



ACADEMIC SENATE

SANTA ANA COLLEGE MISSION STATEMENT

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

SAC Academic Senate Business Meeting Minutes

Date: **Tuesday, September 11, 2018**

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

Place: **I-204**

Members Present

Maria Aguilar Beltran	Krystal Meier
Gary Bennett	Amit Mishal
Stephanie Clark	Tim Murphy
Noemi English	Leo Pastrana
Ed Fosmire	Mila Paunovic
Ali Kowsari	Cathryn Pierce
Chantal Lamourelle	Marty Rudd
Stacey Littlejohn	Roy Shahbazian
Osiel Madrigal	Brian Sos
Joshua Mandir	Tommy Strong
Jane Mathis	Michelle Vasquez
Sarah Mathot	Monica Zarske

Absent

Michael Buechler
Louise Janus
Flo Luppani
Alejandro Moreno
Luis Pedroza

Guests

Mariano Cuellar Zeke
Hernandez
Jeff Lamb
Dory Manning
Mary Mettler
Fernando Ortiz
Narges Rabii-Rakin

- I. **Call to Order and Welcome** – President Zarske called the meeting to order at 1:30 pm
- II. **Approval of Additions or Corrections in Agenda** -
Agenda reviewed, no corrections or additions requested. Motion moved by James Rudd; seconded by Osiel Madrigal to accept the agenda as written. Approved unanimously by all Senators present.
- III. **Public Comments (Three-minute time limit)**
 - Concern regarding the student non-payment drop policy – Currently there seems to be no notification on the 3rd day to remind students and if the 3rd day falls within the semester, students do not get dropped.
- IV. **Informational** – Review of new administrative regulations. No concerns were brought forward.
- V. **Reports**
 - a. ASG Representative- Theodore Moreno
 - 9/11 remembrance day flags were placed all around courtyard in remembrance of September 11th, 2001.

- There will be a homecoming football game on October 6th @ Santa Ana Bowl.
- Club Rush will take place on Sept 12th and 13th taking place at the central plaza from 11:00 am to 1:00 pm. One of the goals is to attract more students and obtain more student involvement.
- DONS Spirit days being established every Wednesday – Show school spirit by wearing school colors or SAC attire. Wear your attire and visit the Office of Student Life in VL-108 for the opportunity at the end of every month to win a prize.

b. President – Monica Zarske

- Reminder EEO training – Faculty WILL NOT be able to serve on screening committees if they have not gone through EEO training. Training lasts for 2 years. Upcoming trainings will be held on Wednesday, September 26, 2018, at Santiago Canyon College, 1:30 p.m. to 4:30 p.m., Room H-106. Two trainings at Santa Ana College on Thursday, September 27, 2018, 8:30 a.m. to 11:30 a.m. Room I-206 (I Building– next to the pool) and 1:30 p.m. to 4:30 p.m., Room D-106 (Dunlap Hall).
- AB705 – regional meeting hosted by ASCCC at San Bernardino College will be held September 20th.
- At the Board of Trustees meeting Dr. Rose reported Health Center hours to be the following: 8:00am-5:30pm on Monday's/Tuesday's/Thursday's; 8:00am – 7:00pm on Wednesday's; 8:00am-12:00pm on Friday's. Due to current Psychologist vacancy, hiring for P/T psychologist taking place. A question was asked about the actual hours the nursing staff available for the students.
- Acquiring permits for visitors (guest speakers) on campus – Process now includes a form to make request. Process asking for two weeks' notice.
- SCC senate has written a resolution in support of the 9th place ranking. A motion was made by Amit Mishal and seconded by Mila Paunovic in support of our current 9th place ranking. 22 in favor; 2 opposed. SAC senate will review SCC resolution if passed to see if it would like to support.
- Future Topics:
 - ASG writing resolution regarding a “college hour”. Will come back to senate for discussion.
 - Tobacco-free campus – current rules are for smoking in the parking lots but a possibility where the entire campus could become a smoke-free campus
 - Online teaching and faculty assignment loads – clarification needed and discussion on teaching loads if the faculty have online teaching assignments
- ASCCC Awards – upcoming awards starting in November. Information will be sent out. President Zarske asked for nominations.
- Thank you letters shared from the students who were awarded academic senate scholarships.

c. Secretary/Treasurer – Noemi English

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

- There are still open opportunities to serve on Academic Senate for Adjunct and other divisions.
- Encouragement made to support the Academic Senate by paying dues, \$5/month or \$50.00/year. Dues assist with sending faculty to institutes and for student scholarships.

d. Curriculum – Brian Sos

- Prerequisites planning for the next Academic year - the deadline is Oct 10th to make the next catalog year.
- IGETC requirements for curriculum - July 25th is the due date for CORs in order to meet the UC deadline for new course proposals, the state no longer retroactive for the courses.
- UC courses that need to be revised – September 26th was the deadline.
- Communication for CIC reps and faculty – Encouraged to be clear between your division representative and faculty.
- Faculty Service Area – There needs to be consultation between a new course or program across division in case a class is being offered that might affect another FSA and department. There could a course being presented that may be conflicts in the courses offered in other divisions

e. Planning & Budget – Ed Fosmire

- More information regarding the breakdown of the student centered funding formula.

f. Facilities – Roy Shabazian/James “Marty” Rudd

- Empty lot on Bristol –due to difficulties in alignment of city restrictions this budget money was allocated to Johnson center.
- Science Bldg update- work is now showing above ground and planned to be ready for occupancy Summer of 2020.
- With the acquisition of the Health Science Building, the R – building will be demolished, this would provide an entry to the main part of campus.
- Health science center – planned completion May 2022.
- Hammond Hall – scheduled maintenance planned so be on the lookout for updates.
- FMR (Facilities Maintenance Request) – Process for requests for improvement of facilities.
- Door hardware changes – possibly in the future there will be access with a key card.

g. SACTAC – Elliott Jones

- Quick copy limits – possible monthly quota instead of daily copy limit. This stemmed from the possible relocation of publications back from SCC. 2500 copies per person a month a possibility.
- Tech advisory group – wireless speeds have been increased.
- Rollout of phone replacements in offices so they take up less bandwidth.

h. Guided Pathways – Fernando Ortiz

- Design teams have formed action plans - concerns and questions being sent to the chairs as action plans come to fruition.
- Guided pathways institute- personnel from SAC attended this summer. Ideas for student success were discovered.

- Bakersfield College site visit -12 people from SAC will be visiting Bakersfield for collaboration.
- Guided pathways steering committee – meetings A-130, 1:30 2nd Thursday of the month, moving the implementation phase, 1st iteration of meta-majors soon.

i. Student Success & Equity – Maria Aguilar Beltran

- Dr. Lamb will be serving as a co-chair.

j. Basic Skills/Professional Development – Mary Huebsch – no report

k. SCC Senate Secretary/Treasurer– Mary Mettler

- SCC had their first regular meeting
- Discussions on Distance education training components and instructor load – There are possible restrictions on how much an instructor can teach online . Questions arose about if it is equitable when an instructor meets minimum qualifications – do they need the extra training? Do they have to go back and get more training? Some faculty want to teach all units online, admin was due to set a limit on how many units can be taught online but outcome not fully determined at this time.
- 9th place ranking – resolution forthcoming and updates soon

VI. Other - none

VII. Adjournment - The meeting was adjourned by President Zarske at 3:25 pm

Respectfully Submitted,

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Noemi English
Secretary/Treasurer
SAC Academic Senate