



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community. Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

APPROVED

Senate Business Meeting Minutes

Date: **May 9, 2017**

Time: **1:30 pm – 3:30 pm**

Place: **I-209**

<u>Members Present</u>		<u>Absent</u>	<u>Guests</u>
Maria Aguilar Beltran	Brian Kehlenbach	Genice Gilreath	Madeline Grant
Michael Buechler	Stacey Littlejohn	Ray Hicks	Mary Huebsch
Alondo Campbell	Jane Mathis	Flo Luppiani	Bonnie Jaros
Dori Dumon	Ana Meckes	Moises Medina	Carlos Lopez
Noemi English	Amit Mishal	Edwin Pulido	George Sweeney
Ed Fosmire	Luis Pedroza	Kristen Robinson	Melissa Utsuki
Susan Garnett	Teresa Simbro	Robert Stucken	
Gina Giroux	Irene Soriano	George Wright	
Benjamin Hager	Brian Sos		
Michelle Hardy	Tommy Strong		
Mark Higgins	John Tashima		
Charles Jang	Mike Taylor		
Louise Janus	Monica Zarske		
Elliott Jones			

- I. **Call to Order** – meeting called to order at 1:30 pm
- II. **Approval of Additions or Corrections in Agenda** - Meeting changes made in arrangement of agenda items. Motion moved by Jane Mathis and seconded by Louise Janus. Approved unanimously by all Senators present.
- III. **Public Comments** (Three-minute time limit) – none
- IV. **Approval of Minutes** April 25, 2017 – minutes reviewed and motion moved by Maria Beltran and seconded by Noemi English to accept minutes as written. Approved unanimously by all Senators present.
- V. **Presentation** Melissa Utsuki, SAC POI
 - Branding is a focus for Melissa

- Annual report for the college is a good way to highlight the 2016-2017 academic year- please send Melissa information and photos know of such things as a student success story, awards won by students and faculty, participation in outreach events, etc.
- Wants it to become an annual publication. Photos appreciated!
- SAC has a Face Book, Instagram and Linked-In accounts
- Cognito Train Presentation - May 11, May 16 & May 23

VI. **Presentation** SAC Faculty Development Tracking System – Mary Huebsch & Madeline Grant

Mary and Madeline gave a demonstration/description on the new online flex activity tracking system which will replace the paper Flex Activity document starting Fall 2017

- Only change of flex hours is if it is non-instructional because there are no flex hours associated with that
- Conferences taken during breaks can be utilized – this is an annual commitment
- Tuesday in Flex Week will be heavily scheduled with flex activities
- If you are a presenter you get double flex hour credits
- Sign up for SAC flex activities and add in outside conferences attended.

VII. **Action Item** Enrollment Management Plan Draft – Carlos Lopez

Give feedback to Carlos Lopez and Jim Kennedy by May 17. Copy Leisa Schumacher.

- Financially SAC is stable but the enrollment is down
 - 35 is the number of FTES to make the class in a positive revenue balance for CCC
 - Attempting to tighten up schedule so courses are not cancelled due to low enrollment in the first two weeks
 - Wait lists will be made earlier so if another section is opened the wait list will be linked to an email sent out to those in the wait list
 - Work on Ed Plan data from a program which will start to be utilized to better forecast how many sections of a course is needed in which programs
 - Repeatability issues still exist at the State level which can be a challenge, especially with Life-long learning courses
 - Why are our registration dates so much later than other schools- something to look into
 - Different statistics were addressed in the document to stress FTES and enrollment
 - Our goal is to meet our cap at 0.6% so we can grow financially
 - Our Distance Ed courses have a very high success rate
 - Standardized block schedule is being looked at - should help increase efficiency
- Motion made by Brian Sos to endorse the Enrollment Management Plan and seconded by Maria Beltran. Approved unanimously by all Senators present.

VIII. **Action Item** Mid-term Report – Bonnie Jaros

Bonnie gave a through explanation and description of the Mid-term Report. She went through each Standard page by page describing the content written and requesting any input and/or questions from faculty. Some information was:

- All the documents are at the end and on an internal document-Dori Dumon will be linking them together

- New format of Midterm Report is to only report on recommendations not previously reported
 - Imperative to document the plan arising out of the Self Evaluation Report
 - Only referenced standards to be written in the recommendations
 - Bonnie needs input no later than May 17th, then it goes to administration, Dr. Rose and then College Council with the first reading in June and second reading in July
 - Revision of Mission Statement is needed due to Baccalaureate Program
 - Recommendation is to have programs reviewed and ILO's done so we won't be sanctioned in the next accreditation.
- Motion made by Brian Sos to accept the Mid-term Report and seconded by Irene Soriano.
Approved unanimously by all Senators present.

IX. **Presentation** Common Assessment Initiative - Maria Beltran

Maria gave a thorough presentation of the Common Assessment Initiative

- Community colleges are using higher student assessment standards than universities
- District-wide task force with faculty
- Web- based proctored test used. No longer a cut score to place them, but multiple measures to be utilized for better outcomes. Student profiles utilized instead of only placement tests
- Hopefully this will create better placement for students and reducing more students who do not need to be placed in remedial courses.

X. **Reports**

a. President –Elliott Jones

- Outcomes Assessment Work Group met for the first time and began preliminary exam of processes
- District requesting an institutional assessment of a budget allocation model
- Please give names of junior senators for next year

b. Secretary/Treasurer- Teresa Simbro

- SAC Awards of Excellence Ceremony Thursday, May 18 at 2:00 pm Phillips Hall

c. ASG Representative– Edwin Pulido – no report

d. SACTAC – George Sweeney – no report

e. SCC Senate Secretary/Treasurer– Mike Taylor

- Accessibility training next Friday with lunch at SCC

XI. **Division Reports as Needed** – no reports

XII. **Other** Adjunct Faculty Workshop for SAC credit faculty will be on August 8 & 10th

XIII. **Adjourn** Meeting was adjourned at 3:30 pm

Respectfully submitted,
Teresa Simbro
Secretary/Treasurer
SAC Academic Senate