

**SCC Academic Senate Business Meeting Minutes – FINAL (Approved 2020-09-15)
September 1, 2020, 1:30-3:00 pm, ConferZoom**

Senators Present

Aguilera, Leonor
Castellanos, Ralph
Crabill, Phil
Cummins, Shawn
Danova, Veselka
Dela-Cusack, Lisa
Gates, Alana
Gonzalez, Sara
Govea, Melissa
Graham, Song
Henry, Amanda
Johnson, Kim
Kramer, Jessica
Murphy, Ryan
Oase, Daniel
Umali Kopp, Christine
Valdos, Yanina
VanDyke-Kao, Rita

Senators Absent

Chavez, Ricardo
Salcido, Andrew
James, Scott

ASG Representative

Memon, Umaimah

Guests

Martino, Danny
Perry, Joyce
Roe, Maureen
Smith, Mark
Stringer, Martin
Wagner, Joyce
Zarske, John

SCC-AS Executive Board Present

Rutan, Craig, President
Taylor, Mike, Vice President
Scott, Randy, Secretary/Treasurer
Evelt, Corinna, CIC Chair

I. Welcome

Santiago Canyon College Academic Senate (SCC-AS) President Craig Rutan called the meeting to order at 1:32 pm on Tuesday, September 1, 2020.

II. Public Comments

Melissa Govea discussed the need for more support in promoting classes, especially 8-week and 12-week classes scheduled in response to the ongoing COVID-19 pandemic.

III. Minutes

- a. 7 July 2020 approved with minor changes. (Moved by Gates, Seconded by Johnson)

- b. 19 August 2020 approved with no changes. (Moved by Gates, seconded by Johnson)

IV. SCC-AS Executive Board Reports

President Rutan updated the Senate on the budget for 2020-21. Currently, SCC is facing a 2% appropriation deficit, which translates to a shortfall of approximately \$1,000,000. Also, the state has chosen to defer 43 of the \$47 million that we are due from the general fund. This \$43 million should be paid to us in November 2022, but in the meantime the district will pull money from other sources (emergency funds and possibly loans) to backfill the budgetary hole. In addition, the state is also deferring 16% of the Student Equity and Achievement (SEA) program funding from the 2020-21 fiscal year to 2021-22.

At the close of the 2019-20 academic year, SCC had a deficit of \$862,000 from what was anticipated in the 2019-20 adopted budget; this deficit will be covered from accumulated general fund reserves from previous years (Fund 13), but there are not sufficient reserves to cover a similar shortage for 2020-21. Further belt-tightening may be necessary.

RSCCD is still under a hiring freeze; the District will be filling three full-time safety officer positions and filled the recently created Interim Chief Advisor on Academic and Diversity Programs.

Changes in interim administrators are possible for the 2021-22 year. Personnel currently filling an interim will return to their old position unless they are hired into a new permanent placement.

COVID-19 and Return-to-Work (RTW) updates:

The RSCCD classroom recording policy is still in effect and fully applies to all Zoom meetings.

If a member of faculty, staff, or administration comes to campus, they must wear a mask unless working alone in their closed office.

The Faculty Association of the Rancho Santiago Community College District (FARSCCD) continues working to clarify the training requirements for remote instruction.

Vice-President Taylor reported that there are a couple of committee vacancies remaining: the District Physical Resources Committee needs a member from SCC, and the SCC Educational Master Planning Committee (EMPC) needs a faculty member from math and a faculty member from science.

Secretary/Treasurer Scott reported on the Santa Ana College Academic Senate meeting of 17 August 2020. SAC-AS is confronting many of the same challenges that SCC is facing, including COVID-19 safety, budgetary shortfalls, and return-to-work plans.

Curriculum and Instruction Council (CIC) Chair Evett discussed the status of the emergency Distance Education Addendums (DEA) on our Course Outlines of Record. The emergency DEAs approved for spring, summer, and fall 2020 will NOT cover classes held in Spring 2021. The curriculum office has been developing a process to aid in the conversion to a full DEA. Because of the short timeframe, the office has prepared a fillable PDF for course information, and then the office will enter the information into the course outline in eLumen. CIC Chair Evett suggests a review of the CIC minutes distributed by email on 27 August 2020, and working closely with the department curriculum representatives.

V. Associated Student Government (ASG) Report

ASG representative Umaimah Memon reported on the “Welcome Back!” mass email distributed to the students. Plans for fall 2020 and spring 2021 will be discussed at the ASG branch meeting on Friday, 4 September 2020.

VI. Action Items

- a. Resolution F2020.01 - Adoption of Recommended Revisions to Sabbatical Paperwork by the Sabbatical Committee

First Reading (Moved by Taylor, Seconded by Gates)

SAC Professor of Mathematics and member of the RSCCD Sabbatical Committee John Zarske described the revision process intended to clarify the requirements for sabbatical, particularly as pertains to the review of completed sabbaticals by the committee members. Prof. Zarske emphasized that the following five steps are consistent with the description of the sabbatical in the FARSCCD contract.

- i. Codify the committee, mission statement, etc.
- ii. Determination of eligibility is one of the first steps of the process.
- iii. Guidelines for faculty applying for a sabbatical.
- iv. Development of a rubric for evaluating the narrative description.
- v. Formalization of committee meeting dates to meet contractual deadlines.

There were no questions for Prof. Zarske. Because this issue was held over from spring 2020, there was a motion to suspend the rules (Moved by Cummins, seconded by Aguilera) with no further questions/discussion of waiving the second reading.

Resolution F2020.01 passed unanimously.

- b. Resolution F2020.02 – Creation of Task Force to Review and Revise Santiago Canyon college Academic Constitution and Bylaws

First Reading (Moved by Gates, Seconded by Taylor)

Discussion of the need for and timeliness of a careful review of the SCC-AS constitution and consequently the SCC-AS bylaws. SCC-AS Vice-President Taylor will chair the taskforce, with Melissa Govea and SCC-AS Secretary Treasurer Scott volunteering to participate. Other volunteers will be added during the second reading.

VII. Discussion Items

- a. Senate Priorities for 2020-21

Vice President Taylor continued a discussion of possible priorities for the SCC-AS in 2020-21 by soliciting ideas from senators and other faculty members.

Senator Govea broached the idea of rotating committee assignments to reduce the committee obligations of those faculty members in small departments.

Senator Gates suggested scheduling classes earlier to attract additional students; Senator Valdos added that this might require coordination at the district level to avoid unintended consequences.

Senator Cummins proposed a discussion of the process used to decide which classes make and which do not, pointing out the disparity between classes that are allowed to run with very small enrollments at SAC, while the same classes at SCC are cancelled with two or three times the enrollment.

Senator Umali Kopp discussed consideration of parity for caps for classes, an idea the was supported and amplified by Janis Perry. SCC-AS President Rutan agreed that the CIC should begin the formal discussion of class caps.

Senator Umali Kopp also expressed concerns for discipline in a remote learning environment.

Meeting adjourned, 3:02 pm. (Moved by Gates, Seconded by Valdos)
Submitted by Randy Scott, SCC-AS Secretary/Treasurer