

San Jose City College
ACADEMIC SENATE
Approved Minutes
October 17, 2017

Senators Present: Michael Berke, Jose Cabrera, Guillermo Castilla, Jesus Covarrubias, Phil Crawford, Barry Del Buono, Nicolas Fraire, Chris Frazier, Bill Carlson proxy for Nisha Guha, Heather Jellison, Jagrup Kahlon, Mo Lahai, Iyun Lazik, Alex Lopez, Chris March, Dennis Meakin, Olga Morales-Anaya, David Lomax proxy for Isai Ulate, Bob Wing

Parliamentarian: Lorenzo Cuesta

Absent Senators: Carlos Chavez, Rachel Hagan, Eve Mathias, Karen Pullen, (all 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. Juan Garcia with Student Activities said Commencement 2018 will be bigger. Last year there were 3500 grads, guests, faculty and staff. This year we're looking to expand to 4000 so the date has been changed to Saturday, May 26th. They're looking at larger venues i.e., Avaya or SAP. This year there will be a before and after party with an alumni fair to connect graduates with employers.
2. Norma Ambriz-Galaviz said she's working with faculty to complete the CTE faculty evaluations. There's a Computer Science/Information faculty who needs help with their evaluation. Contact Norma if you can help.
3. Celia Cruz-Johnson reminded the senate that the BSI report is due at the state chancellor's office and needs Jesus' signature.
4. Alla Petrosyan, associate English faculty, was moved by the reports on the homeless Northern California fire survivors. She wants to support them by leading the donation collection of books, blankets, toys, and clothing to be placed in bins on campus.

V. Committee Appointments

1. Evaluation Committees
 - a. Jose Cabrera to evaluate Kim Nguyen (both Chem.) – **Approved w/o objection**
 - b. Suzanne Gutierrez (Counseling, Psych., Business, Guidance) to evaluate Mary Conroy (ECE, Psych.) – **Approved w/o objection**
 - c. Khalid White (Ethnic Studies/Sociology) to evaluate Mai Le Del Buono (Asian Am. Studies) – **Approved w/o objection**
 - d. Judith Bell (Art) to evaluate Ciaran MacGowan (Photo & Journalism) – **Approved w/o objection**
 - e. Isai Ulate (Machine Tech, Business) to evaluate Sydney Sukuta (Laser Tech, Electronics, Physics)
 - f. Wendy Pio (Dental Asstg.) to evaluate Scott Miller (EMT) – **Approved w/o objection**
 - g. Sydney Sukuta (Laser Tech, Electronics, Physics) to evaluate Jerry Kauffman (Gen. Construction) – **Approved w/o objection**
 - h. Clem Lundie (CIS) to evaluate Momoh Lahai (Business, Marketing, Automated Manufacturing, Bus. Telecom, Stat Process Control, Total Quality Mgt.) – **Approved w/o objection**
 - i. David Lomax (Gen. Construction, Business, Marketing) to evaluate Isai Ulate (Machine Tech, Business) – **Approved w/o objection**
 - j. Angela Tran (Math) to evaluate Hung Trieu (Econ) – **Approved w/o objection**
 - k. Monette Reyes (ECE) to evaluate Elizabeth Ramirez-Sharpe (ECE) – **Approved w/o objection**
 - l. (TRC) Jessica Breheny (English) to evaluate Janice Sapigao (1-year, non-tenure track English Instructor for the METAS & Cultivamos Excelencia programs) – **Approved w/o objection**
 - m. Rebecca Gamez (Spanish) to replace Leslyn McCallum to evaluate Shelley Giacalone (Comm. Stds.) – **Approved by vote**
Voting against were (3): Iyun, Heather, Jose; all others voted for the appointment
2. Screening Committees
 - a. Transition Specialist, WI (Position #1700091) (1): Patricia Gairaud (ESL) – **Approved w/o objection**
3. Standing Committees/Workgroups

- a. Program Review: Valentin Garcia (Counseling), Graciela Cochran (Math) – **Approved w/o objection**
- b. Student Learning Outcomes (SLOAC): Jeffrey Austin (Hist.) – **Approved w/o objection**

VI. Action Items

- 1. Community College Survey of Student Engagement (CCSSE) – Joyce provided an overview of the survey at the last meeting. She hasn't received any faculty feedback and requested support for the survey. Joyce can contact CCSSE to select the courses as soon as possible to give more time for instructors to prepare.

Motion: To endorse the survey – Approved w/o objection

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

- 1. Alcohol & Drug Studies Advanced Certificate – Mary Cook said there are two certifications, CCAPE and CADE in ADS. The CADE accreditation is up and required new curriculum changes. To meet the new accreditation requirement, ADS had to split the Individual, Family and Group Counseling course into two courses, Counseling Theories & Skills and the Group Dynamics. The classes are processing through IPCC.

Motion: To approve the certificate – Approved w/o objection

- 2. District Branding and Marketing project discussion – Ryan Brown, the District Marketing and Public Information Officer, and Maryann Connelly with Full Capacity Marketing came to provide an update on district marketing efforts and research for the colleges. In the spring they reviewed the district's brand, name, logos, taglines and colors. Ryan is spending his budget marketing both colleges. Maryann added that they're promoting the two colleges together as the district. They've surveyed faculty, staff, and students via email. Student survey results ranked (1) location, (2) cost, and (3) academic programs. Students had low perception of academic programs at EVC/SJCC. Maryann added that they're working with the idea of, "A first class education close to home." Ryan has \$40K this year to support the college's marketing efforts (EVC/SJCC). There will a faculty and staff focus group tomorrow in GE118.
- 3. Update on passed Resolution regarding District screening process being used for Bond Fiscal Management firm hiring – Jesus said the resolution was revised to add accreditation language in the "Whereas" sections.

Motion to adopt this newer resolution to replace the previous version (old revision adopted on 10/3/17) – Unanimously approved

Whereas the San Jose City College Academic Senate (AS) has a shared governance interest in the institutional planning for facilities to house academic programs and serve the needs of the student body; and

Whereas the District began a process of RFP and Screening to contract with a Bond Fiscal Agent in July of 2017 and then sought (October) to have the AS Presidents violate Title 5 53203(f) by making immediate emergency faculty appointments without the consent of their respective bodies at the sunset of a "suspect" unilaterally adopted process employed without stakeholder constituent input; Whereas, ACCJC accreditation standard III D highlights that "The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets."

Whereas, ACCJC accreditation standard IV A.2 reads in pertinent part: "The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes." Including that the policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. IV A.2 requires these policies shall specify the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.

Whereas, ACCJC accreditation standard IV D.6 requires "Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively."

Whereas, the AS has discovered through due diligence at the Facility, Safety, and Technology Committee that bond miss-management issues have been present at SJCC for many years, including:

- 1) the lack of accurate and timely information about funds availability resulting in the reduction of building functionality
- 2) the lack of financial forecasting of bond balances as a tool for the College to prioritize and make decisions
- 3) the allocation of measure x bond funds without the involvement of faculty or a published methodology.

Therefore be it resolved that the AS respectfully requests that the BOT halt and review the selection processes that have been conducted to date in preparation for and allocation of Measure X funds, and after a transparent and inclusive process, outline and publish procedures to ensure proper campus & district constituent involvement in the fund allocation and selection processes prior to awarding contracts and allocating District and College shares of Measure X funds.

RESOLVED that the SJCC Academic Senate, in the spirit of establishing and maintaining transparency, inclusiveness, and accountability respectfully asks that the hurried screening process (reportedly incapable of any delay) be delayed giving all appropriate constituent bodies an opportunity to review the selection and allocation processes and either affirm these processes or make recommendation(s) to the Chancellor for appropriate changes in process. Jesus Covarrubias, SJCC Academic Senate, President

4. Guided Pathways discussion – Mike presented some of his research of the Guided Pathways and possible disadvantages. Guided Pathways has a 4 pillar structure; clarify paths, intake, support and learning. Some believe it discourages open ended reasoning and could be confining to a chosen track. Guided Pathways is under the purview of the senate and should be faculty led. The discussion will continue.
5. Nursing Lab Issue – Iyun has confirmed that the CIMS lab will be moved to EVC and the equipment will be dedicated to SparkPoint. Carlos Rojo added that the simulation lab contains 5 programmable mannequins used primarily for the nursing students. Physiology students use this valuable tool to apply classroom studies to a real clinical environment. It also contains cameras for instructors to monitor students and provide feedback. President Breland said the CIMS equipment was never owned by SJCC. There was a previous agreement to give it to EVC. The Workforce Institute rented their space in the Tech building from the district. When Workforce and the Foundation leave at the end of this year, we'll have space to expand the dental assisting and medical assisting programs. SparkPoint wants to use the vacated CIMS lab space. Carlos said the lab is used throughout the Allied Health program by more than 150 students. Iyun will email President Breland with the estimated number of students using the lab.

Motion: To pass the CIMS lab resolution – Unanimously approved

Whereas the CIMS lab is currently being used by the Biology department, Physiology course, and serving 60 students per semester with planned expansion to all sections of Physiology (more than 150 students per semester) and another course, Human Biology (more than 150 students per semester), Whereas the CIMS lab is designed for specific instructional purpose, with a control room, a simulation room, and a debriefing room with designed pedagogy that could not easily/cheaply be moved or reconfigured,

Whereas the CIMS lab increases student engagement by providing realistic, simulated clinical environment and incorporates 21st century technology, and prepares students with relevant skills, Whereas a decision to allocate this space to SparkPoint was not discussed by faculty in the affected programs, the Academic Senate, or the Facilities, Safety and Technology Committee,

Therefore be it resolved that the SJCC Academic Senate in recognition of the importance of the CIMS lab in the instruction of our students ask that the current space housing the CIMS lab to be designated as an instructional space and SJCC CIMS Lab. Iyun Lazik, Ph.D., Professor of Chemistry

6. Discussion of Ellucian Innovation Grant possibility – VP Lena Tran said she worked on the grant at EVC to partner with Ellucian to provide innovative student support and it included SJCC. It was funded in March. The grant was never brought to the SJCC senate. She asked for senate support. SJCC would receive \$330K (for year 2 and 3) of the \$2M grant.
7. Resource Allocation Model (RAM) Update – Jesus said there are no current changes. Chris F said they've moved away from accepting the spreadsheet to giving answers to specific questions. President

Breland thanked the senate for keeping this on the agenda and its voice in the RAM meetings. He added that with the current model, SJCC would receive about \$1.2M less than EVC making it more difficult to fund CTE programs and fill vacant positions.

8. Council of Chairs discussion about establishing this committee – Mike presented the idea of creating a council of committee chairs to facilitate broad communication and collaboration across campus in order to satisfy the ACCJC’s recommendation #3. They might meet once monthly.
9. Distance Education updates on Verification for teaching online process – Audrey presented the DE’s process to verify eligibility to teach online including a verification form draft. They suggested keeping a database to maintain records of eligibility. The LLRDE Dean would have administrative access to review and maintain the database submissions for eligibility criteria. The administrative deans would have, “ready only,” access. The senate discussed the need for senate/IPCC/faculty approving eligibility not administrators, getting PRC pre-approval for online training (like Nasreen at EVC), possibly adding a senate signature to the verification form, and the need for a reminder when the 2-year eligibility is due. Audrey will take form suggestions back to the DE committee.

10. Resolution in support of CA Apprenticeship council – Phil

Motion: To endorse the California Apprenticeship Council’s minimum qualifications statement – Approved w/o objection

Whereas Industry knows best what it needs for apprenticeship programs;

Whereas Industry helps develop the curriculum and sets the National and International Standards for on the-job training;

Whereas, San Jose City College apprenticeship programs provide valuable career opportunities for students that allow them to master trade skills while completing degrees and/or certificates, which in turn open doors to earn living wages and contribute to much needed socioeconomic growth in California;

Whereas, the San Jose City College Academic Senate recognizes apprenticeship faculty primacy in making recommendations regarding minimum qualifications for apprenticeship faculty, and recognizes that apprenticeship faculty are highly qualified discipline experts just as more traditional faculty are in their own disciplines, even though those qualifications are not typically recognized with traditional academic degrees;

Whereas, the San Jose City College academic senate acknowledges that apprenticeship program directors recruit exceptional faculty in their disciplines to create the highest-quality educational programs for students and ultimately provide the public with highly skilled professionals who are well-prepared to create and maintain safe infrastructure for our state; and

Whereas, the San Jose City College academic senate supports the continued efforts by the California Apprenticeship Council and apprenticeship faculty under section 87357 of the California Education Code to ensure our apprenticeship minimum qualifications reflect the trade experience, training, and ongoing professional development of credit apprenticeship faculty;

Resolved, that the San Jose City College Academic Senate hereby encourages the Academic Senate for California Community Colleges and BOG to rely on our California Community College apprenticeship faculty members (As represented by CACA) and the California Apprenticeship Council as they continue to actively engage the California Community College Board of Governors to create appropriate, flexible, and realistic minimum qualifications for teaching faculty in both credit and non-credit apprenticeship courses. Phil Crawford

11. Datamart and program awards discrepancy – Joyce Lui said while working with Program Review this year they found discrepancies between what A&R has awarded students and what’s being recorded in the statewide Datamart. She wants to make sure that Program Review committee is aware. She’s working to fix the problem and will return with a solution.

VIII. Committee Reports/ Senator Updates (1 minute each)

1. President’s Report: Jesus met with the District Council and Alice Van Ommeren about the strategic priorities.
2. SLOAC: Mike reported that there are glitches on some of the assessments received. They’re meeting tomorrow and will work them out. One new member was added today.

3. Z Degree: Chris Frazier reported that the committee has set its scope and objectives and will send to them to the executive committee.
4. Finance: Chris F they are concerned that if the RAM goes into effect the Finance committee will have to change the business rules of the college and the Finance committee charge.
5. Facilities: Phil reported that they adopted the resolution supporting the halting of the Bond oversight process. They reviewed the July incident against the instructor in the Technology building and how the information was disseminated and recorded. They want faculty to know that there is a 5 year restraining order against the student.
6. Matriculation: Alex reported that EVC has joined them and they are updating district policies that relate to both campuses.

IX. The chair adjourned the meeting at 4:30pm.