



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: **March 28, 2017**

Time: **1:30 pm – 3:30 pm**

Place: **I-209**

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

- I. **Call to Order and Welcome** – President Jones called the meeting to order at 1:35 pm
- II. **Approval of Additions or Corrections in Agenda** - none
- III. **Public Comments** (Three-minute time limit)
 - Question introduced to President Jones concerning is there a policy at SAC that faculty of regular classes that faculty are required to create extra assignments so students can receive [honors credit](#) given to students. Short discussion involved that it is not a policy but faculty have the option and can determine if they want to offer an honors contract to students.

- Open House today at Health & Wellness/Psychological Services Center; tomorrow is last day for student stress-reduction drop in sessions there & SAC Health developed a partnership with the Community Health Initiative of OC in assisting undocumented students to obtain health insurance through the ACA and Covered California
- Concern with students caught cheating and faculty involved slow to receive feedback from Office of Student Affairs. Recommendation from faculty would be to send an email to faculty in notification of update and keeping them in the loop of the process. President Jones assured he would pass that recommendation forward.

Approval of Minutes March 14, 2017 Meeting - Moved: George Wright; Seconded: Louise Janus. Unanimously agreed upon by all senators present.

IV.

V. **Discussion** Department Chair Resource Guide – Elliott Jones

Discussion initiated by President Jones. Intent of the document is to use as guidelines, not to be too prescriptive since various departments are different. Would the faculty like it to be updated?

Question brought forth: Is there a requirement to have minutes for a department meeting?

- Might be necessary/helpful for accreditation- evidence for supporting issues
- Not subject to the Brown Act
- Quadrennial review – you need minutes to support your requests
- Should there be a recommendation of that for the Resource Guide
- Academic Affairs office could possibly provide a centralized storage space for the departments' meeting minutes
- Some departments have deans attend the department/division meetings and others don't routinely
- Some departments keep formal minutes and others keep written records/agendas
- Maintenance of website:
 - Various people take the lead- some faculty and some clerical depending on the department
 - What help do departments get in assistance with their websites
 - Often times it is a currency aspect for Department Chairs to maintain the website in regards to information posted
 - Elliott will follow up with Carlos Lopez on that. Comparison with contractual duties for Department Chair and website responsibilities.

Election of a department chair:

- Election of Department Chair- guidelines are very broad. Bullet point 1 –should we strike the word “Preferably” so a majority of faculty agreed to the election process of DC
- Should all departments write down their process, so it is identified and can be turned to if there is disagreement or grievance.
- Mechanism for a supporting body to help resolve requested discrepancy under exceptional circumstances. Option: In the event that there may be disagreement, it would be taken to the Executive Board of the Academic Senate for a decision and not to the dean
- This will be helpful for newer faculty
- Senate Exec committee to work on updating the Department Chair Resource Guide and bring it back for input from the Senate in an upcoming meeting

VI. **Action Item** Second Reading: Resolution S17-02 Faculty Support of All Students

Further changes and amendments to the original document brought forth from the Senate and unanimously agreed upon by all senators present.

VII. **Presentation** SAC Technology – George Sweeney & John Steffens

Update on the new SAC website and portal and Canvas implementation.

- Launch of the new website hopefully at the end of April
- Encouraging to clear out unnecessary/old info from department webpages
- Canvas Implementation Schedule: transition begins Summer 2017 with full implementation by Summer 2018 with an 18 month cycle training.

VIII. Reports

a. President – Elliott Jones

- Enrollment down below target 2% in credit and non-credit 16%. Uptake in non-credit enrollment following the board panel discussion on immigration
- Board adopted tentative budget assumption. Possible 9 million dollar deficit- pull all summer FTEs in this current year to boost the numbers. This will put us in stabilization. Hopefully come out of stabilization next year.
- Visit on April 25th. BOT will be here. Send possible questions to Elliott and copy Teresa
- Chancellor will come at the end of the semester and the questions will be put to both

b. Secretary/Treasurer – Teresa Simbro- SAC Excellence Awards on Thursday, May 18, 2:00 pm

c. ASG Representative- Edwin Pulido -no report

d. Curriculum – Monica Zarske/Brian Sos – no report

e. Planning & Budget – Ray Hicks – no report

f. Facilities – Brian Kehlenbach

- Restroom concerns were brought to Facilities and the specifics were covered. Mark Wheeler is very open – please email him and send in work order requests. Individual faculty can report facility concerns utilize their LiveSafe app to take a picture and send in a report to facilities.

g. TAC – George Sweeney

h. Student Equity – George Sweeney- will send report

i. Accreditation/TLC – Bonnie Jaros

j. Student Success/BSI/Faculty Development – Mary Huebsch

TLC- Reports for Professional Development on form from Bonnie Jaros

Faculty Development - Weekly meeting for reading apprenticeship at 9:00 am and can access it via CCC Confer

k. SCC Senate Secretary/Treasurer– Mike Taylor

Passed 2 resolutions for forming taskforces

- Faculty Tenure and concerns how non-tenured faculty are sometimes treated and the evaluation process and possible faculty mentor program to be developed
- Academic Freedom as a result of the OCC faculty incident and videotaping of class Area D Meeting in Barstow on Saturday. Resolution coming from the State passing one directly regarding monies saved from Canvas to be applied to faculty development and support. Pulled from consent so we can vote by acclimation.

IX. Division Reports as Needed - none

X. Other - none

III. Adjourn – The meeting was adjourned at 3:30 pm

Respectfully Submitted,

Teresa

Teresa Simbro
Secretary/Treasurer
SAC Academic Senate