San Jose City College  
ACADEMIC SENATE  

Unofficial Minutes  
April 5, 2011

Senators Present:  Janet Chang, Carlton Connor, Christopher Frazier, Charles Heimler, Joseph King, Iyun Lazik, Renza Nassab, Dan McElroy, Margaret Muench, Mark Newton, Dorothy Pucay, Jussi Rajna, Leslie Rice, Merylee Shelton, Jessica Smay, Doriann Tran, Susan Wilson, Robert Wing

Excused Senators:  Maricela Martinez, Mark Newton, Karen Pullen, David Yancey, Carole Young

Senators Absent:  Guillermo Castilla, Dieterich Numberg

Guests/Resource Persons:  Romero Jalomo, Kishan Vujjeni, Hector Cordova, Marc Sola, Fabio Gonzalez, Larry Harris, Maimona Afzal, Nafisa Arain

---

I. CALL TO ORDER

Christopher Frazier, Academic Senate President, called the meeting to order at 2:15 pm, in SC-204.

II. ADOPTION OF THE AGENDA

The senate president amended the agenda as follows: IV. Committee Appointments Add Elena Ledesma to all hiring committees, committees, including METAS Project Director Hiring Committee, add Merylee Shelton to the EMT Hiring Committee (first volunteer), add Alan Johnson to the District Staff Account which includes Percy Carr, delete Item E. Evaluation Committee Kathleen Hanson – Susan Wilson, add Evaluation Committee Joseph Shakarchi – Charles Heimler, change Item G. Evaluation Committee David Lomax – Kieron Connolly to Tenure Review Committee David Lomax – Kieron Connolly, and table Item P. Hiring Committee Biology – Janet Chang, Fabio Gonzalez, Alejandro Lopez per Mark Newton. EMT Hiring Committee was removed.

Motion to approve amended agenda

Motion by Joseph King, Second by Charles Heimler

Motion passed unanimously

III. APPROVAL OF MINUTES

March 1, 2011  TABLED

March 15, 2011  TABLED

IV. COMMITTEE APPOINTMENTS

A. Evaluation Committee Padma Manian – Mary Conroy
B. Evaluation Committee Donna Mendoza – Eve Mathias
C. Evaluation Committee Henry Liem – Alan Johnson
D. Evaluation Committee Eve Mathias – Judith Bell
E. Evaluation Committee Pat Wilson – Wendy Pio
F. Evaluation Committee Michele Blair – Charles Heimler
G. Evaluation Committee David Lomax – Kieron Connolly  
H. Evaluation Committee Kathleen Hanson – Susan Wilson  
I. Evaluation Committee Melanie Levinson – Jessica Breheny  
J. Evaluation Committee Ronald Levesque – Kathleen Hanson  
K. Evaluation Committee Kieron Connolly – Steve Mansfield  
L. Evaluation Committee Steve Mansfield – Jerry Kaufmann  
M. Evaluation Committee Carol Ramirez-Bost – Sandra Honesto  
N. Evaluation Committee Yelena Lipilina – Ada Weeks  
O. Evaluation Committee Celia Cruz – Leslie Rice, Virginia Scales  
P. Hiring Committee Biology – Janet Chang, Fabio Gonzalez, Alejandro Lopez  
Q. Hiring Committee Counseling – Elena Ledesma, Gary Ledesma, Maricela Martinez, Karen Pullen  
R. Hiring Committee English – Jessica Breheny, Rebecca Gamez, Charles Heimler, Scott Inguito, Heidi Kozlowski, Melanie Levinson, Alejandro Lopez  
S. Hiring Committee METAS Project Director – Madeline Adamczeski, Rebecca Gamez, Gary Ledesma  
T. Hiring Committee Vice President of Administrative Services – Carina Anttila, Percy Carr, Celia Cruz, Stephen Mansfield

Motion to approve amended committee appointments and non-voting items.  
Motion by Leslie Rice, Second by Margaret Muench  
Motion passed unanimously

**Hiring Committees By Senate Vote**

**Hiring Committee District Staff Accountant** – Percy Carr  
**Hiring Committee English** – Jessica Breheny, Charles Heimler, Heidi Kozlowski, Melanie Levinson  
**Hiring Committee METAS Project Director** – Madeline Adamczeski, Rebecca Gamez  
**Hiring Committee Vice President of Administrative Services** – Percy Carr, Stephen Mansfield

V. **PUBLIC COMMENT**

A– **Janet Chang**

Senator Chang encouraged the senate take the opportunity to complete the MAA survey to generate monies for their departments. The survey will be sent to the senate on Tuesday, April 26, 2011.

**Football Team Fundraiser – Merylee Shelton**

Senator Shelton reported to the senate that there would be a fundraiser for the SJCC football team. The fundraiser will be held at Chevy’s on South Winchester on April 6th from 12:00 pm to 9:00 pm. Chevy’s is donating 25% of the proceeds to the SJCC Jaguars Championship. Senator Coach Carlton Connor commented by thanking Merylee Shelton for her efforts. The ASB also asked the coach to approach them in the future to help the football team.

**Shoes for a Child - Associated Students**

Associated students, Maimona Afzal and Nafisa Arain announced the Shoes for a Child that was on campus, April 5, 2011. For every dollar donated a percentage would go to a child for shoes.

**FA Meeting Friday – Leslie Rice**

Senator Rice encouraged the senate to attend the Faculty Association meeting during Professional Development Day, Friday, April 8, 2011.
VI. DISCUSSION/ACTION ITEMS

A. Accreditation – Dr. Barbara Kavalier/Christopher Frazier

Dr. Kavalier gave a budget update to the senate regarding California Community Colleges budget cuts. Jack Scott reported $800 million cut for the community colleges. Governor Brown did sign the bill to increase fees from $26 to $36 effective Fall 2011. She also gave data from other community colleges cuts. SJCC reduced the summer budget 34%, EVC 50%. Budget assumptions, assuming the California Community Colleges receive the 11% of Prop 98 funding, this district will face this summer a cut of $8 million. The projections from the state that this would impact 1,473 FTEs or the reduction of 496 sections. This would be on top of has been experienced in the last months. Worst case scenario, if June package fails and Prop 98 is suspended, the district would be facing $1.5 million in reductions, which is a lost 2,348 FTEs, 783 sections. The president was optimistic that all the cuts would not be aimed at the community colleges and the district would be in the middle of the scenario. Senator Rice asked if there is extra money from concessions with FA, classified, and groups can the extra money be used for saving sections. The president replied yes it can. Senator Janet Chang asked who makes the decisions for the section cuts. The president replied that it starts from the dictate of the state, and state has requested that everything should be done to protect workforce, basic skills, and general education transfers. Anything that is not in those categories must be looked at first. As an institution to be efficient and effective productivity ratios are being reviewed.

Strategic Planning (Integrated Planning) – A visual model for the accreditation commission was presented by Dr. Kavalier. The commission identified following items that should be in the report: 1) a comprehensive strategic plan, 2) college wide measurable indicators. That could measure the progress of the college, 3) a cycle/model that showed a timeline as planning took place, and 4) integrated planning in alignment with all the various planning we do and how we allocate our resources. The mission, vision, and values will be kept from the prior strategic planning document. At the end of the year review what the state and the district is doing.

A Strategic Planning Task Force has been formed with a goal to produce a simple short strategic plan that everyone would understand and meet the expectations of the commission. The president reviewed items requested by the commission such as, a cycle/model with a timeline, a integrated plan that is aligned with all the various planning that is done and decision making. The task force narrowed to six goals for the college: partnerships, student success, professional development, cultural competence, campus safety, and resource development. Performance indicators: access, persistence, retention and success, which are measured in external and internal assessment scans, defined, and influences all the goals. The timeline would be presented to the college on Friday, April 8, 2011, Professional Development Day.

The model also has an Integrated Planning Resource Allocation Model to give the commission information on how decisions are made for spending money. Dr. Kavalier explained the process of this particular model. She said the development programs and SLOs all in align with the college’s strategic plan. And, explained departments resource prioritized needs such as personnel, technology, equipment, and facilities, would be considered during their process of program review. The program review committee would act as a gatekeeper screening the program review to ensure it has been done correctly as submitted. The process will follow to make sure the needs are aligned with the plans of the overarching of the finance, technology, and facilities committees, and then the recommendations to CPC, with the exception of the faculty recommendations from the Academic Senate, which is submitted directly to the college president. Dr. Kavalier clarified that other than bond money we would have no money for facilities. Senator Robert Wing said the way he read the bond it was to include technology.
The president’s response was yes that technology was included, but right now the money is be held at the District, and if it is not our money she would not know how we could identify it. She said she tried to include items on the model that we have control over. Senator Wing suggested that something be put in the process so we can have a piece of the pie. She replied that she has put a recommendation out to shift those funds to the college, and would wait to see if that happens. Senators Rice added that she would like to see when money available for faculty and equipment that it be shown on the program review process and senate acknowledged with a thank you.

B. Code of Ethics – Christopher Frazier
The senate president submitted a drafted written San Jose City College Code of Ethics to senate for first reading. The Code of Ethics will be presented on Professional Development Day, April 8, 2011 and additional input would be requested. He also explained the code of ethics for personnel and one ethics process which would be done by May 15, 2011. The Hartnell College Professional Code of Ethics was used as an example. This item will be revisited May 3, 2011 for approval after second draft is reviewed.

C. Program Review Task Force Update – Dorothy Pucay
Senator Pucay reported that the Program Review Task Force is recommending a full comprehensive review every four years, with an year end report, and, identifying the different types of data needed for program review. Recommended for this is instructional, non-instructional, and student services. The program review template will be revised, at this time there is no deadline. Also, every year there will a learning outcomes assessment cycle report. Senator Jessica Smay has created folders for the already submitted program reviews and this information is accessible through info store.

D. Board Policy Language AA-T/AS-T – Marc Sola
Marc Sola, Articulation Officer, submitted the second reading for the Board Policy Language AA-T/AS-T. This item to be revisited to the senate for approval.

E. Budget – Michele Fuqua Refer to Item A.

F. IPCC Charge Approval – Dorothy Pucay
Senator Pucay, IPCC Chair, submitted the second reading of the IPCC Charge. The Senate discussed changes to the IPCC charge, with questions to all areas concerning the SJCC Academic Senate’s role with IPCC, membership, structure and composition, member responsibilities, and quorum. The senate president requested the charge be modified, revisited as a third reading prior to approval. Vice President Charles Heimler requested the existing charge be submitted to the senate for comparison.

G. Banked Overload – Leslie Rice/Merylee Shelton
Senator Rice and Senator Shelton explained the side letter of agreement between FA, AFT 6157 and District. The FA approves of the side letter, yet, the district has rejected the side letter. The senate president to follow-up with Kim Chief Elk-Garcia regarding this issue. This issue to be revisited to the senate.

H. Student Grievance Process – Takeo Kubo/Phil Crawford TABLED

I. Senate Meeting Protocol/By Laws DELETE
J. Additional Senate Meeting – Christopher Frazier
The senate president requested an additional senate meeting for April 26, 2011 for readings/discussion of documents for accreditation, and senate appointments.
**Motion for additional senate meeting April 26, 2011.**
Amendment to motion by Leslie Rice – The agenda will be specific to items of accreditation and committee appointments only.
Amended Motion by Merylee Shelton, Second by Dan McElroy
Motion passed unanimously

K. Senate Elections/Appointments
Senate elections/appointments must be submitted to the senate for nominations by April 26, 2011. The senate president to send an email for a call for senate election/appointments.

VII. SENATE GOALS/ASSESSMENT
A. Information Dissemination – Christopher Frazier/Joseph King
B. Faculty Committee Participation – Christopher Frazier
C. Non-Tenured Faculty on Search Committee – Christopher Frazier
D. Tie-in SLOs/Program Reviews Fall 2012 Deadline
E. Evaluation Tools – Christopher Frazier
F. Basic Skills Initiative – Leslie Rice
G. Advocacy for New Faculty/Employee Recognition – Chris Frazier/David Yancey

VIII. REPORTS TABLED
A. President’s Report – Christopher Frazier
B. BSI 2008-2009 Plan Completion Group – Unrepresented
C. Campus Technology Committee (CTC) – Robert Wing
D. College Planning Council (CPC) – Christopher Frazier
E. Diversity/EEO Advisory Committee (DEAC) – Karen Pullen
F. District Budget Committee Report – David Yancey
G. Distance Education Committee – Clem Lundie
H. Facilities Committee (District) – Unrepresented
I. Facilities Committee (SJCC) – Steve Mansfield
J. Faculty Association AFT 6157 – Mark Newton and/or David Yancey
K. Finance Committee – Christopher Frazier
L. Instructional Policies and Curriculum Committee (IPCC) – Dorothy Pucay
M. Safety Committee – Karen Pullen
N. Student Success Committee – Dr. Marie-Elaine Burns

The meeting was adjourned at 4: _____ p.m. Notes Recorded by Christopher Frazier, Academic Senate President and Vicki Elam, Academic Senate Program Assistant
The next Senate Meeting will be Tuesday, May 3, 2011