

**San Jose City College**  
**ACADEMIC SENATE**  
**Approved Minutes**  
**May 7, 2019**

**Senators Present:** Judith Bell, Jose Cabrera, Bill Carlson, Guillermo Castilla, Carlos Chavez, Mary Conroy proxy for Lezra Chenportillo, Jesus Covarrubias, Phil Crawford, Nicolas Fraire, Chris Frazier, Rachel Hagan, Kathy Haven, Heather Jellison, Jagrup Kahlon, Madeline Adamczeski proxy for Iyun Lazik, Alex Lopez, Dennis Meakin, Olga Morales-Anaya, Kidane Sengal, Patricia Solano, Bob Wing

Parliamentarian: Lorenzo Cuesta

Classified Senate: Andrea Lopez

Absent Senators: Michael Berke

- I. The meeting was called to order at 2:10pm.**
- II. Approval of Agenda – Approved as amended w/o objection**
- III. Approval of Minutes – Approved w/o objection**
- IV. Public Comments –**
  1. Leslie Rice spoke on behalf of the Patricia Solano and Linda Meyer, the Teller committee. She asked for specific voting rules to disqualify votes. There shouldn't be any discussion about whether ballots are properly signed, names on the rosters for fall and spring, or faculty on sabbaticals. Next year guidelines are needed for observers.
  2. Edina Rutland asked for feedback on the SAS online survey.
  3. Benjamin Gonzalez, Secretary of the EVC ASB, introduced himself and will be presenting on its behalf.
  4. Fabio Gonzalez said he supports the senate president. He wanted to acknowledge the amount of messages and emails targeting the Senate as evil and promoting divisive rhetoric. The Senate represents the academia. He remembers when the Senate needed more than one police officer in the meeting. Our colleagues are asked to choose sides. He's disappointed at the ones who point their fingers and do the least and have their own agenda. Departments should work to fix themselves.

**V. Committee Appointments**

1. Screening Committees - Faculty position needs 3 volunteers
  - a. Full-time Case Manager – Sophia De La Fuente (Counseling), Kathleen Barzegar (Health Services), Rachel Hagan (Counseling) – **Approved w/o objection**
2. Standing Committees
  - b. Matriculation – Gabriel Santiago (Articulation) – **Approved w/o objection**
  - c. District AP/BP Policy Review Committee – Gabriel Santiago (Articulation) – **Approved w/o objection**
  - d. Guided Pathways Steering Committee – Kathy Haven (Language Arts), Heather Jellison (ESL) – **Approved w/o objection**  
Judith stated that this is a work in progress. They welcome the interest/support.
3. TRC and Evaluation Committees
  - e. Wendi Pio as peer-evaluator for Laura Sanchez (both Dental Asst.) – **Approved w/o objection**

**VI. Action Items**

1. **Motion to approve revisions to the SLO assessment questions in TracDat and specific questions in the SLO section of the Academic Affairs Program Review forms (both annual and comprehensive) as noted in the handout presented to the Senate on 4/23/19 – Unanimously Approved**
2. **Motion to approve revisions to the Planning and Program Effectiveness section of the Academic Affairs Program Review forms (both annual and comprehensive) as noted in the handout presented to the Senate on 4/23/19 – Unanimously Approved**
3. EVC ASB's Resolution endorsed by the SJCC ASB to amend the Shared Governance Decision Making Handbook to allow all constituents groups to have their own reporting agenda-line item as appropriate in regards to the functionality of all Shared Governance Committees but required for College Council approval – Benjamin Gonzalez said the ASB is being considered as a committee and not acknowledged as a constituency group throughout all shared governance committees. – **Vote postponed for clarity**  
The Senate discussed whether a resolution is needed when all of the constituency groups may report to the shared governance committees.

Benjamin asked to be re-heard regarding the resolution but left before he could be re-heard.

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

1. SJCC Student Equity Report – Fabio Gonzalez said the State integrated Basic Skills, Student Success and Student Equity plans and changed methods for reporting/tracking funds. The five executive summary goals are; increased access, removal of non-academic barriers to course completion, basic skills increase in transfer-level Math and English, increase degree/certificate completion, and increase transfer outcomes for disproportionately impacted students. Shusaku added the committee will return with the Student Equity's target to hit the State's metrics of five goals to address disproportionately impacted groups.
2. Senate Elections update – Leslie Rice of the Teller's committee (Rice, Linda Meyer and Patricia Solano) reported the results. Applied Science had 2 disqualified ballots, 1 was not signed, and the other was not for Applied Science. Cronan received 7 votes and Ulate, 0. Language Arts disqualified 2 ballots; 1 ballot was not printed and signed only on the back, and the other person had already voted. Jellison and Heimler each received 12 votes. Alex added the tie-breaker election in Language Arts will run May 8 – May 15<sup>th</sup>. There is no tie-breaker in the bylaws. The Adjunct At Large disqualified 3 ballots; 2 unsigned ballots and 1 whose name was not on the roster. There were 50 votes for Levy, 48 for Nestojko, 46 for Jonali Bhattacharyya, 29 for Crawford, 25 for Jellison, 18 for Meakin and 16 for Gamboa. Lorraine Levy, Jennifer Nestojko, and Jonali Bhattacharyya were elected by vote. The Full-time At Large election disqualified 5 Adjunct At Large ballots, 1 ballot with no name, and one which was not sealed. The results were Mary Crocker Cook received 50 votes, Dutra 48, Pio 49, Lopez 45, Gregor 49, and Lazik 43. Mary Crocker Cook, Wendy Pio, and Michelle Gregor were elected by vote. Alex reported that Carlos received the nominations for the Counseling department's second seat. Alex Lopez was the only name submitted. Alex was elected as the second Counseling senator. Alex said the election will be certified when the Language Arts tie-breaker is completed.
3. Consider By laws changes for elections, ties and observers – Heather said there's a need to make the process clear and address specific situations like having the elections at one time and consider writing procedures for the Teller's committee and observers. Phil said this should go in election rules instead of the bylaws and suggested forming an election taskforce. Bob suggested the senate consider electronic voting. Guillermo suggested electing the senate officers by general/popular vote. Phil said the senate elects its leadership within its body.
4. Student Accessibility Services (SAS) Faculty Guide First Draft – Edina Rutland asked for feedback on the SAS guide before it is finalized. She asked for help with topics, i.e., instructional materials information, working with interpreters and how to disseminate the guide. Email feedback to Edina as soon as possible.
5. Finance Committee Process – Chris outlined the budget process starting in the fall with collecting data, gathering goal input from the President, collecting program reviews in November, reviewing data line items in March, and making recommendations to CAC and the President in the spring. They continue looking for funding sources beyond Fund 10 like, SSSP, Perkins, facility rentals, carryover dollars and salary savings from vacant positions. We're now allocating budget requests based on program review. The RAM will change the planning process. We're piloting software next year to make reporting better.
6. SJCC project with Stanford University, Preparing Future Professors (PFP), in which current Stanford graduates are paired with faculty at teaching institutions around the Bay Area; Carlos Rojo – **Tabled for next meeting**
7. Sim Lab Update; Carlos Rojo – **Tabled for next meeting**
8. District ITSS process for emergency needs to address technical problems in the classrooms. This process does not allow for emergency situations, such as projectors or sound systems not working in classrooms. – Judith said a process is needed for ITSS to deal with technical classroom problems immediately.  
**Motion: For the Senate to endorse a request to have a process developed for instructors/staff to reach campus technology immediately**  
There was discussion about the need for access to ITSS and campus administrators at night and weekends.  
**Amendment: To refer this to the technology committee for consideration – Unanimously approved**  
Andrea suggested putting stickers on the phones with ITSS's extension.

9. AP/BP policy update recommendations from the District Policy Committee – Andrea Lopez said there is a schedule to update the chapters of the policies. The CCLC changes are in red, committee recommendations are in purple, district administrators are in green. Send feedback to the committee (Alex, Andrea, and Randy Pratt (EVC)). A new course substitution for disability was introduced. Following Senate approval, this will go to the district council and then on to the Trustee Board.

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

1. Presidents Report: Alex is watching the elections and listening to the faculty. Earlier this year some faculty asked that the leadership not be involved in both the Senate and Union so he choose not to run in the Union election.
2. Phil said it's important to get the election rules in place sooner than later.
3. Facility, Safety and Technology: Dennis reported they've created an accessibility taskforce to address student needs.
4. Athletics: Nic reported the softball team won 2 of 3 games and are continuing on to the next round hosted by SJCC. Golf students made it to the next round. 6 track athletes made it to the state finals.
5. Program Review: Judith reported they're working with the Finance committee to fine tune the budget piece. They're updating the Administrative and Student Services forms.
6. Guided Pathways: Judith reported they hosted its second successful retreat on Friday, May 3. They have their steering committee in place. They will be forming workgroups and will return for Senate approval.
7. IPCC: Mary Conroy reported they held their last tech meeting and will have the last IPCC meeting this Tuesday. They approved 10 course revisions, one new course proposal, and 1 new certificate proposal. VPAA Pratt said they discussing meeting over the summer and they're finishing the 2019-20 catalog.
8. Classified Senate: Andrea reported she will bring a resolution for Senate support recognizing classified as professionals and not as staff. They're working with Professional Development for a training for all classified in June. They're discussing developing a hiring priority process with Program Review.
9. Phil said Lorenzo's training on the Brown Act and Robert's Rules were very helpful to the Classified Council.
10. CAC: VPAA Beth Pratt reported they had the final presentation from the Finance and PIE committees at the last meeting. They will hear from the FAsT and Program Review committees next week in their last meeting.

#### **IX. The chair adjourned the meeting at 3:55pm.**