



**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**

**Academic Senate Retreat: Department Chair/Senator Meeting Minutes**

Date: **February 8, 2017**

Time: **9:00 am – 3:00 pm**

Place: **A-210**

<u>Senators</u>	<u>New Faculty</u>	<u>Department Chairs</u>	<u>Deans &amp; Guests</u>
Maria Aguilar Beltran	Michael Briones	Kyla Benson	Esmeralda Abejar
Michael Buechler	Reyna Cummings	Matt Beyersdorf	Michael Collins
Alondo Campbell	Minhan	Chris Cannon	Madeline Grant
Dori Dumon	Dinh-Mahavongtrakul	Jodi Coffman	Zeke Hernandez
Noemi English	Christopher Dufala	Monica Collins	Shelley Jaffray
Ed Fosmire	Maria Estrada	Molly Colunga	Bonnie Jaros
Susan Garnett	Sara Kelley	Dalva Dwyer	Carlos Lopez
Gina Giroux	Donna Khalid	Catherine Emley	Sara Lundquist
Benjamin Hager	Judith King	Zach Fish	Geni Lusk
Michelle Hardy	Ali Kowsari	Heather Gillette	Rosio Becerra Mendoza
Ray Hicks	Chantel Lamourelle	Andy Gonis	Becky Miller
Mark Higgins	Osiel Madrigal	Kristen Guzman	Michelle Priest
Charles Jang	Mohammadreza	Mary Huebsch	
Louise Janus	Mirbeik Sabzevary	Rosemarie Hirsch	
Elliott Jones	Alejandro Moreno	Leticia Jaurequi-Lopez	
Brian Kehlenbach	Shannon Muir	Joshua Mandir	
Stacey Littlejohn	Kelly Nguyen	William Nguyen	
Flo Luppiani	Elenor Papa	Patty Oertel	
Jane Mathis	Maribel Pineda	Michelle Parolise	
Amit Mishal	Kalonji Saterfield	John Ross, Jr.	
Luis Pedroza	Carol Seitz	Susan Sherod	
Kristen Robinson	Stacy Simmerman	Gabriel Shweiri	
Teresa Simbro	Kimberly Smith	Ken Sill	
Irene Soriano	Justin Tolentino	Nick Singh	
Brian Sos	Violeta Viera	George Sweeney	
Tommy Strong	Merari Weber	Michael R. Taylor	
Robert Stucken		Jinhee Trone	
John Tashima			
Monica Zarske			

- I. **Call to Order and Welcome** – President Jones called the meeting to order at 9:05 am
- II. **Budget Summit** – Opened with President Jones opening with stating the goal of this budget summit to see how the larger budgeting processes work, how they can work better and how we can do better as an institution -at making sure we understand these processes.

**Presented by Michael Collins, Carlos Lopez & Ray Hicks**

- Dr. Collins reinforcing that representation on the Budget & Planning is important for the participatory governance we have at SAC and thanks faculty/staff for their involvement.
- Governor’s budget proposal is generally positive with slight decreases in some areas. It includes funds encumbered for cloud-based library for California Community students/faculty/staff, available funds for research activities and dedicated funds for statewide Learning Management System. Tied to OEI project & Canvas transition to cover 113 colleges. COLA 1.49% proposed in budget.
- Prop 39 increasing our allocation for energy management
- District’s Credit FTES overall decreasing. Spring up 2% (about 100 FTES) for SAC
- Growth of online programs Success and retention rates nearly on par with F2F classes
- Non-credit side down 13% which may be affected to political environment
- Partnership project with SAUSD in works
- Non-credit possibly to go on site lease with SAUSD
- Down 1.8% as a college
- Fiscally stable for the next few years due to a surplus we can dip into if revenues decrease due to decrease enrollment

RAR Process reviewed and clarified. Suggestion in completing RAR’s is to use a short narrative for the rationales for funding each investment on the RARs. The clarification is helpful for planning. RARs are an augmentation and have to be tied to the program.

Foundation of SAC’s budget- based on 4 items

1. It is the budget of the college “Our Budget”- our resources together as a college
2. Based on good business practices
3. Public trust - they fund us. Clarity and clear communication to public
4. Investment in our students and benefits our students. RAR’s based on that.

Importance of marketing our college is necessary to stay competitive and capture more students so we can increase revenue. This is capped at 0.6% growth by state.

Accreditation is important feedback to the college for identifying future needs

Questions by audience answered by presenters.

III. **Presentation – Student Policies– Rosio Becerra Mendoza and Scott Baker**

Insightful information regarding the process in addressing student conduct issues and student due process procedures. Discussion of student suspension from campus safety and faculty perspectives and procedures in place to follow. Threat Assessment Team on campus composed of Student Affairs, Safety & Security, DSPS & Psychological Services.

## Senate Business Meeting 1:00 - 3:00 pm

### IV. Informational Item: Guided Pathway (GP) Update – Carlos Lopez, Mary Huebsch & George Sweeney presenters

Overarching National Framework SAC is looking at adopting to help students with an educational pathway. Project in Calif (will accept 20 colleges) for funding to assist colleges adopting Guided Pathways to receive support over a 3-year period in the adoption process. Information was shared to faculty concerning GP and an opportunity for faculty to give feedback. George showed a user-friendly website from a technical college with guided pathways that was helpful to students in determining their field of interest & planning an educational path.

### V. Accept Agenda – accepted.

### VI. Approve Minutes from November 22, 2016- Moved: L. Pedroza; Second: E. Fosmire Minutes accepted unanimously. No abstentions.

### VII. Public Comments (Three-minute time limit)

a. Sara Lundquist- Promise waiting to hear if get 750,000 from state. If we receive the award the entire 2 years at SAC will be funded. It would be secured in perpetuity since it is an endowment with SAC foundation. 328 more students came fulltime and 100 more part-time from SAUSD. Only 7% of those students did not finish their semester in Fall which is half of previous semester.

b. Catherine Emley- Scholarship Committee- goal to increase readers for scholarship awards committee. Feb 21<sup>st</sup> turned-reading begins on the 27<sup>th</sup> and finish by March 17.

c. Kristen Guzman – FACCD update

FARCCD Advisory committee. Feedback from faculty is goal. Alternate between SA & SCC. Next Feb 24<sup>th</sup> 9:30-11:00 at SAC. BOARD of Trustees in on Feb 27<sup>th</sup> at 4:30 at District. 324,000 2015-2016 contract still not settled. In Dec District filed for impasse. Mediator is meeting with FARCCD negotiator and District to try to close 2015-2016 contract. Update after the mediation Friday. Contact info: [FARSCCD@gmail.com](mailto:FARSCCD@gmail.com)

### VIII. Presentation: DSPS – Louise Janus

- DSPS faculty reduced to 3, so some changes in DSPS occurring. DSPS is in partnership with faculty to assist students. If there is a threat always contact Campus Safety.
- Encourage dialogue with DSPS student to determine specific needs. Student will advocate for self now by presenting their faculty with a letter from DSPS instead of faculty receiving email from DSPS. Faculty voiced disappointment with new procedure- Louise will take back to DSPS the feedback that the faculty liked receiving the emails instead of the student bringing the letter. Students are told that the faculty need advance notice – a week -to put accommodations into place.
- Question concerning volunteer note-taking. The volunteer can get priority registration for the following semester.

- The Assessment Center, L-223 is the only location students can now take a test needing accommodations. Exams may be emailed – guidelines for this will be put in faculty mailboxes and emailed.

#### IV. **Action Items**

##### **a. First Reading: SAC Strategic Technology Plan- George Sweeney**

Vote will be taken on this plan next senate meeting

- Budgeting funds for replacement of computers- needs to be in RAR or no funds for it- that might be why you have an old computer
- Increase in training and guidance for technology. Part-time instructional designer has been hired
- Working on streamlining processes and getting rid of lazy software
- Current staffing needs in ITS on campus. 350 computers:1 tech is our current ratio. Recommendations is 75 computers: 1 tech. SAC goal is 200 computers per tech
- Currently 85% of classrooms are mediated at this time but 100% will be by the end of the year

##### **b. Mission Statement review – Bonnie Jaros**

Updating due to accrediting recommendations to pull all plans together and vision themes of accreditation standards R/T mission statement

We have to respond to the 4 Standards

ER = Eligibility Standard

Input from faculty to Bonnie:

- It is too long and redundant
- Maybe go to bullet points
- Pulling up the 2<sup>nd</sup> sentence- incorporate into first
- Says intellectual twice
- The statement fits 1-3 but missing #4
- Focus on student achievement and learning

There will be a meeting to review and possible revise the mission statement based on feedback. It will then it will come back to faculty and staff for approval.

##### **c. Program Review recommendation – Bonnie Jaros**

Quadrennial Review Report revision – Presented and discussed with faculty

- Meta-analysis of processes
- Good assessments – but what are you doing with it?
- Combine Annual & Quadrennial Reports into one template– this makes the Quadrennial report an extension of the annual reports and the data will be all in one place. Part I is annual report. Part II – Quadrennial Program Review Report Narrative -closing the loop

Motion moved by L. Pedroza to accept this report: second:I. Soriano; report accepted unanimously. No abstentions.

#### V. **Discussion Item** – SCC Resolution – F2016.11- tabled until next meeting

#### IX. **Reports** –

##### **a. President – Elliott Jones – no report**

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

- b. ASG – Lisette Cervantes- ASG President
  - 22 continuing students positions available– send it out to Senators
  - ASG Leadership retreat this Saturday at UCI
  - ASG Welcome Back Feb 16<sup>th</sup> from 11:00-1:00 various booths and snacks
- c. Secretary/Treasurer – Teresa Simbro- no report
- d. Curriculum – Monica Zarske – no report
- e. Planning & Budget – Ray Hicks- no report
  
- f. Facilities – Brian Kehlenbach
  - Infrastructure loop completed
  - Pending weather is the difficulty in getting projects completed
  - Pedestrian accesses are the most challenging
  - Look for the map on-line for updates- some buildings will be shut down for work over spring or summer
  - Faculty and Staff volunteer Wayfinders will help students navigate campus next week
  - Cracks across joints in Music Building were identified and building immediately closed. Music building contents, classrooms and offices all moved to Johnson Center.
- g. SACTAC – George Sweeney  
Site improvement report for Federal ADA accessibility. SACTAC is working on getting out trainings to all faculty for it.
- h. Student Equity – George Sweeney- no report
- i. Accreditation/TLC – Bonnie Jaros – no report
- j. Student Success/BSI/Faculty Development – Mary Huebsch – no report
- k. SCC – Mike Taylor- no report

X. **Other** – none

XI. **Adjourn** – The meeting was adjourned at 3:00 pm

**Next SAC Academic Senate Meeting is Tuesday, February 28<sup>th</sup> in I-209 from 1:30-3:30 pm**

Respectfully Submitted,

*Teresa*

Teresa Simbro  
Secretary/Treasurer  
SAC Academic Senate