



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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

SENATE BUSINESS MEETING MINUTES

Date: **Tuesday, May 14, 2019**
Time: **1:30 p.m. to 3:30 p.m.**
Location: **I-102**

<u>Members Present</u>		<u>Absent</u>	<u>Guests</u>
Maria Aguilar Beltran	Amit Mishal	Ali Kowsari	Dr. Jeffrey Lamb
Gary Bennett	Alejandro Moreno	Stacey Littlejohn	Mary Huebsch
Michael Buechler	Tim Murphy	Jane Mathis	Megan Lange
Stephanie Clark*	Leo Pastrana	Marty Rudd*	Fernando Ortiz
Ed Fosmire*	Mila Paunovic	Brian Sos*	Michael Taylor
Rocio – Gonzalez Santillan	Cara Pierce	Breanna Ceja	Dr. Vaniethia Hubbard
Louise Janus	Luis Pedroza	(ASG)	Dean Alicia Kruiuzenga
Chantal Lamourelle	Roy Shabhazian*		Scott Baker
Flo Luppani	Tommy Strong		Jennifer de la Rosa
Osiel Madrigal	Michelle Vasquez		Cherylee Kushida
Josh Mandir	Monica Zarske*		Rebecca Barnard
Sarah Mathot	Chuck Ramshaw		Theodore Moreno (ASG)
Krystal Meier			

I. **Call to Order**

- a. Meeting called to order by President Monica Zarske at 1:31pm.

II. **Approval of Additions or Corrections in Agenda**

- a. Louise Janus moved to approve agenda and Maria Aguilar Beltran seconded. Agenda approved unanimously.

III. **Approval of Minutes**

- a. Flo Luppani moved to approve; Louise Janus seconded the minute. Approved unanimously without comment.

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

- a. Michael Taylor, Chair of TV/Video at DMC shared a conversation about Ruth Muniz. Ruth removed FOB access, dictated when to have access to DMC building, she reviews all rosters of students, monitors surveillance cameras, stops employees in the hallway requesting hours of their assignment. Latest incident involved keys forced Michael to wait, Michael requested security come and retrieve keys, Ruth removed keys off his keychain, and rm 203 key is missing, Ruth claims she took a picture of the keychain. Ruth accused Michael of having a key

to her office. Ruth Refused to give back classroom keys. Why is Michael not allowed access to his classroom?

- V. **Discussion** – Updated Online Instruction Policy – Cherylee Kushida (5 mins) (proposal attached)
- a. Presented the proposed policy, which is an update to the currently implemented policy.
 - b. Currently faculty go through Canvas Training, Video Training, and Accessibility Training prior to the Online Teaching Certification training.
 - c. Online has 2% higher retention than lecture, we want to continue high quality online classes.
 - d. REMINDER: Online Faculty, your Accessibility Training must be complete by the end of Spring.
 - e. Those trained prior to OESP were grandfathered in with the completion of Canvas Silver training.
- VI. **Discussion** – Student Discipline Panel – Dr. Vaniethia Hubbard, Scott Baker, Jennifer de la Rosa, Dean Alicia Kruiuzenga (45 mins) (see attached presentation)
- a. Dr. Hubbard introduced the panel.
 - b. Dr. Hubbard reminded us that even though one event was mentioned which initiated this panel discussion there are several kinds of events that are different and discovered through investigations.
 - c. The Panel Introduced the concept of the BIT or Behavioral intervention Team.
 - d. Dean Kruiuzenga let the room know that they are happy to visit a division or a department about discipline. It's important that everyone understand that communication from a BIT is regulated. Sometimes faculty will share issues, but these are on a case-by-case basis. Saddleback recently dealt with a case of removing a student, however, upon discovery, an email showed that the behavioral issue was shared with faculty that were not a part of the investigation and this action disrupted the investigation. There is a 10-day period for investigating whether a student can stay or leave.
 - e. At this point the BIT offered a presentation on Student Conduct.
 - i. Some information: Students are not disclosed who (employees) complained about them, however if a student discloses something about another student then the complainant is in fact disclosed to the other student.
 - ii. Process: Jennifer de la Rosa is Step One in discipline, if it is appealed it goes to Alicia and then Alistair.
 - iii. Student Rights: All parties have the opportunity to plead their case.
 - iv. Drugs: Weed is also not allowed on campus; this is a non-smoking campus.
 - f. Chantal mentioned a student bringing a weapon to class. She questioned why there is even a discussion when a student brings weapons to class? – Alicia reminded us that there is in fact 'due process'. There is a zero-tolerance policy on campus, but there is still an opportunity for students to appeal and to state their case.

- g. Dr. Hubbard stated that Ed Code dictates 'due process' is obligatory.
- h. Disruptive behavior: You can notify the student conduct group about disruptive behavior even if it is under control as it is helpful to have documentation. You can do this through Maxient. Reports do go to the BIT team even if you don't hear a response.
- i. Low-level behaviors were shared in the presentation. Faculty have the option of removing students from up to 2 class periods without getting BIT involved.
- j. Students can be suspended from district, rarely by campus.
- k. Who should faculty approach if they receive aggressive emails? Submit to Maxient.
- l. The team is interested in removing people that make the campus feel unsafe.
- m. Questions about making faculty locations available online were brought up. The ASG rep. said it is easy to find a faculty if anyone wants to, so the publication of location is maybe not important.
- n. Disruptive behavior does have a process, the process was provided in the slide. Students always have the right to appeal classroom sanctioning by faculty.
- o. It is helpful to have clear discipline options in the syllabus.
- p. BIT team is composed of Student Affairs, Health & Wellness, Student Life, and Student Affairs, Student Conduct and Safety & Security.
- q. The BIT is small by design, in an effort to protect confidentiality.
- r. It is up to you whether or not you want the BIT team to become engaged. BIT team does not have the authority to remove students once the suspension stage ends. You can set policies in your syllabus for certain behaviors, including attendance.
- s. Josh Mandir asked about a situation where a student and professor could not contact each other, but due to the building, the student could still take a class in the same hall/building. Dean Kruienza shared that this might force students to SCC to avoid contact.
- t. Ed Fosmire brought up the need to address mental illness. The BIT shared that suspensions can include a requirement of getting evaluated for mental health clearance.
- u. Long term suspension has also been applied to assist with mental health clearance issues for additional safeguards. Expulsions can also go forward to the board.
- v. Flo Luppani reminded the room that behavior does not have to be disruptive only in class, and you can submit a concern about mental health. Rebecca Barnard coordinates these issues.
- w. If there is something violent happening, where personal safety is involved, please call Campus Safety *333. Also remind students and colleagues to use LiveSafe App.
- x. Blue Phones are up, and we are getting more, let's make sure students know about these.

VII. **Discussion** – Monica Zarske – Mentorship Program (10 mins)

- a. Sciences, F&PA, Human Services, Social Sciences, Nursing, Business, Math already have mentors in some capacity.

- b. Dr. Lamb is considering expanding this to be more official.
 - c. Dr. Lamb would like to know what would be helpful?
 - d. Some faculty wonder if this might be available for adjuncts as well.
 - e. Mentors can possibly live outside of home department. Try to avoid conflict of interest, not peer reviewer and mentor to same faculty.
 - f. Work group for designing a mentorship program is being developed. If you are interested in the work group, contact Stephanie Clark clark_stephanie@sac.edu
 - g. Mentorship is happening right now, but it needs to be formalized.
 - h. Perhaps this could be part of New Faculty institute? The future hires might go through both a District and SAC Faculty Institute.
 - i. Dr. Lamb sees the Faculty Institute as an opportunity, using this as a way of thinking about Guided Pathways work, equity and inclusiveness which can be powerful.
 - j. Dr. Lamb would like to collect best practices for mentorship.
- VIII. Action Item – Draft Student Equity Plan, 1st Read – Monica Zarske and Dr. Jeffrey Lamb
- a. Dr. Lamb verbally presented the Student Equity Plan, but it is currently in the draft stage.
 - b. Goals are for a three year plan.
 - c. SAC is using CCCApply data and Outreach to collect information.
 - d. The NOVA system is being used to identify student impact.
 - e. The document will be sent out as soon as it is ready.

IX. **Reports**

- a. President – Monica Zarske
 - i. Joint meeting between Academic Affairs Deans and the Chairs occurred for the first time.
 - ii. April 10th, Monica attended an RSCCD Strategic Planning Retreat at Bowers Museum where the participants looked at two district documents, the District Planning Manual, and the Strategic Plan. POE will gather that information, re-edit and post.
 - iii. This Thursday, May 16th, Awards for Excellence! 2-4pm in Phillips Hall.
 - iv. Ed Arnold Golf Classic, raised \$100,000+ for athletes.
 - v. We are celebrating our first graduating class of OTC.
 - vi. California College Faculty vote of “no confidence” in the Chancellor’s Office. Not much word from ASCCC.

- vii. The three day drop policy has been delivered to the board, and they are very interested in it.
- b. Secretary/Treasurer – Stephanie Clark
 - i. Senate elections are ongoing, but all senators have been contacted.
 - ii. A-216 Faculty Workroom ongoing discussion of maintenance.
- c. ASG Representative – Teddy Moreno
 - i. Announced the Asian-Pacific Islander Event is tomorrow.
 - ii. There is a Business Event taking place next week in the central mall on Wednesday.
 - iii. “Thank you,” chocolates from ASG have been delivered to mailboxes.
 - 1. Teddy expressed his disappointment that professors don’t check their mailboxes. ASG fliers are delivered here.
 - 2. He would like to remind everyone that important items are delivered to faculty mailboxes.
 - iv. ASG would like to see faculty at their events.
 - v. Office of Student Life has a new bulletin board for textbook sales. They are hoping to make it easier for students to post and buy.
 - vi. For flier stamps, it’s a freedom of speech issue, most fliers are approved. Nicole Moya decides if fliers are approved.
 - vii. ASG elections came in, Guerrero Guerra is President, Sara Valencia VP – vacancies exist! Encourage students to get interviewed by VP and appointed by Senate.
 - viii. ASG is still advocating for programs and services be extended to night students.
 - ix. Clean facilities are still an issue.
 - x. In response to the BIT presentation, Teddy reminded everyone to make sure *333 is posted above phones so students know how to call security.
- d. Curriculum – Brian Sos – no report
- e. Planning & Budget – Ed Fosmire
 - i. SAC held harmless through 2021-2022.
 - ii. Budget change form must include supporting documents from now on.
 - iii. Goals of the Planning and Budget Committee are being defined.
- f. Facilities – Marty Rudd – no report
- g. SACTAC – Luis Pedroza (see attached report)
 - i. Currently updating SAC technology plan.

- ii. District Technology Plan that is aligned with District Master Goals. SAC's Technology Plan will be based on this and go through approval in the Fall.
 - iii. Accessibility report from the district, recommendations made through a 300-page report. All faculty are responsible for this accessibility.
 - iv. Reminded the room that it is vital for faculty to complete Canvas Accessibility training.
 - v. SACTAC members are revisiting the mission and charge for this committee, more inclusive, better communication, etc.
- h. Guided Pathways – Fernando Ortiz (presentation attached)
- i. Presented quick update from GP Forum.
- i. Student Equity & Success – Maria Aguilar Beltran
- i. Equity requests, reviewing applications at this time.
 - ii. Leaving a little room for faculty innovation requests.
- j. Basic Skills/Faculty Development – Mary Huebsch
- i. Have some funds to support the Equity requests as well.
 - ii. Equity webinar will be occurring this Thursday. Deficit thinking to Asset thinking.
 - iii. Professional Development announcement – include in senate email.
- k. SCC Senate Secretary/Treasurer– Mary Mettler
- X. **Faculty Updates - none**
- XI. **Other - none**
- XII. **Adjourn** – Luis Pedroza moved to adjourn, so moved. Meeting was adjourned at 3:30 by Monica Zarske.