



## SANTA ANA COLLEGE MISSION STATEMENT

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

# Academic Senate Business Meeting Minutes

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Date: **Tuesday, April 13, 2021**

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

Location: **Zoom Webinar Location**

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

### Agenda:

#### 1. Call to Order – 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

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

- a. Stephanie Clark requested to remove item 3, minutes for next meeting. This was approved.

3. **Public Comments**

- a. No public comments.

4. **Reports**

- a. ASG Report – Martha Uriarte – no rep present.
- b. SCC Report – Randy Scott – may not be able to join.

5. **Education Master Plan with Proposed Edits (2nd Reading) (15 min) - Susan Hoang, Luis Pedroza, Roy Shahbazian**

- a. Shared the Ed Master Plan with comments and changes. Substantially shortened and now addresses information about anti-racism on campus
- b. Addressing baseline figures. Contextualize SAC numbers for reference, common numbers.
- c. Sections organized by vision goals and then by strategic goals with program review activities. Integrating into one group would be more user friendly.
- d. William thinks reorganizing this so it is more readable. Organize so it becomes a little easier to read.
- e. Stephanie thinks the SOAA table should highlight an action-plan rather than the essential practices.
- f. SACTAC is having trouble aligning their work into the Ed Master Plan. Contextualize these items.
- g. Motion to approve the Ed Master Plan with the edits from the workgroup as well as making recommended changes to the SOAA elements to include the next steps as text and not tables. Luis Pedroza motioned and Jim Isbell seconded.
- h. Vote, Yes's have it. No objections.

6. **Review Academic Senate Bylaws (20 min) - Roy Shahbazian**

- a. Shared by-laws with comments.
- b. Executive Committee to not be a formal committee of the academic senate so that it is not subject to the Brown Act. Should we remove Executive Committee from our By-laws?
- c. Add term limits? Former President appointed people with casual term limits. These term limits are listed in the participatory governance handbook. Should review these and make it well defined in our governance handbook, for how long, etc.
- d. Calendar to help us with this?
- e. Replace Executive Committee with Officers. (item E/F)
- f. Audit for AcademicSenate rather than executive Committee.

- g. Request nominations via Secretary/Treasurer instead of Executive Committee.
- h. Evaluate the divisions for accuracy.
- i. Evaluate the need for elections.
- j. Roberts rules and flexibility?
- k. Conflict of Interest language?
- l. Stephanie shared that additional faculty chairs from participatory governance committees. Expanding to include other committees. Top level committees might make sense to include those leaders in the Executive Committee.
- m. Susan shared the word document, we'll move the comments to this new document and review this in a future business meeting.
- n. Susan agrees that expanding the Executive Committee but need to consider asking these leaders to join another committee. Consider adding compensation to assist these roles.
- o. Rebecca Ortiz, would like to share that she didn't grow up in a community where leadership was important. If we want to become more inclusive of women and people-of-color we should embrace the idea of mentors. When leaders hold the positions year after year, then that becomes exclusionary rather than inclusionary. It's important to develop the voices of people like Rebecca and others.
- p. Jim shared that he thinks this is a good idea.
- q. Monica Zarske, shared that she appreciates Rebecca's comments. Changed from President/Vice-President vs President-elect, this allows for automatic rotation. VP didn't go into President role so this allows for better training. Encourage rotation and more opportunity for others to get involved.
- r. Amberly is discussing mentorship program to navigate educational system, non-tenure, tenure, chair to dean. Goal is to have a 4 year faculty institute that would be mentored by 5<sup>th</sup> years and would be a rotational thing.
- s. Maria shared that plenary will cover some anti-colonization efforts within our system. How are we perpetuating inequities? What are we doing, how is it that we may be excluding people from participating.

**7. Accreditation ISER (1st Reading) (20 min) - Monica Zarske**

- a. Shared that there were 4 teams aligned with the 4 standards.
- b. Each standard had team assigned to each sub-standard item, these teams included faculty, staff and management so it has been very collaborative.
- c. Large document, but smaller than in the past.
- d. Standard IV includes working with the district. Next read will be May 11.
- e. If you have feedback or comments, please direct these to Monica Zarske so she can get it into the teams site and offer changes to Accreditation Steering Committee.
- f. Dr. Lamb would like to thank the faculty and staff who helped contribute. What is your vision for the Accreditation Committee as a standing committee as we move forward in the future?

1. Work with IE&A the purpose would be for maintaining a viewpoint on accreditation as far as what our goals are as far as knowing the standards.
  2. Make sure that faculty/staff
- g. Dr. Lamb thanked Monica for the work that she does, monumental task.
  - h. Keep our eyes on the work of accreditation and the hope is that through a body such as an Accreditation Subcommittee we might be able to get the word out about accreditation.
  - i. Instruction.Support Service Standard II
  - j. Standard IV
  - k. Standard 1 Broad View of institutional effectiveness
  - l. Standard III Business Operations
- 8. Block Schedule (30 min) - Dr. Fernando Ortiz**
- a. Met with faculty, discussion forums
  - b. Met with District IT to talk about the technology infrastructure that would be impacted by this.
  - c. Based on the feedback we have added columns for other options.
  - d. This is for Spring 2022 scheduling
  - e. Added additional hour classes such as 4 units, or lab courses for options.
  - f. In unique situations, we are asking faculty to work with chairs and deans. There will be exceptions, this is to allow more students to take more units.
  - g. Hoping the majority of courses can align within this schedule.
  - h. Motion to approve the block schedule as presented would be the
  - i. Kelvin wants to understand the 6 contact hours courses. Which can fit within the 3 hour blocks.
  - j. Ali also had a question about the blue lines, these are a break or can there be exceptions?
  - k. Zach is curious if we need to add a note? Or how will we be transparent about this?
  - l. Brian Sos shared that divisions can discuss this with chairs and division deans.
  - m. Luis Pedroza moves to accept this block schedule with the understanding that it will maximize scheduling for students, but acknowledging there are some special cases that may be determined at the division level with justification. Stephanie Clark seconded the motion.
  - n. Motion approved with 12 yes's and 4 no's

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<b>Secretary/Treasurer</b>	Y Stephanie Clark	<a href="mailto:Clark_stephanie@sac.edu">Clark_stephanie@sac.edu</a>
<b>Chair, Curriculum &amp; Instruction</b>	Brian Sos	<a href="mailto:Sos_brian@sac.edu">Sos_brian@sac.edu</a>
<b>Co-Chair, Budget Committee</b>	William Nguyen	<a href="mailto:Nguyen_william@sac.edu">Nguyen_william@sac.edu</a>
<b>Co-Chair, Facilities</b>	Rudd, James "Marty"	<a href="mailto:Rudd_james@sac.edu">Rudd_james@sac.edu</a>

### ***Division/Area Senators***

<b>Division/Area</b>	<b>Junior</b>	<b>Senior</b>
<b>Adjunct Faculty</b>	Karissa <a href="#">Lovero</a> A	Bruce <a href="#">Swanlund</a> A
<b>Business</b>	Gabe <a href="#">Shweiri</a> Y	Ali <a href="#">Kowsari</a> Y
<b>Continuing Education</b>	Alejandro Moreno Y	Mohammadreza ("Reza") <a href="#">Mirbeik</a> A
<b>Counseling</b>	Leo Pastrana A	Jodi Coffman Y
<b>Kinesiology</b>	Brian <a href="#">Sos</a> Y	Flo <a href="#">Luppani</a>
<b>Fine &amp; Performing Arts</b>	Michael Taylor	Reyna Cummings A
<b>Health Sciences</b>	Quynh Mayer	Michelle Vasquez
<b>Humanities</b>	Molly <a href="#">Colunga</a> Y	Conor Higgins
<b>Human Services</b>	Chantal <a href="#">Lamourelle</a>	Jennifer <a href="#">Meloni</a>
<b>Library</b>	Susan Hoang	Luis Pedroza Y
<b>Math</b>	Kelvin Leeds N	Suanne Oh N
<b>Science</b>	Andrew Barrios N	Jorge Lopez Y
<b>Social Sciences</b>	Adriana Ramirez	Rebecca Vasquez Ortiz Y
<b>Student Services</b>	Annette Bui Y	Maria Estrada A
<b>Technology</b>	<i>Vacant</i>	Zachary Diamond Y

o.

p.

### 9. **Reports:**

a. President – Roy Shahbazian

1. Plenary this upcoming weekend, along with state ASCCC Executive Committee elections.

b. Secretary/Treasurer – Stephanie Clark

1. Matthew Beyersdorf – April 29<sup>th</sup> at 3pm

c. Guided Pathways – Stephanie Clark

d. Curriculum – Brian Sos

e. Planning & Budget – William Nguyen

f. Faculty Professional Development – Amberly Chamberlain

1. Survey sent out today about PD. It will help with planning PD week.
2. Tech Tuesdays will be happening throughout summer for those who are teaching.
3. Speaker series and wellness workshops.
4. Black Student Hours in week of April 26<sup>th</sup>.
5. Additional links in PD email.
6. Launching and testing Cornerstone, faculty will have access during fall.

g. Student Success & Equity – Maria Aguilar Beltran

1. Currently reviewing equity requests and will be sending out additional questions about requests.

2. Maria will be able to give more updates in the next meeting. Equity award funds were able to be awarded \$143,000 in emergency grant funds to students.

- h. SACTAC – Susan Hoang
- i. Outcomes/Assessment – Jarek Janio
- j. Accreditation – Monica Zarske

10. **Announcements**

- a. Rebecca Ortiz, recently joined a group around Starfish. This early alert system is already showing incredible gains with student retention. Next week you will receive an email to join this effort. Extends to everyone to get involved with student success and completion.

11. **Adjournment** – meeting adjourned at 3:33pm