
- iv. Monica reminded the Senate that this process needs to go through Senate. All positions should come through Senate and should be faculty driven.
- v. Josh believes that HR is pushing back on opening and closing positions early.
- vi. Cara shared that it felt like a lot of information, and that no one actually read the submissions because these seem to be presented differently.
- vii. Ali wonders if Admin should be involved.
- viii. Roy shared:
 1. There was a difference between what Senate proposed and what Admin had proposed. A position was flown and possibly still open.
 2. There are still going to be two batches, and we don't have the FON yet. What we asked was to get a safe conservative number to at least get the jobs out there and interview candidates before other offers are made.
 3. This is not the final list, so it is still possible our list will be followed in the second batch.
 4. They felt strategically flying some positions first would improve our odds for certain fields.
 5. Roy does feel as though district HR is delaying the hiring process. Our region is putting on a job summit in Anaheim on December 7th, and they were hoping to get 300 people registered. They already have 800 people signed up. Two additional fairs were then scheduled in Anaheim and San Francisco in January. The state felt like they would do a great job promoting these fairs so asked the colleges not to close their positions before the February 1st fair.
 6. The college pushed-back on that so they agreed to closing before these job fairs. Have your dean submit a new timeline to HR for an earlier closing date.
 7. Contact Roy if there is anyone trying to delay this process.
 8. Score based on a rubric? Maybe tighten up the delivery with a shorter form and clearer outcomes/objectives.
 9. Many positions are opening on December 1st.

11. **Reports**

- a. President – Roy Shahbazian
 - i. Board meeting. There were a few special presentations on Phi Beta Kappa Honors Society. Special recognition of Nora Mendez, a former student. A signing ceremony for the FARSCCD Contract and CICA.
 - ii. Revisions on Student Code of Conduct.
 - iii. Sponsorship agreement with Pepsi corporation, this has been delayed.
 - iv. Consent Calendar, SCC Substance Media is creating an orientation. SAC has also used Substance Media.
 - v. State Board of Governors consultation meeting with the Chancellor was held in Riverside.
 - vi. BoG must get input from a variety of groups from across the state.

- vii. There is an initiative in the Fresno area breaking down institutional barriers between CCCs and State University system. Interest in replicating what is happening in Fresno within the Inland Empire.
- viii. State Chancellor's office put in a request for ongoing money from the state. The State Department of Education is reluctant to approve this.
- ix. State Academic Senate President presented our priorities; Faculty Diversity, Equity-Driven Systems, Guided Pathways, Inter-Segmental systems and pushing for more pathways. Goal is to have 10 aligned pathways. Academic Senate President feels the universities may not cooperate, so may ask for help from the legislature.
- x. Roy encouraged us to read page 21 from the Senate Rostrum. Second Minimum qualification. California Ed. Code to include in their hiring "criteria that include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students."
- xi. Districts handle this in different ways. It is something we should be thinking about.
- xii. Check with your areas about your open positions and verify the closing date, the Deans need to take action with HR to get these closed earlier.
- xiii. Monica reminded the room that hiring at times when Faculty are not here can become a problem. This timeline should be faculty driven.

b. Secretary/Treasurer – Stephanie Clark

- i. Elections – two positions open for election in Spring, the President and the Secretary. Let your faculty leaders know we need a President-elect.
- ii. Equivalency Forms – Update these!
 - 1. <https://sac.edu/President/AcademicSenate/Pages/Equivalency-Information.aspx>
- iii. The process and use of these forms might need to be verified, if there are issues with Administrators not utilizing these, please contact your senate president.

c. Curriculum – Brian Sos

- i. Cara reported out that there is a new taskforce for the Reading Proficiency issue.
- ii. Maria would like to get more information on that issue, and Cara mentioned that CIC is an open meeting that anyone can attend.

d. Planning & Budget – William Nguyen

- i. Roy shared that the BAM is being reviewed at the district level.

e. Facilities – Marty Rudd

- i. No update.

f. SACTAC – Susan Hoang

- i. Putting together more working groups.

- ii. Trying to make sure things happen. Focusing on Accessibility and Usability, as well Technology Planning.

g. Guided Pathways – Fernando Ortiz / Stephanie Clark

- i. Success Teams are being formed and training will take place in Spring.
- ii. Maria de la Cruz has already reached out to Administrators to serve as CAP Leads. They are hoping to have identified the teams before Spring so that training can occur during Spring.
- iii. Ben asked about compensation for these teams. At this time all Success Team work is on a volunteer basis.
- iv. It is important to understand that we currently serve all of our students, what Guided Pathways is doing is trying to serve our students better. We already serve them, but we want to target and support students in a more intentional way.
- v. Because in the past we have had no processes, and we are developing new processes with Guided Pathways we will experience growing pains. There are no personnel in place for processes that previously did not exist, this is a reality that our college will need to address.

h. Student Equity & Success – Maria Aguilar Beltran

i. Basic Skills/Faculty Development – Mary Huebsch

- i. Students are not going to be passing their transfer level math, learning centers are getting ready to assist students over break and are also working with continuing ed.
- ii. Allied Training, Accreditation, Program Review, etc.

12. Faculty Updates

a. Jaki King

- i. Program Review Chair, a subcommittee of IE&A offering a training workshop for all the programs and service areas that have a Fall 2020 due date. Anyone can attend, but research will be there to assist with data. Hopefully a new simplified template and clearer deadlines. Will work with Outcomes and Guided Pathways to get everything aligned. Feb. 6 at 2p. Jarek will offer Nuventive training directly afterwards. She is hoping to offer these workshops each Spring.

b. Michael Buechler

- i. FMR Process, there is a meeting December 6th and all are welcome to attend to find out about that process.

c. Stephanie Clark

- i. Shared the new Model Curricula for Digital Media. Excited about this, the state has been working through this process for several years developing these pathways. Stephanie was part of this Digital Media Pathway development back in Summer 2016, happy to see it formalized through the state. She will be working to align these programs and courses with the Digital Media department, which will include TV/Video.

13. **Adjourn** – Adjournment at 3:33pm by Roy Shahbazian.

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