



Santa Ana College Academic Senate Business Meeting

Tuesday, April 25, 2023 • 1:30-3:30pm

Meeting Location:

A-210

Attendance:

Senators – Rebecca Barnard, Steve Bautista, Jennie Beltran, Matt Bittner, Ann Cass, Amberly Chamberlain, Rick Corp, Ben Hager, Tiffany Heremans, Louise Janus, Annie Knight, Ali, Kowsari, Alejandro Moreno, Jennifer McAdam, Reza Mirbeik, Tim Murphy, Nicole Patch, Mario Robertson, Brian Sos, Michelle Vasquez
Executive Team – James Isbell, Jorge Lopez, Roy Shahbazian
Guests – Maria Aguilar-Beltran, Tina Arias-Miller, Andrew Barrios, Kristi Blackburn, Karen Bravo, Marvin Gabut, Zeke Hernandez, Jaki King, Tara Kubicka-Miller, Katya Martinez

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 @ 1:37pm
2. **Approval of Additions or Corrections to Agenda**
 - Moved – Louise Janus; Second – Ali Kowsari; Carried
3. **Approval of/or Corrections to Minutes**
 - Moved – Ben Hager; Second – Tiffany Hereman; Carried
4. **Public Comments**
 - None
5. **Reports**
 - **ASG Report** – Vice President Francisco Ramos
 - Not present to report.
 - **SCC Report** – Prof. Tara Kubicka-Miller
 - Had their first reads on the two resolutions already passed by SAC Senate.
6. **Action Item**
 - **Timely Hiring Resolution** – Second Read & Vote
 - Question was asked, what does “timely” mean and how should we define it? Jorge Lopez and Kelvin Leeds stated that we can’t really create a timeline/timeframe, since there are different scenarios and isn’t our job to define HR’s.
 - Tina Arias-Miller requested information on what timeline is needed by divisions so she can work with the Chancellor and Vice Chancellor on a schedule/calendar for HR. Amberly Chamberlain said she would try to get this topic added to the Dean/Chair meeting.
 - On a somewhat different, but related topic, Alejandro Moreno stated that hiring committees have been following HR’s timeline, but HR are not following their own; committees are getting hiring packets at the last minute or even after interviews began.
 - Steve Bautista spoke about onboarding needs to be centralized.
 - A part-timer shared her experience of being hired at another college and how she was pushed and constantly reminded to finish next steps, whereas she heard nothing from the District’s HR.
 - Motion – Alejandra Moreno; Second – Louise Janus; Carried

- **DE Handbook – First Read**

Key Corrections:

- Replaced instances of *Blackboard* with *Canvas*, reflecting our current LMS
- Replaced instances of *WebAdvisor* with *Self-Service* or *Single Sign-on (SSO)*, reflected our current system
- Replaced broken links or non-relevant links with working ones or more appropriate content
- Replaced outside resources with homegrown resources (for example, removed a link to about plagiarism from an outside 4 year college with our Plagiarism guide from Nealley Library)
- Fixed spelling or grammar issues
- Replaced instances of *Regular and Effective Contact* with the new state language of *Regular and Substantive Interaction*
- Added *Instructional Method Definitions* to align with college and state modalities. These are:
 - ❖ DINT: FULLY ONLINE INSTRUCTION (O), DINT1: FULLY ONLINE LIVE INSTRUCTION (OL), DINT2: ON-CAMPUS HYBRID INSTRUCTION (H), DINT3: VIRTUAL HYBRID INSTRUCTION (VH), DINT4: ON-CAMPUS WITH VIRTUAL INSTRUCTION (CV)
- Made explicit what our learning outcomes are for training – alignment with OEI-CVC Course Design Rubric
- Updated Faculty Evaluations text to match SCC
- Updated location of DSPS
- Updated language to include Non-Credit
- New State Guidelines:
 - ❖ [Cal Code Regs. Tit. 5 § 55200](#) – alignment with our training learning outcomes
 - ❖ [Title 34 of the Code of Federal Regulations \(CFR\), §600.2](#) and [§ 55204. Instructor Contact](#) – This is why we updated our Regular and Effective Contact Policy to be our Regular and Substantive Interaction Policy. It is a separate document and was done in collaboration with SCC. SCC's has already been approved by their AS.
 - ❖ [§ 55200. Definition and Application](#) – also updates our definition of Distance Education encompasses

Key Additions:

- Training Waiver
- New Faculty Training Deferment
 - Kelvin Leeds asked about synchronous classes needing the full OTC. Adjuncts have complained that our training is too onerous. The RIC has been sufficient and would like to see this training expanded for synchronous live classes.
 - Jaki King said they are looking into creating different pathways for training (fully online, hybrid, synchronous) but all pathways would still require the 120-hour OTC certificate. She stated the requirement of the 120-hours is also so that the certificate can qualify for the 2.5 CEUs.
 - Marvin Gabut stated that the Handbook primarily focuses on the Learning Outcomes and meeting them.
 - Amberly Chamberlain stated that there needs to be a third option for the synchronous live training; Jaki King stated that there needs to be more staff and time to create one.
 - Jennifer Meloni asked for further clarification of the deferment and qualifying for a waiver.
 - Jaki King wrapped up the discussion stating that the advisory committee would like the handbook to be similar to SCC's in that it becomes a living document, so that it broken links can be updated as needed.

- **Prioritizing Joint Senate Retreat Topics Board Items/Concerns** – Update
 - Still need more examples added in the document in Teams to move forward; can be generic, less specific and anonymous if faculty are worried about consequences/retaliation.

7. Informational Presentation

- **23-24 Senate Nominations & Voting Update** – Prof. Jennie Beltran
 - Announcement made that Claire Coyne was elected President.
 - For the three remaining positions, ranking voting will take place since several of the same people are running for multiple positions.
 - In terms of nominations the following was submitted:
- | Position | Submissions | Individuals | Noms Accepted |
|-----------|-------------|-------------|---------------|
| VPCE | 30 | 15 | 3 |
| VPCO | 26 | 19 | 4 |
| Historian | 25 | 14 | 3 |
- **23-24 Committee & Exec Team Appointments** – Prof. Jim Isbell
 - Divisions need to begin their selection and elections for Senators.
 - Interested individuals for Committees, Chairs and Exec appointments, please email [Jennie Beltran](#).
 - FL&E Workgroup will be updating the “Join a Committee” form on the Senate webpage.
 - **ASCCC Plenary Session Update** – Prof. Claire Coyne
 - Update pushed to next meeting due to limited time and Claire Coyne’s absence.
 - **Pass/No Pass and Excused Withdrawal Guidelines** – Dr. Mark Liang
 - See PowerPoint.
 - Summary:
 - Documentation no longer needed for excused withdrawal and a student can have unlimited EWs; have to apply by the last day of instruction for the course; if after the last day of instruction, rules revert to old regulations
 - Maria Aguilar-Beltran expressed concern that students who weren’t aware of being able to do this, but had extenuating circumstances, can’t go back and change a W to an EW and it is adversely affecting them.
 - Pass/no pass is also now in alignment with the EW rules as well – must apply by the last day of instruction; need to meet with a counselor though to understand how taking a passing grade vs. a letter grade can affect graduation and transferability
 - Faculty would like training on this during Professional Development Week.

8. Informational Reports

- **President** – Prof. Jim Isbell
 - No further report not already mentioned.
- **Historian** – Prof. Amberly Chamberlain
 - Costs for lectures: \$480 to SAC Café for cookies and brownies
\$30 to Amberly Chamberlain for reimbursement of waters
- **Curriculum** – Prof. Claire Coyne
 - Not present to report.
- **Faculty Professional Development** – Prof. Amberly Chamberlain
 - Professional Development/Flex Obligation:
 - Prepare to have all flex submitted and completed by June 4, 2023.
 - All personal flex projects (external trainings) should be submitted and marked complete in the PD Gateway by May 21, 2023, as Deans will need time to verify the completion before the last day of instruction.

- If faculty have any conferences that will complete between June 4-June30, 2023, they must email their Dean for approval to have their completed flex turned in late.
- On July 1st, the system will transition to the obligation for the new academic school year; Faculty can begin working on their flex for 2023-24 at that time.
- Gateway link: <https://rscsd.edu/pgateway>
- Fall '23 PD Flex Week:
 - An email asking for PD Week Workshop submissions should be in your inbox and can also be located in the bi-weekly eblast.
 - The theme for Fall will be: ***“Equity at the Center: All Roads Lead to Completion and Student Success.”***
 - *Submit by May 7, 2023.*
 - *Propose a Workshop link:*
<https://forms.office.com/Pages/ResponsePage.aspx?id=lQAEqG1xSU63g7X3Ru6oswQaNPUTCetKhyJH-QDoj8tUOFpOSzJKVVJCR1cyQ1dMM11CNUZOODJXRCQIQCN0PWcu>
- **Planning & Budget** – Prof. Jorge Lopez
 - The Fiscal Resources Committee showed an FTYES report showing that SAC had a 0.5% decrease in enrollment. This is at odds with SAC’s administrations statements about increasing enrollment. The FRC indicated that their numbers were the official and correct numbers calculated following the rules set by the State. *Correction/Follow-up: after the meeting, Dr. Lamb showed and explained to Jorge Lopez that the reason for the discrepancy is that the district calculations “borrowed” FTES from Summer 2022 for the 2021-2022 academic year, increasing the figures for the previous year and decreasing them for the current year. This explains the discrepancy.*
- **Facilities & Safety** – Prof. Jason Huskey
 - See recording: <https://screenpal.com/watch/c0fTq7VzTtP>
- **Equity/Guided Pathways** – Prof. Chantal Lamourelle
 - <https://docs.google.com/document/d/12F-IOrGxWLHITwxdpYtk79sqCtdJhUHuldgMIwOeIEw/edit?usp=sharing>
 - The 2023-2024 SEAP Funding Proposals due date has been extended from Friday, April 28 to Friday, May 5 as many people experienced several IT access issues over the past few weeks. The intention is to still inform awardees by Wednesday, May 31, 2023. Kindly reach out to Professor Lamourelle if able to serve on the SEAP Funding Request Committee; two more individuals are needed.
- **Intersectionality, Race & Social Justice Advisory Group** – Prof. Annie Knight
 - The Courageous Leadership Institute for next year: four co-facilitators have been identified – 2 Classified Professionals and 2 Faculty Members. The group is developing the curriculum and seeking funding for compensating the facilitators and participants. The second item is a Resolution to bring as a first read to the May Academic Senate meeting addressing the topic of Academic Senate Meeting Agenda Items. The resolution will recommend methods to better clarify and define the process of proposing items to be included on the SAC Academic Senate meeting agendas. The next meeting of the IRSJ Advisory Committee will be on May 3rd, 3:00-4:00pm via Zoom. All are welcome.
- **Faculty Leadership & Engagement Workgroup** – Prof. Jennie Beltran
 - Election outcomes will be announced on Friday, April, 28.
- **Distance Education** – Representative or Dr. Marvin Gabut
 - Jaki King will bring back to the committee what was discussed in regards to the DE Handbook.

- 97th course was submitted for OER; only one college has more than SAC.
- **Human Resource Committee** – Prof. John Zarske
 - Not present to report.
- **Other: Outcomes/Assessment** – Representative
SACTAC – Representative
 - No representative to report or no meeting since last report.

9. Announcements

- None

10. Adjournment @ 3:31pm

Next Academic Senate Business Meeting: Tuesday, May 9, 2023 from 1:30-3:30pm

Highlighted Senate-Related Professional Development Opportunities:

- **2023 Black Student Success Week** | April 24-28 | 12:00pm | [Register for all events and view details here](#)
 - Wednesday, April 26 – *Transition to Workforce and Livable Wages*
 - Thursday, April 27 – *Programming for Black Student Success*
 - Friday, April 28 – *The Diaspora Dialogues: Educators’ Reflections from Ghana*
- **ASCCC Upcoming Webinars and Events** ~ (Click title to register and view details)
 - [Proactive Planning for GE and Articulation Changes](#) | April 26, 2023 | 12:00pm-1:30pm
 - [Faculty Empowerment and Leadership Academy \(FELA\) Mentor & Mentee Applications](#) | Mentor: May 15, 2023 | Mentee: August 18, 2023
 - [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
- **“Going the Distance with Video” CVC @ONE Webinar Series**
 - [The Hyflex Solution: Creating Equitable Student Access and Pathways for Success](#) | April 28 | 1:00pm
 - [Finding Balance in the Force: A Jedi’s Guide to Humanizing Academia for Padawans](#) | May 4, 2023 | 12:30pm
 - [Local POQR Success Stories: The LA Pierce and East LA College Connection](#) | May 5, 2023 | 11:00am
 - See past series webinars in archived events on YouTube - [View here](#)
- **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_wBk3R8QYbB9gAgCVyV3C6xaLE6IHo/edit?usp=sharing