



**BUSINESS MEETING MINUTES**

**November 22, 2011**

**Members Present**

|                         |                      |
|-------------------------|----------------------|
| <i>Mary Ellen Bobp</i>  | <i>Jeff McMillan</i> |
| <i>Cherie Bowers</i>    | <i>Dena Montiel</i>  |
| <i>Sharon Brown</i>     | <i>Rene O'Dell</i>   |
| <i>Paula Canzona</i>    | <i>Mila Paunovic</i> |
| <i>Monica Collins</i>   | <i>Luis Pedroza</i>  |
| <i>Don Dutton</i>       | <i>Monica Porter</i> |
| <i>Robert Gallego</i>   | <i>Chuck Ramshaw</i> |
| <i>Madeline Grant</i>   | <i>John Ross</i>     |
| <i>Ray Hicks</i>        | <i>Ken Sill</i>      |
| <i>Rosemarie Hirsch</i> | <i>Brian Sos</i>     |
| <i>Jarek Janio</i>      | <i>John Zarske</i>   |
| <i>Michael Kelcher</i>  |                      |

**Absent**

*Philippe Andrade*  
*Hilda Baitoo*  
*Matt Beyersdorf*  
*John Isaac*  
*Bonnie Jaros*  
*Marilou Morris*  
*Michelle Parolise*  
*Mario Robertson*  
*Max Serrano*  
*Doug Wilkes*

**Guests**

*Mary Huebsch*  
*Linda Wong*  
*Chelvi Subramaniam*  
*Peggy Smith*  
*Michael DeCarbo*  
*Todd Huck*  
*Sara Lundquist*  
*Cristina Romero*  
*Cherylee Kushida*

**I. Call to Order**

A. President Hicks called the meeting to order at 1:38 pm.

**II. Public Comments — (Three-minute time limit)**

- A. Concern was expressed regarding the current process of acquiring student evaluations and the fact that they are a voluntary sample.
- B. Ann Lockhart, Coordinator of the CalWorks/Care programs announced that the “Holiday Harvest of Joy” program will take place on Wednesday, November 30<sup>th</sup> from 2:00-5:00pm. Ann extended an invitation to all faculty to stop by. Donations are currently being taken for the families of the program and will be accepted up to December 8<sup>th</sup>.

**III. Approval of the Minutes: November 8, 2011**

A. Moved by Monica Collins and seconded by Mike Kelcher, the minutes of November 8<sup>th</sup> were unanimously approved with minor typographical correction.

**IV. Reports**

**A. President’s Report — Raymond Hicks**

1. At the last Board of Trustees meeting the Board asked for feedback regarding the Student Success Task Force. Both Ray and Morrie Barembaum (SCC Senate President) will report back to the BOT, however Ray would like to be able to present faculty opinion on this topic. Senators were asked to go back and speak to faculty in their respective divisions/departments and send information to him that he can include in his report to the BOT.
2. SAC’s Math Study Center was highlighted by the California Community College League of California (CCLC) as a program of best practice along with three other community colleges.

**B. Planning & Budget Report—Co-Chair, Jeff McMillan**

1. Chancellor Rodriguez and Vice Chancellor Hardash are scheduled to hold budget forums on the SCC, SAC and CEC campuses.

**C. SCC Report**—Michael DeCarbo, SCC Secretary/Treasurer

1. The Educational Vision Taskforce made its first presentation to the SCC senate. The vision statement has been created.
2. SCC senate took action approving modifications to the Grant Request Forms. The revised forms will now have a chain of signatures as part of the approval process. In addition, the new process was adopted.
3. SCC also has concern regarding the electronic student evaluations and Mr. DeCarbo suggested that this might require a joint discussion between the two senates.

**D. Facilities** —John Zarske

1. The last facilities meeting was cancelled due to the Distinguished Faculty lecture. A committee update was sent out via email (See Attachment)
2. The improvement plans for College Avenue have been approved.
3. Several portables will be removed next summer and an accessible ramp will be installed.
4. Dunlap hall improvements will include a new guard rail which should be completed during the summer of 2012 and restroom modifications in 2013.

**E. Curriculum**—Chair, Bonnie Jaros

1. No report

**F. Accreditation Report**—Bonnie Jaros

1. Monica Porter reported on behalf of Bonnie Jaros that a District Accreditation Steering Committee has been formed to look at Standard IVB related to multi-college districts.
2. In the 2012 Spring semester Vice President Linda Rose and Bonnie will also be making plans for the Comprehensive 2014 Self Evaluation report.

**V. Action Items**

**A. Second Reading of 2011-2012 Senate Budget**

1. Moved by Madeline Grant and seconded by Ken Sill, the 2011-2012 Senate budget was unanimously approved by the senate.
  - a. Motion carries.

**B. Resolution for Penny Perkins upon her retirement**

2. Motion made by Brian Sos to suspend the rules to not require a second reading and refer the resolution to senate executive committee for any modification. Motion seconded by Madeline Grant and unanimously approved by the Senate.
  - a. Motion Carries

**VI. Presentation**

**A. Syllabus Review Project- Center for Urban Education (CUE)**

1. SAC has adopted this project as a strategy to promote student success.
2. CUE has looked at equity and what practitioners can do regarding inequity and race consciousness.
3. BESST is an interactive tool that allows for experimenting/visualizing, envisioning equity, goal setting and collaborating.

**VII. Informational Items**

A. SAC Foundation- Christina Romero

1. Ms. Romero provided the senators an overview regarding the role of the SAC Foundation, how the foundation supports student access and to remind the faculty how students can be supported through the foundation.

B. Plenary Report-Ray Hicks

1. The ASCCC State Plenary took place November 3-5, 2011. Adopted resolutions are located on the ASCCC website in addition to presentations.
  - a. Discussion ensued amongst the senators

**VIII. Other**

A. John Zarske provided follow-up information regarding administrative evaluations stating that they are occurring.

B. Cherylee Kushida informed the Senate that SAC will be moving to a new hardware server and software called SharePoint. Migration to the new system will take place on February 8, 2012. Old copies of pages will stay on the web server until June, however, all pages related to student support services and faculty pages need to be ready by the February 8<sup>th</sup> deadline. Flex training will take place in the Spring and web trainers will be available to assist faculty and staff with the migration. Cherylee explained that we are moving to this new platform because the current hardware is really old and SharePoint is newer and more user friendly. The current web design will stay the same at this time; however a student focus group is looking at a possible new design for the future.

C. The Faculty Priorities Committee.

1. Committee met on November 18, 2011.
2. For review of committee recommendations see attached notes.
3. No information at this time regarding any hiring.

D. Senators were reminded that they are the conduits of information and that they need to remember to pass on information from senate and committee meetings to their respective department/division Chairs and Faculty.

**IX. Adjournment**

A. Meeting adjourned at 3:30 pm.

B. HAPPY HOLIDAYS!!!

Respectfully Submitted by,



Monica Porter  
Secretary/Treasurer  
SAC Academic Senate

**College Avenue Improvements and Soccer Field Construction**

The College Avenue improvements were approved by DSA (the Division of State Architects) last week (11/10/11). Phases I, II, III are estimated to take 18 months to complete.

The job walk is scheduled for November 21st. The bid will be awarded by the Board on January 17, 2012. Below is the tentative construction schedule:

*Phase I* – Cul-de-Sacs at Martha and 15<sup>th</sup> & Lot 12 expansion; Feb 13, 2012 – April 2012;

*Phase II* – College Ave. and football field improvements; May – Dec 2012

*Phase III* - Soccer Field; January – June 2013

Campus traffic and parking disruption notification about is being discussed.

*Phase IV* - 17<sup>th</sup>, Bristol, and Washington and entryway improvements is still in design

**Portables** –B-13 & B-14 will be removed summer 2012. B4 - B-8 require some modifications to the accessible ramp.

**Dunlap Hall** – The scope of the project replaces the existing elevator and adds a second elevator, both with open access. The guard panels and handrails will be replaced; The existing elevator shaft will be demolished to expand the restrooms on all levels. Plans are expected to go to DSA in January 2012. The contract will go to the Board in June. The current plans calls for the guard rail portion of the project to be completed during summer 2012. The new elevators will be constructed just west of the existing structure while classes are in session. The restrooms will be completed during summer 2013.

**Gym** – Replace front entrance steps; Drawings will be going back to DSA for plan check in January, with a projected summer 2012 completion date.

**Surveillance Cameras** – Bids due Nov 1; two-day site walk; January start date.

**Baseball Scoring Table** - drawings are back in DSA right now. Hopefully this will be approved by the end of November and installed spring 2012.

**Johnson Center Retro Fit** - Voluntary Seismic Upgrade; Structural Engineer Review. The design architect is identifying the scope of the project.

**Results of the Faculty Priorities Committee Meeting  
November 18, 2011**

Attendance: John Zarske, Chair; Linda Rose, Administrative Representative; Steve Bautista, Counseling; Monica Collins, Student Services; Rosemarie Hirsch, Health Science; Shelly Jaffray, Humanities; Robert Jenkins, School of Continuing Education; Michael Kelcher, Physical Science; Lance Lockwood, Fine and Performing Arts; Dave Ogas, Exercise Science; Michelle Parolise, Human Services; Luis Pedroza, Library; Mario Robertson, Social Sciences; Ken Sill, Math; Sheila Shain, Business; Jarek Janio, Guest; Monica Porter, Notetaker.

- I. Welcome/Introductions/Announcements
- II. Presentations

**American Sign Language (ASL): 1 New Position: Full-Time Tenure track Faculty** **Ranked:#3**

Position has previously ranked in top 50%. Program currently lacks full-time leadership. The program currently has no full-time faculty member. Three part-time faculty are teaching 24 LHE.

ASL is the second most studied modern language, 2nd only to Spanish. During the 2009-2010 academic year, 66.87 FTES were generated by the ASL Department. Not all colleges offer ASL programs and the program at Santa Ana college has a great reputation in Orange County. Students are coming from all over including private institutions. A full-time faculty member would bring cohesive discipline expertise to the program and help to ensure the quality of instruction at all levels of the ASL curriculum.

**COUNSELING- GENERAL: 3 Replacement positions (June 2008):Full-Time Tenure-track Faculty** **Ranked: #1 for 1st replacement; #12 for 2nd replacement positions and #16 for 3<sup>rd</sup> replacement position**

The Counseling Division has experienced 5 retirements since 2008. The loss of full-time faculty has had a significant impact on students. Remember that students come through the Counseling Department to get to other divisions. Currently, due to budgetary constraints, prospective students (not yet enrolled at SAC) will not be seen. Matriculation funding has been cut 60% over the last 2 years. The Counseling Division estimates that 5200 appointments are not able to be provided. Students are experiencing long lines for walk-ins, waiting up to one hour for a ten minute meeting. Many services have been diminished. The department is currently unable to provide educational and career planning. There are currently 16 full-time faculty (that includes an Articulation Officer that does not provide direct student services) and 17 adjunct faculty (can vary widely depending on available funding/assignment).

**ENGLISH- 2 New positions: Full-Time Tenure-track Faculty** **Ranked: #6 for one replacement and #11 for other positions**

Currently the department has 14 full-time faculty who teach 193 LHE and 27 part-time faculty who teach 164 LHE. English faculty are also frequently asked to participate in lots of outside activities such as BSI, FIG, and Community Outreach. One of the department's full-time instructors is planning on retiring at the end of year.

**ESL (CEC): 1 Replacement Position (Fall 2009): Full-Time Tenure-track Faculty** **Ranked #14**

Continuing education has experienced significant changes as a result of budgetary cuts going from 17 to 9 full-time instructors. Five instructors were taken and reassigned to teach on the credit side and several were lost due to retirement. Currently faculty are very involved serving on four committees each. CEC is asking for one position in each of the major departments, but really need seven positions.

The ESL program is the biggest program and faculty workload has significantly increased due to essential funding initiatives such as BSI, Enhanced Funding, and El Civics etc. In addition, there are also leadership responsibilities such as required curriculum revisions, PA/PR demands, new grading demands and mentoring is required of new teachers. CEC is 1/3rd of FTES for all of Santa Ana College. CEC supplements FTES SAC credit. CEC also lives off of different grants which are supplemented by monies from SAC.

Currently CEC has 5 full-time faculty teaching 73.2 LHE and 180 adjunct faculty who taught 1250 LHE in the spring of 2011.

**Exercise Science: 1 Replacement position (since 2009, 2011,2012): Asst Professor/Asst. Football Coach\_ Ranked: #8**

Due to retirements, the department is requesting one position of Professor/Coach. Ninety-Nine percent of athletes are from Orange County. SAC is taking care of local kids. Twenty to twenty-five athletes are being placed on full scholarships to four-year universities. Currently, there are 110 athletes for one coach.

The program needs assistance to keep the program running effectively. Currently there are 12 full-time faculty teaching 428.51 LHE and 8 adjunct faculty teaching 183.05 LHE.

**Family and Consumer Studies: 1 replacement position: Full-time Tenure-track Faculty Ranked: #7**

Current full-time faculty member in the area of Fashion Design & Merchandising will be retiring. There are currently four certificates in the program. Students are graduating and acquiring employment in local stores, as merchandisers and in alterations. Disneyland and Knotts Berry Farm hire our students in the area of alterations. This program provides jobs and transfer opportunities for students. Full-time faculty member has also been overseeing the area of Nutrition, Culinary Arts and Catering.

There is currently 1 full-time faculty member and 3 part-time faculty in FDM and 3 part time faculty in NUTR. If we don't staff, then the program probably won't succeed. Over 40 classes need to be updated to stay up with trends. Position will also address curriculum/ counseling/ student placement assistance/ community outreach/ job placement.

**HSS/ABE/GED(CEC): 1 Replacement Position (Fall 2009): Full-Time Tenure-track Faculty\_ Ranked: #9**

High School subjects (HSS) /Adult Basic Education (ABE). In the past, there were 4 full-time instructors in these two areas. Currently the HSS program has one full-time faculty member but the program has grown astronomically. HSS & ABE run about a 1/3 of CEC. ABE has grown tremendously due to BSI initiative. At this time, there is no one who is dedicated for ABE/GED. The programs keep growing. There are significant waiting lists and students have to be turned away. BSI monies are currently being used to hire some part-time instructors but it is not consistent. The monies will most likely be gone soon and we need to be able to sustain the program. CEC could go from 100 graduates to possibly 200 graduates. There is a lot of emphasis on students transferring to the credit side. This is the biggest priority for CEC. Along with the one full-time faculty member who taught 20 LHE (Spring 2011), there are 87 adjunct faculty who taught 533 LHE (Spring 2011).

**Library: 1 Replacement Position(Fall 2005-2006): Full-Time Tenure-track Faculty Ranked: #10**

Library did get a hire last year and though the library does not generate a lot of FTE's the library does handle all our students. Currently asking for 1 librarian position. Request has been since 2005. Library is technically down two people due to past open positions. In the fall of 2010, SAC had 10,250 FTEs. Compared to other OC community colleges, this is the highest student to librarian ratio in the county (2,050).

The library currently has 5 full-time faculty teaching 65.60 LHE (Fall 2010) and 66.80 LHE (Spring 2011) and 3 part-time faculty who taught 17.14 LHE (Fall 2010) and 15.89 LHE (Spring 2011).

**Math: 1 replacement and 1 new (Spring 2010): Full-Time Tenure-track Faculty Ranked: #4 for 1 position and #13 for other requested position**

The new AA/AS degree requirement has had a significant impact on the department. State colleges are more reluctant to offer remedial classes. The Math Department is feeling increased pressure to serve students.

The department is looking at curriculum changes to see about a streamlined design (accelerated models). Lots of needs of faculty outside of the classroom including the implementation of new DLA's and new course redesign for accelerated models to serve particular students. The department needs five to seven positions but asking for two.

The math department currently has 18 full-time faculty teaching 426.30 LHE (load) and 24.34 LHE (overload) and 55 part-time instructors teaching 681.44 LHE.

**Nutrition, Culinary Arts (1 replacement position): Full-time Tenure-track Faculty Ranked: #15**

Full-time faculty member Karen Warner, from Fashion Design, has been overseeing the Nutrition program for at least the last 11 years after the loss of its faculty member. At this time, due to the lack of a full-time faculty member dedicated to this area, no culinary arts degrees have been able to be awarded. We need to ask if we want to provide a culinary arts program. It is believed that we should consider that students would get jobs from this opportunity and that students are asking for this program. There may be a cost issue with the running of the program but, CTE programs serve a huge need in the community and give the students jobs.

**Sociology: 1 replacement position (Summer 2011): Full-time Tenure Track Faculty**

**Ranked #2**

Within the department of Sociology, due to retirement, there has been a loss of a full-time faculty member who had 38 years of experience. At this time, the Sociology Department has no full-time faculty member. The department has 5 adjunct faculty who teach a combined total of 63 LHE per year.

**Speech: 1 replacement position (Summer 2011): Full-time Tenure Track Faculty**

**Ranked #5**

In addition to the unexpected and devastating loss of faculty member Kesha Hondo, the Speech Department also has been dealing with the untimely retirement of another faculty member. Currently, the department has six full-time faculty members, down from seven. During the fall 2011 semester full-time faculty were teaching 129 LHE which is a reduction from the fall 2010 semester when it was 138 LHE. The department has 9 adjunct faculty members. During the fall 2011 semester part-time faculty taught 42 LHE. During the fall 2010 semester the percentage of LHE taught by adjunct faculty in the crucial transfer-level courses was 17% during the fall 2011 semester this percentage increased to 34%.

**Voc Ed (CEC): 1 Replacement Position (Fall 2009): Full-Time Tenure-track Faculty**

**Ranked: #17**

Third position request for CEC. The VocEd program was a strong program under the direction of faculty member Dena Montiel, but the program hasn't had a full-time faculty member overseeing it since Dena was moved to SAC in the fall of 2009. The program currently has no full-time faculty member and 35 adjunct faculty who taught 217 LHE during the spring 2011 semester.