

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

**Senators Present:** Judith Bell, Jose Cabrera, Guillermo Castilla, Carlos Chavez, Phil Crawford, Nicolas Fraire, Chris Frazier, Jagrup Kahlon, Heather Jellison, Madeline Adamczeski proxy for Iyun Lazik, Alex Lopez, Dennis Meakin, Olga Morales-Anaya, Patricia Solano, Bob Wing

Parliamentarian: Lorenzo Cuesta

Classified Senate: Andrea Lopez

Absent Senators: Michael Berke, Bill Carlson, Lezra Chenportillo, Jesus Covarrubias, Rachel Hagan, Kathy Haven, Kidane Sengal (all excused)

- 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 as amended w/o objection**
- IV. Public Comments**

1. Dean Ilder B. Lopez invited everyone to the SJCC play, “Just Like Us,” running December 6th-9th. They are reaching out to the local high schools to attend as well.

**V. Committee Appointments**

1. Screening Committees
  - a. SJCC Articulation Officer/Counselor (needs 3 faculty) - Meiko Daire (Counseling), Valentin Garcia (Counseling), Lezra Chenportillo (Counseling), Carlos Chavez (Counseling)  
**Motion: To add a 4<sup>th</sup> as an alternate – Approved w/o objection**  
**Chris, Valentin, Lezra were selected by vote with Carlos as the alternate.**  
Voting for Meiko were (3): Guillermo, Jagrup, Carlos  
Voting for Valentin were (9): Jose, Bob, Chris, Jagrup, Madeline, Carlos, Dennis, Heather, Phil  
Voting for Lezra were (9): Jose, Patricia, Bob, Olga, Chris, Jagrup, Nic, Dennis, Heather  
Voting Carlos were (8): Patricia, Bob, Olga, Guillermo, Madeline, Nic, Carlos, Phil  
Voting for Chris were (10): Jose, Patricia, Olga, Chris, Guillermo, Madeline, Nic, Dennis, Heather, Phil
  - b. Biology (100% FTE, Position #1800101) needs 1 faculty – Angela Tran – **Approved w/o objection**
  - c. MSC, Interim, Vice Chancellor of Admin Services (Position #1800102) needs 1 faculty – Fabio Gonzalez (EOP&S) – **Approved w/o objection**

**VI. Action Items - none**

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

1. College Advisory Committee (CAC) and Planning & Institutional Effectiveness (PIE) Committee Evaluation Form discussion – Joyce Lui said they’re in the early stages of reviewing committee evaluation forms. They want to use one form for CAC and PIE. They are re-tooling the self-evaluation form to boost responses. PIE welcomes any feedback.  
**Motion: To have the form return for approval by the Senate and the CAC.**  
**Motion: To explore the possibility of conducting a real evaluation of the standing committees – Postponed w/o objection**
2. Strategic Planning update – Joyce Lui reviewed the initial timeline to develop the strategic plan. The vision for success must be embedded into the strategic plans. The hard deadline is May 31<sup>st</sup>, 2019 to have all colleges/districts transmit to the State their confirmation of the vision placement in the plans. Jose added the Senate needs to develop a method to provide its input to the strategic planning process. Guillermo requested that the SWOT Analysis be presented to the Senate when it’s available.
3. Voting abstention use – Parliamentarian, Lorenzo Cuesta, reviewed the uses for abstaining according to Robert’s Rules. He reminded the Senate that because they represent their constituencies, they must be prepared to vote on their behalf. This body does not award funds so it has no conflicts of interest. Abstentions may not delay the meeting business.
4. Proposed change to positive attendance data for the 2019 - 20 cycle of Program Review – Judith Bell reported Shusaku found an anomaly in the data regarding positive attendance. He wants to make the data

uniform and proposed changing the query of the data. CTE, ESL and ECE have positive attendance data. Joyce explained positive attendance as a difference in calculating student hours in lab courses for example.

5. Department input on scheduling issues – **Postponed w/o objection**
6. Senate Ground Rules change recommendation regarding item submission and support materials – Bob suggested changing the day when agenda items are submitted from Wednesday to Tuesday (when the Executive Committee meets) in the Ground Rules. He also suggested supporting information be submitted to senators 24-72 hours before meetings so that there's time to review. This will be continued at the next meeting.

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

1. Presidents Report: Alex read President Escobar's email supporting hiring an Articulation Officer, Business, Library, Biology Instructors, and the Health Coordinator. Alex will continue to advocate for more positions. Both Senates are working towards agreement on the Resource Allocation Model. The Chancellor has agreed to a district audit and is hiring a consulting firm.
2. Executive Committee: Phil thanked Chris for his Golden Handshake research/calculations, and commented on the need to work with the AFT to increase the full-time faculty replacement numbers. Jose reported the need to develop a method to provide Senate input to the strategic planning process. Chris reported reviewing last year's Board minutes and the Golden Handshake reports. Chris calculated the GH cost for the first two years at \$3,450,000 which is close to the District's figures.
3. District Academic Senate (DAC): Alex reported Senate President, Eric Narveson, has been assigned to update the APs & BPs. They're working with Andrea (Lopez) and Joy Pace on the documents. Edina (Rutland) is working with EVC on ADA compliance districtwide. The DAC is considering professional development for post-graduate students to help recruit from within.
4. Program Review: Judith reported they have submitted for the IEPI grant funds for a year-long pilot of the eLumen platform. The purchase would be in April 2019. This will return to the Senate.
5. Facilities, Safety & Technology: Phil reported requesting the senate office move to the previous dean's office and conference room on the 4<sup>th</sup> floor of the Technology building over the (winter) break. He also suggested using the old office space for counselor's or Student Services' offices. Dennis added we're losing overnight security on December 31<sup>st</sup>, and will request an extension at the CAC meeting.
6. Guided Pathways (GP): Judith reported the ASCCC is sending the area representative on November 28<sup>th</sup> for a GP session. Judith is working with Mark Gonzales at EVC because they have no faculty coordinator.
7. ESL: Heather reported there are funds available to Reading, Math, English, and ESL instructors for conferences and projects.
8. Classified Senate: Andrea reported updating the Senate regarding adding classified to the Program Review and DE committees. She added that the diaper/underwear/socks donation bins have been placed around campus for collections.
9. PIE: Judith said they discussed the need to have the Professional Development Day agenda earlier for review of the offerings.
10. Professional Development: Heather reported last week's meeting was re-scheduled to November 29<sup>th</sup>.
11. Reassigned Time: Phil reported the need to review the reassigned time for fall 2019 now. AFT will have reassigned time opportunities which is important to keep adjunct faculty in the union.

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