



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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

Academic Senate Business Meeting Minutes

Date: **Tuesday, March 9, 2021**
Time: **1:30-3:30pm**
Location: **Zoom Webinar Location**

Meeting Location: <https://cccconfer.zoom.us/j/96274327789>

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- (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

Agenda:

1. **Call to Order** – Roy Shahbazian
2. **Approval of Additions or Corrections to Agenda**
 - a. Added Amberly Chamberlain to item 6 on agenda.
 - b. Additiona approved without descent.
3. **Public Comments**
 - a. Michael Taylor made a public comment about the Digital Media transition. Moving disciplines and having adjuncts aligned into the department.
 - b. Stephanie Clark has not been moved, has not been compensated for her co-chair work.
 - c. No idea if high school instructors will be qualified in time for the Dual Enrollment pathways scheduled for this fall.
 - d. Michael is asking that Senate certify the alignment of the disciplines into the new department.
 - e. College council has not had this on the agenda. Nothing has moved forward and he is very concerned. He thinks it's a good idea to certify the changes so that when it goes to the district we should have a vote on the record for this.
 - f. Roy shared that he will further update during the President's report.
4. **Reports**
 - a. ASG Report – Martha Uriarte – not present.
 - b. SCC Report – Randy Scott
 1. Mellow start to the semester.
 2. Set standards and stretch goals.
 3. Pathways are being addressed.
 4. PnP/ EW decisions were also addressed.
5. **Participatory Governance Manual Update (1st Reading)** - Molly Colunga, Michael Taylor, William Nguyen (15 minutes)
 - a. William shared the PGM draft from Feb. 24th.
 - b. More work to be done on this draft.
 - c. Needs to be looked at again.

- d. Committees don't yet have frequency and meeting times here, but that needs to be added.
 - e. Susan Hoang noticed a mention of the technology master plan, the document states there isn't one, but there is and it just expired last year. SAC is supposed to have one, and this will most likely be the goal of SACTAC next year. She will send to the group to include the old technology plan.
 - f. Dr. Lamb framed that this is coming through the Institutional Effectiveness & Assessment Committee. Assist with articulating our goals and addressing our missing to assist with accreditors. Thanks everyone who helped pull this document together.
 - g. Current participatory governance manual makes decisions by consensus, consider this type of concept while drafting more details especially for College Council that would be an asset to the document. Make sure everyone's voice is heard.
 - h. Roy highlighted the org chart, asked that faculty consider joining these committees.
6. **Committee membership opportunities** - Maria Aguilar Beltran, William Nguyen, Stephanie Clark, Justin Tolentino, Amberly Chamberlain, Roy Shahbazian (25 minutes)
- a. **SEAP** – Maria Aguilar Beltran – Co-Chairs with Fernando – meet once a month during the semester. Lots of conversations in the sub committees using equity data and equity requests. Noticing trends and data, reports from the state, data related to AB705. Very much integrated with Guided Pathways as it relates to Equity.
 - 1. Subcommittees include Funding Request Evaluation, SEAP Plan, Allocation and Planning, Guided Pathways, OER/ZTC Workgroup.
 - 2. Also supports the Men of Color group which has been formed, includes Leo, Marty, Dr. Soto and Dr. Ortiz. Looking for a member of noncredit to join this group.
 - b. **PD – Amberly Chamberlain** – PD advisory committee, meets once a month, has constituents across management, faculty and classified subcommittees. Take feedback from convocation and PD week discuss specific needs.
 - c. **IE&A – Justin Tolentino** – 4 subcommittees that report to IE&A.
 - 1. **Subcommittees** - Enrollment Management Workgroup, Outcomes and Assessments, Program Review and Accreditation.
 - 2. Many reports we see being developed on campus are going through the IE&A. Integrating outcomes and making these meaningful. Program review help programs do self-assessments. Accreditation committee assists with preparing the accreditation report, after which accreditation will constantly be a part of what we do.
 - d. **Facilities – Marty Rudd** – Will address anything the body wants us to bring to attention of the facilities committee. Anything related to facilities, openings, constructions,

broken stuff, lots of members and anyone is invited to join. 3rd Tuesday of each month at 1:30 until about 3pm. Email Marty about anything facilities related.

- e. **Budget – William Nguyen** – Maximize revenue we get from the state, want to allocate funds to maximize efficiency of the institution. Meet once a month on the first Tuesday at 1:30, meet with Dr. Hoffman to set agenda, maximize revenue we bring in. Budget committee does attend the Physical Resources committee, there are formulas we use and allocate to campuses, tries to get involved in these difficult conversations. Good idea for faculty to attend Planning & Budget to understand what the needs are.
 - f. **Guided Pathways – Stephanie Clark** -
 - g. **Senate – Roy Shahbazian** – Senate another opportunity for faculty to serve. 2-year terms. District has committees as well. Planning & Organization assessment committee, how to do something new, how do we coordinate with the fiscal resources committee. District committee on HR, a facilities committee called Physical Resources committee. Kelvin feels the Physical Resources senate representation is really outdated, please consider joining this committee.
 - h. **SACTAC – Susan Hoang** – Great members who are content matter experts in IT, she would like to see more faculty involved because this is a direct line to IT. Message Susan if you have any questions.
7. **Dual-Enrollment** - Basti Lopez De la Luz, Sarah Mathot, Stephanie Clark (25 minutes)
- a. SAC Transitions Team to put together workshops for April. One workshop is focused on offering dual enrollment options in your department.
 - b. Email Dr. Ortiz or Basti to develop a pathway. If you have connections, loop them in and they can support the pathway development. Tremendous growth in CTE areas. Opportunity if your department is struggling.
 - c. Sarah Mathot shared that dual enrollment is with Culinary Arts and Valley High School. They have a baking and pastry course and an advanced culinary arts section as well. They've also launched a pathway with OCHSA. Benefits our college, community and partnerships. Finding a point of contact that has the passion for developing these pathways and sees the benefits for the students. Work from the faculty perspective and work building that partnership, setting schedule, hiring instructors, meeting minimum qualifications. Once hired it gets a lot easier to set the schedule. Hopeful that in the fall things with Dual Enrollment will be easier. Need to align the high school curriculum with our college curriculum. All sections they offer are outside of the school day.

- d. Stephanie Clark shared dual enrollment experiences is about curriculum and partnerships. It does take time and it also takes some creativity using all the tools in your curriculum toolbox. Hiring, orienting and aligning to the high schools.
8. **Quality Focus Essay for Accreditation (1st Reading)** - Stephanie Clark, Reyna Cummings (20 minutes)
- a. Reyna, Stephanie and Fernando Ortiz presented the QFE related to three projects from Guided Pathways. Dr. Ortiz shared that the document would be going through College Council for review and he will be happy to report back.
 - b. No questions about the document.
9. **Reports:**
- a. President – Roy Shahbazian
 - 1.Re-org for Digital Media passed through College Council today.
 - 2.Dr. Lamb confirmed the re-org is progressing and all documents were updated to move forward. He shared that re-orgs are not that complicated, they just send the paperwork forward and go through the processes.
 - 3.Roy shared that these program decisions were approved by Senate this past fall. There is some administrative paperwork that needs to be approved.
 - 4.Stephanie Clark commented that the Senate actually voted to review a document and it was the Senate Executive Committee who chose to kick it to CIC, not the Senate body. She requested that in the future if the Senate Executive did get involved in decisions like this then she'd like to see those individuals at the meetings so that they are educated in the process, as she felt there were unprofessional comments made at her expense during these CIC sessions. Including limiting of her time to speak and also the leadership speaking against supporting her by confusing the issue. She expects leadership to attend meetings like CIC in the future if they choose to work against the Senate body's vote.
 - 5.Roy corrected Stephanie that all curriculum is delegated to CIC.
 - 6.Brian Sos interjected that he believes Stephanie's comments are taken out of context and he was simply reminding the room that curriculum doesn't belong to an individual but to the college.
 - 7.Roy Shahbazian declared the discussion out of order.
 - b. Secretary/Treasurer – Stephanie Clark
 - c. Guided Pathways – Stephanie Clark
 - d. Curriculum – Brian Sos
 - e. Planning & Budget – William Nguyen
 - 1.Budget items related to stimulus act will lead to some additional monies between our two colleges.
 - 2.William also would like to address the issue of returning to work in the fall and acknowledge that there are still some unknowns.
 - f. Faculty Professional Development – Amberly Chamberlain

1. Amberly shared some statistics around professional development and convocation.

2. Several speakers this spring that she's bringing onboard based on faculty requests.

g. Student Success & Equity – Maria Aguilar Beltran

1. SEAP committee working on co-creating plans.

2. USC Racial institution, 6 sessions, materials are now available.

h. SACTAC – Susan Hoang

i. Outcomes/Assessment – Jarek Janio

1. SLO Friday workshops and professional development.

j. Accreditation – Monica Zarske

10. **Announcements**

a. Stephanie Clark will not be serving as Secretary/Treasurer after this spring due to other professional obligations such as Guided Pathways.

11. **Adjournment**