



SANTA ANA COLLEGE

Academic Senate

Business Meeting Agenda Minutes

Tuesday, October 24, 2023 ~ 1:30pm – 3:30pm

Location: A-210

Attendance: Andrew Manson, Ann Cass, Annie Knight, Arjun Nair, Darren Hostetter, Flo Luppini, Gabriel Shweiri, Helen Serrano, Jennifer McAdam, Jessica Padilla, Justin Tolentino, Kim Smith, Kyle Bradley, Louise Janus, Maria Davia, Mario Robertson, Michael Buechler, Michelle Vasquez, Reza Mirbeik, Sara Kelley, Stacy Russo, Steve Bautista, Tiffany Heremans, Tim Murphy, Luz Fernandez, Melanie Mowrer, Mike Taylor, Anthony Macias, Jason Huskey, Sara Butler, Jaki King, Jorge Lopez, Karen Bravo, Jennie Beltran, Madeline Grant, Andrew Barrios, Merari Weber, Amberly Chamberlain, Claire Coyne

Preliminaries

- 1) Call to Order 1:33 pm
- 2) Parliamentarian Procedure Update
Public comments will be 3 minutes and will be cut off, only senators may speak during action items. Non senators need a point of privilege and must be approved by president. Action items should have a set time. Any senator may ask for a point of order if rules aren't be followed
Steve Bautista – appreciate changes, but some rules feel oppressive. For example, asking for permission when to speak when someone is not a senator. How can we be more flexible in those rules?
Alejandro Moreno – when can open certain topics for discussion where everyone can speak
- 3) Approval of Agenda
1st – Merari Weber – motion to approve agenda
2nd Michelle Vasquez
Approved Unanimously
- 4) Land Acknowledgement
- 5) Introduction of Guests (if any)
Melanie Mowrer, Luz Fernandez, Kristi Blackburn
- 6) Public Comments – Limited to 3 minutes per person and 10 minutes total
Madeline Grant – congratulate Kim Smith and Claire Coyne on workforce summit, also congrats to Tiffany Heremans. Express disappointment that we only learned about it from the Academic Senate and not invited earlier
Louise Janus – thanks to Claire Coyne, Jennie Beltran, & Alejandro Moreno for facilitating the faculty ranking meeting. Thank you to everyone that presented
Steve Bautista – congrats Kim Smith and Kirsten Robinson for the Bachelor's degree
Jennie Beltran – reminder that open enrollment starts today
Kim Smith – thank you for the support. November is program review month and please look out for an email regarding program review. Please have them ready by November 15th so deans can review them in time. Program Review includes goals and budget which is included in the RAR process
Reza Mirbeik – regarding CEC facilities at SAC campus. Students complain about not being able to use bathrooms because they aren't clean. Facilities has been contacted but the issue has not been resolved. Do we need to make requests for routine issues?
Steve Bautista – if possible, it would be great to conversation about senate procedures that may inhibit people participating and speaking
- 7) Approval of Minutes
 - a) October 10, 2023
1st Kim Smith - motion to approve October 10,2023 minutes
2nd Steve Bautista
Approve Unanimously

Reports (45 minutes)

1.1. Officers

1.1.1. President

Claire Coyne

Just came from workforce summit meeting with state chancellor, state academic senate president and discussed CTE, equity minded and culturally responsive curriculum, provision acceptance on bachelors of



SANTA ANA COLLEGE

Academic Senate

arts degree, Kim Smith was asked to join the panel and provide more info on CTE. Board Meeting from last night – still issues with Parliamentary procedure, health benefits remain the same. If we are building towards large college status, how many faculty do those colleges have? We are the second largest college in CA. Mt Sac is the first with 400 FT Faculty, we have about 200. Math Center – Dr. Nery will be meeting with Math department.

Fine & Performing arts – working on job description for technical director, support for associate dean and box office

Reorganization Meeting – meeting includes deans that would be affected, Claire Coyne, Jeff Llamb, Annabelle Nery. Possibly create a new division for career tech and workforce development. No departments moving except fashion design

Updates on evacuation – previously people were being moved through a narrow pathway and now they move to a parking lot

Faculty Coordinator Opportunities – only one person has showed interest (OER) QR code on Prez report shows job description, need for scholarship committee faculty chair. Catherine Emely was acknowledged for her 10 year work as the chair

Call for faculty representation for Police & Campus Saefy Advisory Committee

ZTC Acceleration Grant Funding – DE office is willing to help

Amberly Chamberlain – can you please find out how many support classified are also part of the large college

Jeff Lamb – can provide historical data for ft, pt, overload, reassigned time. Outcomes Assessment Coordinator – hiring a specialist to support the coordinator

Darren Hostetter – info on safet committee meeting days?

Claire Coyne – haven't been posted yet

Darren Hostetter – I am interested

1.1.2. Vice President Culture and Engagement

Amberly Chamberlain

2nd culture & engagement hour

Lots of part time faculty – issues with getting on canvas quickly

Next meeting will be November 10th at 1230pm – possibly have a meeting at the dance concert.

Paswword for a-126 was not working

Meeting on faculty handbook. CTE chairs attended and discussed issues

Ask Amberly for report

1.1.3. Vice President Community Operations

Merari Weber

Meeting with Nancy Tanner from our Employee HR to see if electronic application for dues are accepted; hopefully will have QR code and table at Convocation. Annie Knight and Stephanie Fondren are part of our AS Scholarship Workgroup to help with our AS scholarships. Still trying to completely pay all PT Faculty Honorariums. Submissions for Faculty Awards for Excellence will begin November.

1.1.4. Historian

Andrew Barrios

1.2. Standing Committee Chairs

1.2.1. Curriculum and Instruction Council

Madeline Grant

Interested in working on a canvas shell instead of a handbook, email regarding workgroups when out – what info is important for college catalog and how to work with meta, tying to program maps, calss enrollment maximums met and meeting next Monday to make small work groups to develop process and procdue, AB928 general Ed workgroup coming out – plan B and C – please send department reps, workforce meeting thurdays 9th November, Reginal CIC meeting -somethings need to hold and somethings need edits

1.2.2. Distance Education Advisory Group

Jaki King

Jaki King – Distance Education - Thanks a few people, Course Maximum Taskforce to compile data, examples, and research regarding online class size, making sure district is funding certain application (Pronto, NameCoach, NetTutor). SAC funds Proctorio & Labster, contact DE if you use these applications. implementing Canvas Impact.



SANTA ANA COLLEGE

Academic Senate

Kim Smith – Canvas Impact?

Jaki King – pop up window that explains aspects of Canvas

Looking to form templates regarding areas in online education

Madeline Grant – partnering CIC and DE to launch SLO to Canvas from Meta

Jaki King – they will be linked directly with Rubrics

Jennie Beltran – what were the applications that need to be contacted about to DE?

Jaki King – Proctorio & Labster

Jennifer McAdam – can you resend the email because I have had issues with the assessment center and proctorio

Jennie Beltran – canvas studio will stay?

Jaki King – we have 5 year contract with Canasv Studio

1.2.3. Intersectionality, Race and Social Justice Group

Annie Knight

Steve Bautista – concerned with competing meetings happening concurrently that required members to choose between participating in topics that are important to faculty and students. Request more transparency in scheduling of campus wide events, more specifically a planning master calendar where all events can be uploaded and viewed. Two new members in the committee. We continued discussion on a recommendation to the AS leadership on Senate Meeting agenda items and reporting; we discussed accountability related to SAC's land acknowledgement statement, and our committee's presence on the SAC Academic Senate website. We also received an update on the Courageous Leadership institute.

1.3. Participatory Governance Co-Chairs

Jorge Lopez – Planning & Budget - no report

Jason Huskey – Facilities & Safety – Bart Hoffman discussed updated fire evacuation route for HS building and resurrection of Safety Workgroup, Bob Wittemen says no locksmith has been selected for key project. Don Maus reported benefits open enrollment period starts 10/24. Facilities & Safety wants to do a 1st and 2nd read on ARs, contrary to VC Iris Ingram's direction to Campus Safety. Those interested in safety workgroups for this year should contact Maria Cardona by 11/21

Amberly Chamberlain – how do we identify what classrooms need to be cleaned, what is the norm when the janitors come to the rooms?

Jason Huskey – in the process of hiring custodians, but faculty should continue to follow-up

Amberly Chamberlain – within division we have asked assistants, but what if it's a random place on campus?

Jason Huskey – usually been through division

Reza Mirbeik – bathrooms should be cleaned regularly, should not need a work order and will email details about specific bathrooms

Jason Huskey – maintenance wants to know immediately

Flo Luppiani – requests do get filled for Kinesiology when filled, but HR is slow in hiring

Jennie Beltran – how many fulltime custodians vs part time are being hired? We might need to look at chemical hygiene plan for other areas of campus

Jason Huskey – maybe we can have Shannon here to answer questions?

Flo Luppiani – we should replace the custodians that were lost

Merari Weber – can we update the evacuation maps for everyone. Why do students in the B building have to evacuate to field?

Claire Coyne – the concern is that the people driving may not be patient for high school students

Madeline Grant – is there a plan for another emergency drill with teams and command center?

Jason Huskey – we had one of those drills last semester

Darren Hostetter – automatic door in C building is still down. Students with disabilities have difficulties entering the building

Anaely Guadarrama – faculty or students can both email Maria Cardona?

Jason Huskey – student can email too

Anthony Macias – was a former HS student and went to parking 9 instead of field. It is safer to move through village than next to building

Amberly Chamberlain – Professional Development – (not in gateway, must register through district) EEO training November 9, campus accessibility, try to put events in PD email blast, working through PD money, new CRC form (use form in PD webpage, put in submission within 15 days or will not get reimbursed, only advance 75%), still going to send out FlexHours even though deans have not approved/verified hours

Special Reports

1) SAC ASG

Anaely Guadarrama

October 18 – Vp townhall, questions/concerns about facilities, Dr. Hubbard said facilities townhall in Spring, 50-60 students attended, ASG met Dr. Talyor about ADA compliance doors

2) SCC Academic Senate

Mike Taylor



SANTA ANA COLLEGE

Academic Senate

Provision acceptance for bachelor's degree for digital tech and location science, more info on Mesa grant, passed two resolutions – endorsement of PD speakers & to host two one-day courses

Old Business – Action Items (5 minutes)

- 1) Resolution F23.01: Revival of the California Virtual Campus-Online Education Initiative (CVC-OEI)
Proctoring Network for Online Classes – Second Reading
1st – Justin Tolentino – move to approve Resolution F23.01
2nd – Kyle Bradley
Madeline Grant – have there been conversations about how to support this through admin?
Claire Coyne – this is only about gaining support at the state level
Approved unanimously

Old Business – Discussion (5 minutes)

- 1) Faculty hiring/equivalencies Claire Coyne
Want to make sure everyone has equivalencies on file
Go to site remote.RSCCD – go public folders – go to academic senate – approved equivalencies – use old webadvisor login

New Business – Action Items (20 minutes)

- 1) Faculty Ranking List Claire Coyne/Jennie Beltrán
Claire recuses herself and thanks Jennie Beltran for all her work
Jennie Beltran – kept it similar to last time, added more qualitative information, would like to receive constructive criticism. Used force ranking. Lowest values means the position was ranked higher
Ann Cass – there will be a survey?
Jennie Beltran – yes, to ask about everyone's experience for the process
Ann Cass – having all the data uploaded through Canvas was very helpful
Jennie Beltran – probably want more discussion during the meeting
Merari Weber – senators did a great job representing their departments
Darren Hostetter – what are the next steps?
Jennie Beltran – affirm through the senate, goes to Claire, then go to president. Annabelle Nery might make changes which would have to be brought back to Claire/Senate to explain
1st – Reza Mirbeik - motion to affirm with number changes (some positions had to be labeled with the same number because of a tie)
2nd Andrew Barrios
Claire Coyne – thanks senators and designees
Approved unanimously
- 2) Fall Plenary Session Resolutions Claire Coyne
Asterisks mean consent calendar – anyone can pull resolutions so there can be discussion on resolutions. Were there any that need addressing?
Madeline Grant – 4.01
Claire Coyne – reads resolution
Steve Bautista – not sure what it means
Madeline Grant – if students take dual enrollment then they aren't required to take it again in college
Jennifer McAdam – does this apply to all college classes?
Claire Coyne – they must articulate
Jennifer McAdam – isn't this already happening then?
Madeline Grant – some colleges may not be following this
Flo Luppiani – everyone AP course articulated?
Steve Bautista – course by course and the exam is required
Ann Cass – students can use AP course to challenge the prereqs
Andrew Manson – the heart of this is the communication of the requirements
Merari Weber – 9.01
Claire Coyne – reads resolution

New Business - Informational Presentations/Discussion (30 minutes)

- 1) Senator Duties Amberly Chamberlain
1st Amberly Chamberlain – motion to move presentation to next meeting
2nd Reza Mirbeik



SANTA ANA COLLEGE

Academic Senate

2) Triage Action IdeaBoardz

Amberly Chamberlain

Bring issues up that need to happen "now", "next", and "later"

Steve Bautista – can we reach all constituents with something similar to a calendar

Claire Coyne – point of order, we need a motion to extend

1st Jennie Beltran - motion to extend meeting for 5 minutes

2nd Amberly Chamberlain

Approved unanimously

Please share IdeaBoardz with your divisions

Other

Open Discussion

Flo Luppiani – 3 former & current SAC students (Sophia Escalante, Sarah Henry, & Serina Quezada) were selected for Academic All-State

Claire Coyne – chef Tiffany Heremans students received so many compliments for the summit today

Amberly Chamberlain – Dance Concert November 2nd -4th in Philips Hall

Claire Coyne – Heather Gillette – oversees dance. Write note to support Greg Gonzalez

Amberly Chamberlain – would like to have another card for Kelley Spillmen

Announcements/Upcoming Events

Adjournment – 3:35pm

Next Business Meeting November 14, JSC-219

Future Business: