

San Jose City College
ACADEMIC SENATE
Approved Minutes
March 6, 2018

Senators Present: Michael Berke, Jose Cabrera, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Phil Crawford, Nicolas Fraire, Chris Frazier, Fabio Gonzalez, Nisha Guha, Rachel Hagan, Heather Jellison, Jagrup Kahlon, Iyun Lazik, Alex Lopez, Chris March, Dennis Meakin, Olga Morales-Anaya, Karen Pullen, Bob Wing
Parliamentarian: Lorenzo Cuesta

Absent Senators: Barry Del Buono, Mo Lahai, Eve Mathias, (excused), Isai Ulate (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. SAS Director, Edina Rutland, requested that whatever is posted on Canvas must be accessible. She asked for senate support for someone to oversee Canvas accessibility. Closed captioning and voice recognition software can still be a problem. She asked instructors to send planned movies/YouTube videos to SAS for accessibility review before classroom viewing. They will respond within 24 hours.
- 2. Interim Language Arts Dean, Celia Cruz-Johnson, said April 13th is PDD. She encouraged instructors to submit their Alternate Plan forms by March 29th.

V. Committee Appointments

- 1. Screening Committees
MSC positions (requires 3 faculty members)
 - a. VP, Strategic Partnerships and Workforce Inno. (Position #1800024) – ~~Philip Tran (Business), Jagrup Kahlon (Med. Asst.), Linda Ferrell (Acct.), Phil Crawford (Soc.Sci.)~~
Jagrup, Phil, and Chris M. were selected by vote.
Voting for Jagrup were (16): Alex, Olga, Bob, Iyun, Jose, Heather, Guillermo, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Rachel, Phil, Mike
Voting for Linda were (4): Bob, Chris F, Heather, Jagrup
Clem received no votes.
Voting for Phil were (16): Alex, Olga, Bob, Iyun, Jose, Chris F, Heather, Guillermo, Nic, Nisha, Carlos, Dennis, Chris M, Rachel, Phil, Mike
Voting for Chris M (15): Alex, Olga, Iyun, Jose, Chris F, Guillermo, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Rachel, Phil, Mike
 - b. Division Dean, Business & Workforce Dev. (Position #1800023) – ~~Philip Tran (Business), Jagrup Kahlon (Med. Asst.), Linda Ferrell (Acct.), Gina del Rosario-Fontela (Cosmo), Edna Dolatre (Dental Asst.), Chris March (Mech Tech.), Clem Lundie (CIS)~~
Linda, Gina, and Clem were selected by vote.
Jagrup received no votes.
Voting for Linda were (17): Alex, Olga, Bob, Iyun, Jose, Chris F, Heather, Guillermo, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Rachel, Phil, Mike
Voting for Gina were (15): Alex, Olga, Bob, Iyun, Jose, Chris F, Heather, Guillermo, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Mike
Voting for Edna were (5): Iyun, Chris F, Guillermo, Rachel, Phil
Chris M received no votes.
Voting for Clem were (14): Alex, Olga, Bob, Jose, Heather, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Rachel, Phil, Mike
 - c. Dean, Language Arts (Position #1800022) – Marlise Edwards (Engl.), Michelle Blair (Engl.), Shelley Giacalone (Comm. Studies), Dedrick Griffin (Engl.), Rebecca M. Gámez (Spanish), Novella Simonson (ESL), Alex Lopez (Metas)
Dedrick, Novella, and Alex were selected by vote.
Bob voted for Marlise (1)
Michelle received no votes.
Voting for Shelley were (4): Bob, Chris F, Heather, Rachel

Voting for Dedrick were (15): Alex, Olga, Jose, Chris F, Heather, Guillermo, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Rachel, Phil, Mike

Voting for Rebecca were (5): Iyun, Nisha, Carlos, Rachel, Mike

Voting for Novella were (13): Alex, Olga, Bob, Iyun, Jose, Heather, Guillermo, Nic, Jagrup, Dennis, Chris M, Phil, Mike

Voting for Alex were (13): Alex, Olga, Iyun, Jose, Chris F, Guillermo, Nic, Jagrup, Nisha, Carlos, Dennis, Chris M, Phil

2. Evaluation Committees

- a. Scott Inguito for Javier Chapa (both Engl.) – **Approved w/o objection**
- b. Mary Conroy (Psychology) for Henry Liem (Philos.) – **Approved w/o objection**
- c. Zerrin Erkal for Novella Simonson (both ESL) – **Failed**
The senate will review the contract language related to evaluations.
- d. Eve Mathias (Art) for Amber McCall (Dance) – **Approved w/o objection**

VI. Action Items

1. Administrative Retreat Rights (BP 7250) – Phil
Motion: To adopt the draft (handout)
Motion: To postpone until the next meeting – Approved w/o objection
Send language suggestions to Phil.
2. Electrician Program: consider approval of new updates to Program – Jesus/Jonathan Cronan
Motion: To approve – Approved w/o objection
3. ACCJC Follow-Up Report: consider approval of final report – Mike/Joyce Lui said the feedback changes have been made and the unofficial visit date is April 3rd.
Motion: To approve the follow-up report – Approved w/o objection
4. Proposed name change from “Physical Science” to “Earth and Space Science” – **Postponed**
5. BP/AP: consider approval of final packet – Jesus/Fabio - **Postponed**

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

1. Risk Assessment and Behavior Intervention Team Development – Sophia De La Fuente, SJCC Case Manager, reviewed the handout, “How to file a “Person of Concern,” report through the Maxim system. One faculty member is needed for the Risk Assessment & Behavior Intervention Team. Do to faculty feedback the referral name will be changed to Student Support Referral from Person of Concern.
2. Institutional Review Board (IRB): discussion on creating process for approving research at SJCC – Mike suggested creating an IRB special committee to develop procedures to comply with state/federal regulations, protect students and the college while students are participating in research studies. Mike will be the committee chair and the senate will send out an open-ended call for faculty members.
Motion: To set up this special committee tasked with researching and making a proposal to the Senate about the process and procedure of the IRB. – Approved w/o objection
3. Distance Ed: discussion on method for verifying teaching online eligibility – Audrey said the DE committee has created a PDF form within a Canvas course to allow faculty to upload their completion certificates and other DE course information to verify their online teaching eligibility. Faculty would have access to their own form. Dean Hines would “grade” the form as having met/not met in Canvas. Deans would be allowed to view the form for eligibility. Audrey will send the Canvas link for senate review.
Motion: To pilot (test) this system for 4 weeks – Approved w/o objection
4. Workforce Budget and staffing issues – Phil said because of the amount of money available with Strong Workforce, Perkins, and Pathways, more faculty input is needed for the budget.
Motion: To request the VP of Workforce meet with the Workforce division, the 5 other departments, Basic Skills, ESL, Social Science, and non-credit faculty to have input in spending these dollars – Approved w/o objection
5. “Project Scale IT Up”: discussion of Grant related to TechNest – Mark Brannon said VP Tran is expanding the next cohort of TechNest. They want to use the Innovation award to support increasing TechNest classes from 1 to 3-4 producing a certificate. He’s discussing with Berkeley a data science

class as the 2nd course, CIS 107 (in TechNest). They're considering Cloud Computing and an entrepreneurship class to complete the certificate. These would be credit courses.

6. Guided Pathways Update – Joyce Lui/Darla Calvey/Robert Gutierrez said they conducted a 2-day site visit of faculty/staff small groups across campus with about 35 participants. They had a debrief meeting today at 11am. In February the self-assessment was submitted to the state chancellor's office and the work plan is due on March 30th. Roland added that a faculty coordinator will be added within 2 days. \$180K has been allotted to implement phase one. They have 100 recommendations to remove student barriers, including technology, faculty/staff development, assessment, and the need for education/transfer plans. They will return on the next meeting with the final draft of the work plan.
7. Program Review Committee membership change – Mike said they're discussing having an SLO coordinator as an ex-officio (non-voting) member of IPCC and Program Review regarding approving the SLO part only. This will return when Judith is available.
8. Z-degree/OER: update and concerns – Phil said there's still concern about these courses in the public domain/access. Dean Hines said these courses are under the creative common license and they will reside on the state's Professional Learning Network (PLN) server. She added that she sends the state a list containing the course description, faculty name, and contact information. She said that the course developers are aware that their course/materials would be available through the creative commons license. Chris F said the committee recommended going forward with the zDegree, zero cost textbook portion. He asked to bring this to the next senate meeting.
9. EOP&S Resolution on block Grants: discussion of whether to support resolution – **Postponed**

VIII. Committee Reports (1 minute each)

1. President's report: Jesus said he's working on a joint meeting with the AFT on March 16th following the re-scheduled RAM meeting. There are about 16 going to the ASCCC Spring Plenary. He reminded those attending to complete and submit the Alternative Plan form for PDD before leaving for spring break.
2. SLO: Mike said SLOs are due Friday, March 9. He reminded using TracDat.
3. Reassigned Time: Phil reported that they've reviewed 3 positions and asked that the job descriptions go out in March.
4. Facilities/Safety: Phil said there are quick fixes in the works to address dead spots in the Student Center for Verizon users. ITSS is upgrading computers in GE119 with SP drives for speed.
5. Matriculation: Alex reported addressing probation/disqualification at Thursday's meeting and they're linking with EVC.
6. IPCC: Karen reported they're discussing getting ethnic studies and cultural pluralism noted to Theater 55 and ECE 147. Ethnic studies and cultural pluralism has been left out of the Checklist and there's been no report from the senate's appointed taskforce. IPCC approved 9 course revision proposals.

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