

**San Jose City College**  
**ACADEMIC SENATE**  
**Approved Minutes**  
**March 20, 2018**

**Senators Present:** Michael Berke, Jose Cabrera, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Phil Crawford, Barry Del Buono, Chris Frazier, Nisha Guha, Rachel Hagan, Heather Jellison, Jagrup Kahlon, Iyun Lazik, Alex Lopez, Chris March, Judith Bell proxy for Eve Mathias, Dennis Meakin, Olga Morales-Anaya, Karen Pullen, Bob Wing

Parliamentarian: Lorenzo Cuesta

Absent Senators: Nicolas Fraire (excused), Mo Lahai, Isai Ulate

- 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. Interim Language Arts Dean, Celia Cruz-Johnson, reminded the group that April 13<sup>th</sup> is PDD, and the need to submit their Alternate Plan forms by March 29<sup>th</sup>. The forms must be first be signed by your dean before submitting to the PIE.

**V. Committee Appointments**

- 1. Evaluation Committees
  - a. Maile Del Buono to evaluate Khalid White (both Ethnic Studies) – **Approved w/o objection**
  - b. Leslie Rice to evaluate Novella Simonson (both ESL) – **Approved w/o objection**
  - c. Mark Branom to evaluate Clem Lundie (both CIS) – **Failed**  
Request failed because Mark is not tenured faculty.
- 2. Screening Committees
  - Faculty positons (requires 3 faculty members)
    - a. Ethnic Studies Instructor (Asian American Studies, Position #1800030) – ~~Hung Trieu (Econ)~~, Andrés Rodríguez (Ethnic Studies), Janice Sapigao (Engl.), Jesus Covarrubias (Ethnic Studies) – **Approved w/o objection**
  - Classified positions (requires 1 faculty member)
    - b. Senior Division Administrative Assistant ME (Position #1800025) - Maura Lozano (Counseling), Lorraine Levy (Psych)  
**Maura was selected by vote.**  
Voting for Maura were (10): Iyun, Chris F, Olga, Guillermo, Jagrup, Carlos, Nisha, Dennis, Phil, Mike  
Voting for Lorraine were (7): Jose, Alex, Bob, Rachel, Judith, Heather, Chris M
- Standing Committees/Workgroups
  - c. Simulation Lab Redesign – Janet Chang (Health Svcs.), Carlos Rojo (Bio.) – **Approved w/o objection**
  - d. Institutional Review Board – Lorraine Levy (Psych), Janice Sapigao (Engl.), ~~Mary Conroy (Psych)~~
  - e. AB705 Work Group - Patricia Gairaud (ESL), Marlise Edwards (Engl.), Dorothy Pucay (ESL), Gina del Rosario-Fontela (Cosmo), Alex Lopez (Metas), Patricia Solano (Math), Gabriela Rios (Math), Chris Frazier (Math), Chris March (Mach Tech.) – **Approved w/o objection**

**VI. Action Items**

- 1. Administrative Retreat Rights (BP 7250) – Phil  
**Motion: To approve (the draft) – Postponed**  
**Motion: to change (in #2, a) SJECCD from California Community college – Approved w/o objection**  
Discussion: determining which defined vacancy application deadline to apply, and using the same academic requirements for vacancies. – **Postponed until next meeting**
- 2. Proposed name change from “Physical Science” to “Earth and Space Science” – Iyun/Jessica Smay  
**Motion: To approve – Approved w/o objection**

Iyun listed the 4 reasons for this departmental name change; (1) lessen confusion regarding department vs. division name, (2) provide clarity for students with a more specific department name, (3) streamline data collection in program review, SLOs and other reports, and (4) lessen confusion between Physical and Biological Sciences. Karen added the department name would be changed in the catalog/materials but not in the courses or in their GE breadth.

3. Program Review Committee membership change – Mike

**Motion: That the membership of the Program Review be amended to include the SLO coordinator as an ex-officio member to review the SLO portion – Approved w/o objection**

4. Guided Pathways: consider approval of final work plan

**Motion: To approve the work plan for the Guided Pathways – Approved w/o objection**

Robert reviewed the timeline emailed earlier this month. Judith added that although this is not the final draft, any changes would not be substantial to the structure.

## **VII. Information items (6 minute limit/Possible Action)**

1. Questica software discussion – Chris Frazier said the Finance committee collects the budget requests from the Program Reviews. Marilyn (Morikang) cuts and pastes the budget requests into a spreadsheet to consolidate them. They're looking at software to streamline the task of gathering the requests. The Finance committee is not trying to effect policy and realizes Program Review belongs to the senate.
2. Z-degree/OER update – Chris Frazier said the senate committee finished in November and recommended pursuing and completing the Z-degree to the extent that it doesn't interfere with the OER curation of the Z-degree. The committee is still at the senate's disposal to review the outstanding issues, i.e., the way textbooks are recommended to the curriculum committee. He hasn't seen the amendment added to the original draft. Mike suggested a permanent oversight committee making all decisions with the dean as a facilitator.

**Motion: To create a special committee to oversee completely the operations of this grant project in all curricular aspects with the dean functioning as a facilitator; the chair will be elected by the committee and its membership is open – Approved w/o objection**

3. Student Accessibility Services: discussion of procedures for lab safety and communication – **Postponed**
4. EOPS resolution on block Grants – **Postponed**
5. AB 705 Update – Jesus said this will require students to arrive at transfer level within a year and SJCC needs to develop a plan. The Chancellor held a leadership meeting to start the discussion. Chris F added this is law and needs to be in place by 2019. Students will now be measured on throughput rather than success. The California Acceleration Project group (CAP) wants a strict interpretation of, "highly unlikely to succeed," and the one year timeframe. The state academic senate wants to preserve local authority and pedagogy. This is a major equity issue. The senate discussed the cross curricular opportunities this will provide, the need to address assessment and non-credit, and the opportunity to align with local high schools.
6. AP 4020 discussion – **Postponed**
7. Reassigned Time selection timeline for Fall 2018 – Phil said the job descriptions need to go out when faculty return from spring break.

**Motion: To have the job descriptions out immediately following spring break and complete the process by the end of April – Approved w/o objection**

8. Senate Elections: discussion of timeline, teller committee – Jesus said areas 4, 6, 8, 9, 10, 12 and the Full-time At-large Senators seats of Guillermo Castilla, and Heidi Kozlowski; and the Adjunct At-large Senators, Nisha Guha and Chris March seats are all up for election. 3 senators are needed for the Teller committee.

**Heather, Iyun, Olga and Rachel were appointed as the Teller Committee. They will determine the back-up senator – Approved w/o objection**

The senate will research a solution to the area 9 election which should not happen until 2019.

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

1. President's report: Jesus reminded the senators to submit their Alternative Plan form especially for those attending the state Plenary. Jesus reported at the Board meeting about the amount of the work which the

senate is doing around BPs/APs, accreditation, evaluation committees, IRB, faculty screening committees, and the need for more IT infrastructure to support Guided Pathways.

2. Facilities, Safety and Technology: Phil reported they're moving to address the pool and the soccer field. They're discussing adjunct faculty and retirees who get locked out of email. He wants the retirees to be put back into email so they can stay connected to the college. He's concerned with retirees missing the notice about the medical insurance change and the need to return a form to keep their insurance.
3. SLO: Mike said SLOs are in TracDat. They're working with Shusaku Horibe to manually extract data from CurricUNET and input it into TracDat.
4. Accreditation: Mike said the follow-up letter was sent to the ACCJC and they will visit on April 3rd. He encouraged the senate to be familiar with the letter.
5. District Senate: Jesus said they didn't have quorum at the last meeting. Jesus conducted an equivalency training today. He said there is a need for districtwide agreement on the equivalency language. Phil said it's time for the District Senate to rotate presidents.
6. Jose apologized for seeming to speak on behalf of the Math and Science faculty in an earlier email.
7. Finance: Chris F reported that the Finance committee has consolidated all of the Program Review asks onto one form. They are \$750K over last year.
8. Basic Skills: Heather reported that there are funds for use by June and encouraged them to apply.
9. Program Review: Judith reported they are almost done with the process. They plan to publish the validation list on Friday. There are still some programs that are not proficient. They're not planning major document changes this year. She's asked Shusaku for a data table on a single page which can be copied and pasted into the PR.
10. Planning & Institutional Effectiveness: Judith reported there are IEPI funds which can be used for technology upgrades. They're reviewing proposals.
11. District Technology: Bob said technology was mentioned several times today. They're many technology concerns on campus but no dedicated technology committee. The District Technology committee has a standing committee agenda item missing a report from SJCC.
12. Matriculation: Alex reported that they are in the process of updating the BP/APs. They're working with EVC on probation and disqualification.
13. DE: Mike reported on Audrey's behalf that the DE committee has 20 instructors piloting the verification process for online eligibility using a Canvas site. They are reaching out to senators who want to participate in the pilot.
14. Facilities, Safety & Technology: Iyun reported that they increased the faculty from 2 to 3 this week. She asked the senators to share the committee reports with their constituencies. Send concerns to Iyun and Phil.
15. AFT: Phil reported the AFT is in negotiations and discussing raises. He sent out a newsletter to the adjunct faculty. There was angst about the retreat. Elections will be held mid-April. President and Vice President will be elected. Jesus attended the joint meeting with the AFT on Friday. Attending were Eric Narveson (EVC), Fabio Gonzalez, Paul Fong (EVC), Executive Director Jennifer Bills, and Nasreen Rahim (EVC). They discussed PRC sabbatical approvals, faculty evaluations, and the joint meeting timeline.
16. Professional Development: Judith reported that the committee is reforming and reconvening.
17. IPCC: Karen reported the following proposals were approved: 4 course revisions (CIS 106, & 132, Dance 77 & 67), 1 new course (CIS 107), and 1 program revision (Dance 63). One course was deactivated (COS 98).

**IX. The chair adjourned the meeting at 4:10pm.**