

**San Jose City College**  
**ACADEMIC SENATE**

**Approved Minutes**

**February 20, 2018**

**Senators Present:** Jose Cabrera, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Phil Crawford, Barry Del Buono, Nicolas Fraire, Chris Frazier, Fabio Gonzalez, Rachel Hagan, Heather Jellison, Jagrup Kahlon, Patricia Solano proxy for Alex Lopez, Chris March, Dennis Meakin, Isai Ulate, Bob Wing  
Parliamentarian: Lorenzo Cuesta

**Absent Senators:** Michael Berke (excused), Nisha Guha, Iyun Lazik (excused), Mo Lahai, Eve Mathias, Olga Morales-Anaya (excused), Karen Pullen (excused)

**I. The meeting was called to order at 2:10pm.**

**II. Approval of Agenda – Approved as amended without objection**

**III. Approval of Minutes – Approved as amended without objection**

**IV. Public Comments**

1. Admissions Director, Teresa Paiz, thanked the faculty for submitting their census.
2. Student Accessibility Services Director, Edina Rutland, requested early notification for campus events in order to provide appropriate student accommodation, and she asked the instructors to make sure that special classroom chairs are kept accessible for specific student's use.

**V. Committee Appointments**

1. Evaluation Committees
  - a. Ikuko Fukui to evaluate Rebecca Gamez (both Foreign Lang.) – **Approved w/o objection**
  - b. Roxie Banks to evaluate Renza Nassab (both Cosmo) – **Approved w/o objection**
  - c. Hung Trieu (Econ) to evaluate Henry Liem (Philos.) – **Unanimously failed**  
Senators asked for faculty with a discipline closer to Philosophy to evaluate Henry.
  - d. Mary Conroy to evaluate Suzanne Gutierrez (both Psych) – **Approved w/o objection**
2. SLOAC - Dorothy Pucay (ESL) – **Approved w/o objection**

**VI. Action Items**

1. ASCCC Spring Plenary Approval of Attendees (San Mateo Marriott, April 12-14) – Jesus  
**Motion: To send Jesus, Mike, Phil, Dennis, Isai, Jose, Heather, Jagrup, Fabio, Guillermo, Nic, Chris F, Carlos, Alex, Iyun, and Rachel to the Spring Plenary – Unanimously Approved**

**VII. Information items**

1. BP/AP Update – Fabio has emailed the BP/AP packet. This is the 1<sup>st</sup> reading. During the committee's retreat they reviewed Chapters 4&5 in light of Ed Code, Title V, and administrative procedures. This packet was sent to EVC/SJCC senates, A&R, and general counselors. Email Fabio with feedback. He will ask for a final vote at the next senate meeting.
2. Administrative Retreat Rights (BP 7250) – Phil said this BP contains language such that an administrator who is not renewed, but meets minimum qualifications, may retreat into a vacant faculty position.  
**Motion: Recommendation for Jesus to request that this be pulled off the district packet for Broad approval – Unanimously Approved**
3. Accreditation follow report – Joyce Lui has emailed the draft to the senate office for distribution. Joyce or Mike need feedback by Tuesday. The draft is missing links which will be in the accreditation USB stick.
4. Available Case Management Resources – Sophia De La Fuente (Postponed)
5. Electrician Program – Jonathan Cronan said SJCC was missing two courses needed to complete the certification. He created the two courses, had them approved by IPCC and the state, and is presenting them to the senate. Once students have completed all three course levels, and the required industry hours, they can move forward to state testing and a journeyman card. Jonathan and Dennis talked with the union (IBEW) to explain that this program will produce qualified trainees for both parties. This will return as an action item.
6. ZTC Degree project status – Dean Susan Hines said the project was changed from an online to hybrid degree. The name was changed from eZ to ZTC (Zero Textbook Cost) degree. 6 faculty members have returned to the course curation process. ZTC project instructors must include any new OER textbooks in

the course outlines of record. On Friday SJCC is hosting a statewide event for ZTC degree. Submit your name to Susan to attend. Susan requests a list from deans of courses with OER text so that IT can compile a list for students to identify these courses.

7. Strong workforce Grant Budget allocation – Phil said faculty members were not involved in setting up the budget which the senate has approved. Jagrup said every department was asked for a budget proposal last semester. Phil suggested that the CTE coordinator could be the point person to review the budget. Jagrup added that VP Tran presented the budget at the division meeting and received no faculty feedback during the meeting.
8. TracDat/CurricUNET update – Jesus said CurricUNET still has glitches and SLO reporting is being done on TracDat again. Guillermo asked if bond funds could be used to pay for other SLO assessment software. Jesus will bring it to the District Council.
9. District Budget Meeting with Vice Chancellor Smith – Jesus said VC Smith offered to present his budget proposal to the senate. Jesus suggested Smith come to the executive committee meeting next Tuesday. Chris F suggested including the CAC and students in this meeting. The senate will try to find 1-2 days possibly in two weeks to meet with VC Smith.

#### **VIII. Committee Reports (1 minute each)**

1. DE: Audrey said DE will meet on Monday to discuss the process for faculty to submit their verification of eligibility to teach online. She will report back at the next senate meeting. She's scheduling workshops every Wednesday and some on Mondays/Fridays to discuss ADA compliance and making documents accessible.
2. SLOAC: Joyce said there's still a need for faculty on the committee. She encouraged senators to recruit more faculty members.
3. Planning & Institutional Effectiveness: Joyce said they're working on an ACCJC checkpoint report.
4. President's Report: Jesus said it was suggested that the constituency groups submit only written reports during the Broad meetings in the interest of time. Jesus objected because the constituency groups have a right to be heard by the Board just as the Chancellor and others are heard. Jesus had to assuage the Chancellor's disappointment in the length of the last senate meeting by explaining the senate's need for transparency and allowing everyone a voice in the meeting.
5. Reassigned Time: Phil said they're interviewing for Non-credit Coordinator, Professional Development and CTE reassigned time positions this semester.
6. Phil shared the need for a payroll glitch fix. If there are any issues with an adjunct instructor's claim (timesheet) and it's not submitted by the end of the month, the faculty member may have to wait until the next month to receive their check without notification. Adjunct should be paid just like full-time faculty.
7. Finance: Chris F said they're requesting a review of the Questica software program. This should be an agenda item for next meeting.
8. Facilities & Safety: Phil said they will review the Facilities Master Plan again. Send concerns to Phil and Iyun. They're reviewing the problems with the E and the athletics buildings. They will start user groups to give input/needs on design elements. CTE will be first.
9. District Technology: Bob reported that there was little input from SJCC. He suggested that the CTC may need to be resurrected.
10. IPCC: (from Karen's written report) IPCC approved 8 course revision proposals, 1 new course proposal, and 1 program proposal. They discussed a directed study course for travel and foreign study, and a search process for OER textbooks.

#### **IX. The chair adjourned the meeting at 3:30pm.**