



Santa Ana College Academic Senate Business Meeting

Tuesday, May 23, 2023 • 1:30-3:30pm

Meeting Location:

A-210

Attendance:

Senators – Christina Axtell, Rebecca Barnard, Steve Bautista, Jennie Beltran, Matt Bittner, Ann Cass, Amberly Chamberlain, Rick Corp, Ben Hager, Tiffany Heremans, Louise Janus, Annie Knight, Ali Kowsari, Jaime Lopez-Garcia, Jennifer McAdam, Jennifer Meloni, Reza Mirbeik, Alejandro Moreno, Tim Murphy, Nicole Patch, Mario Robertson, Gabriel Shweiri, Michelle Vasquez

Executive Team – Claire Coyne, James Isbell, Chantal Lamourelle, Jorge Lopez, Roy Shahbazian

Guests – Andrew Barrios, Tina Arias-Miller, Kristi Blackburn, Madeline Grant, Sil Han Jin, Jaki King, Jeffrey Lamb, Anthony Macias, Jessica Martinez, Kim Smith, Merari Weber, Alistair Winter

Santa Ana College Mission Statement:

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

AGENDA

1. **Call to Order** - Prof. Jim Isbell @ 1:35pm
2. **Approval of Additions or Corrections to Agenda**
 1. Motion: Louise Janus; Second: Ben Hager; Carried
3. **Approval of/or Corrections to Minutes**
 1. Correction needed to Rebecca Ortiz's comment about funding needed for academic "Counseling."
 2. Motion: Steve Bautista; Carried: Christina Axtell; Carried
4. **Public Comments**
 1. Louise Janus thanked Jim Isbell and Amberly Chamberlain for their service this year.
 2. Gabriel Shweiri shared a statement by Adam Morgan. See statement.
 3. Alejandro Moreno stated that HR did not give proper information to candidates for preparations needed for their interviews (presentation and demo), causing issues with the interview process; Amberly Chamberlain stated her division hires had similar problems.
 - Alistair Winter was present and asked for the job numbers to be sent to him so he could investigate.
 4. Christina Axtell stated that the Learning Center will be open for students through finals week in D-307. Please ask your faculty to relay to their students and encourage this support.
 5. Dual enrollment issues over classes being offered (ask Ali)
5. **Reports** (No reports; neither were present)
 1. **ASG Report** – Vice President Francisco Ramos
 2. **SCC Report** – Prof. Tara Kubicka-Miller
6. **Informational Presentation**
 1. **People & Culture Update** – Alistair Winter & Sil Han Jin
 - See presentation.
 - On hiring:
 - Alejandro Moreno wanted to know what the timeframe is that is needed for each step of the hiring process. Alistair Winter stated ideally two weeks once the candidate has submitted all required documents, but currently, it is more

like a month; the longer holdup has been candidates not submitting all their required documents.

- Kelvin Leeds asked how do we speed up in an urgent situation.
- Amberly Chamberlain asked if official transcripts have to be submitted before they can start, as this seems to be one the lengthiest process that can't be controlled; or if someone who is being rehired could use their documents on file to speed up the process.
- Jorge Lopez asked that if urgent cases can't be accommodated, is the stance that in last minute situations should/will a course be cancelled.
- Several concerns expressed over how long it takes for faculty to gain access to IT (Canvas, email, etc.)
 - Jeffrey Lamb stated equivalencies for the OTC should assist with some of these problems, but this still needs to be further looked into.
- Jaki King offered as a solution that if they could at least receive an email address, they can start building their course in a sandbox before their load has been inputted/processed.
- Roy Shahbazian asked about the possibility of putting HR staff on the college campus. Alistair stated it would change the model; it would cost the campuses money; and would lose the centralization. Roy used District IT as a similar model to be look at in consideration.
- Deans and Admin have access to a HR tracking spreadsheet in Teams. It was asked if Chairs could have this access as well; Alistair stated it shouldn't be a problem, as it is not confidential information. However, the spreadsheet only shows a percentage of completion, not the specifics of what is missing. Dr. Lamb stated that he will request for Chairs to be added to the Teams group and asked for faculty to go through their deans and admin assistants so that HR isn't getting bogged down with phone calls.
- Jaki King recommended a survey to applicants to see where in their process did things get caught up.
- On investigations:
 - An adjunct asked who the designated confidential reporter was for the campus if students don't want to speak to the faculty. (It is Jennifer Dela Rosa.) It was also stated that psychological services are confidential and faculty could direct students there as well.
 - Alejandro Moreno stated that non-credit Deans aren't getting the submission of maxient reports in a timely manner.
 - Though faculty can't know all details due to confidentiality, it was requested that faculty at least receive confirmation that a maxient is being handled.
 - Faculty would like to know data on the breakdown of who/what constituents are filing complaints. Jim Isbell stated that the Chancellor had planned to release general data on this.

7. Action Item

1. FL&E By-Laws Amendments (First Read)

- Motion: Jennie Beltran presented the changes and motioned to discuss and skip the second read; Second: Alejandro Moreno
 - See the changes in red in By-laws Amendments Proposal.
- Motion: Amberly Chamberlain made a motion to amend the changes to reflect a definite beginning date as to when the new Executive team will begin their term – the date to be reflected as July 1st; Second: Louise Janus; Carried.
- Motion: Jennie Beltran reinstated her motion to approve the amended proposal and still skip the second read; Second: Alejandro Moreno; Carried

2. **Participatory Governance Handbook** (First Read)
 - Kim Smith stated there were additional changes coming in the second read, especially now that there is a new Academic Affairs Dean in place. The committee is trying to create more of a process.
3. **Guided Pathways/Student Equity Resolution** (First Read)
 - Motion: Gabriel Shweiri made a motion discuss and skip the second read; Second: Ali Kowsari
 - Vanethia Hubbard stated that admin agrees with the Resolution of wanting more faculty involvement, but stated that faculty had been involved. She wanted to know what more involvement would look like and what difference would it create in terms of the GP Plan.
 - Jim Isbell stated that he felt the Resolution was preemptive and that a conversation needed to be had with admin before creating a resolution.
 - Motion: Jennifer Meloni motioned to approve and skip the second read; Second: Reza Mirbeik; Carried (Note: Jim Isbell objected, but noted he doesn't have a vote.)
4. **Guided Pathways Plan** (Second Read)
 - Greg Montoya and Vanethia Hubbard stated that due to faculty's objection to the Plan, they will be seeking an additional extension from the State Chancellor's Office, and if possible, submit it in November.
 - A question was asked as to if we need to approve the plan anyway and amend it later, if the extension was not granted. Due to going over on time, people began leaving and quorum was lost, so a vote couldn't be conducted. If this needs to be addressed, an emergency meeting will be called.
5. **Resolution for Accessible Process for Requesting Senate Agenda Items** (Second Read)
 - Moved to next meeting, due to time constraints.
8. **Informational Reports** (No reports due to time constraints; see any available reports below.)
 1. **President** – Prof. Jim Isbell
 2. **Historian** – Prof. Amberly Chamberlain
 3. **Curriculum** – Prof. Claire Coyne
 4. **Faculty Professional Development** – Prof. Amberly Chamberlain
 5. **Planning & Budget** – Prof. Jorge Lopez
 6. **Facilities & Safety** – Prof. Jason Huskey
 7. **Equity/Guided Pathways** – Prof. Chantal Lamourelle
 - https://docs.google.com/document/d/1YOSa6DaWDX_dFvyn9HV2SmXRyPVo8fi-t6BCU-r95kw/edit?usp=sharing
 8. **Intersectionality, Race & Social Justice Advisory Group** – Prof. Annie Knight
 9. **Faculty Leadership & Engagement Workgroup** – Prof. Jennie Beltran
 10. **Distance Education** – Representative or Dr. Marvin Gabut
 11. **Human Resource Committee** – Prof. John Zarske
 12. **Other: Outcomes/Assessment** – Representative
SACTAC – Representative
9. **Announcements**
10. **Adjournment @ 3:45pm**

Academic Senate Retreat: Wednesday, August 16, 2023 from 8:30-12:30pm

Highlighted Senate-Related Professional Development Opportunities:

- **ASCCC Upcoming Webinars and Events** ~ (*Click title to register and view details*)
 - [Breaking Barriers: Promoting Student Success through Diversity, Equity, Inclusion, and Accessibility in Online Education](#) | May 22, 2023 | 11:00am
 - [2023 Faculty Leadership Institute](#) | June 14-17, 2023

- [Board of Governors Faculty Seat Applications](#) | June 30, 2023
- [Curriculum Institute](#) | July 12-15, 2023
- [2023 Cal OER](#) | August 2-4, 2023
- [Faculty Empowerment and Leadership Academy \(FELA\) Mentor & Mentee Applications](#) | Mentee applications due: August 18, 2023
- **Women in Leadership** | October 12-14, 2023 | [Submit application here by August 31, 2023](#)
- **Faculty Association of California Community Colleges (FACCC) Ongoing Events - [View events here](#)**
- **See full list of external professional development opportunities:**
https://docs.google.com/document/d/1fdmj9sAQIRN9m_wBk3R8QYbB9gAgCVyV3C6xaLE6IH0/edit?usp=sharing

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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