

San Jose City College
ACADEMIC SENATE
Approved Minutes
September 18, 2018

Senators Present: Judith Bell, Michael Berke, Jose Cabrera, Bill Carlson, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Phil Crawford, 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: Lezra Chenportillo (excused), Nicolas Fraire

- 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. Edina Rutland, Associate Director of Student Accessibility Services, said there are still several students whose accommodations are not yet set. Look for her email regarding them. She also reminded everyone of the importance of leaving the classroom adjustable tables empty and available for students who need them.
2. Chris March said since 2017 with enrollment management his division especially seems to have no set policy for course cancellations. He will pursue this with the Union also.
Lorenzo/Alex reminded the group to submit items in writing for senate action.

V. Committee Appointments

A. Screening Committees – (Classified Positions requires 1 faculty) All were approved w/o objection

1. Instructional Support Lab Asst. (Academic Affairs)(Position #1800076) – Leslie Takei (ESL)
2. Project Coordinator at the District Office (Position #1800072) – Ellen Yu Costa (ESL)

B. Standing Committees - All were approved w/o objection

1. Basic Skills (2 from ea. dept.) – Jonathan Cronan (Applied Sci.), Zerrin Erkal (ESL & Coordinator), Patricia do Carmo (ESL)
2. DE (at least 6) – Sherry Dorfman (Admin. Justice), Stacy Richardson (ADS), Chris Trombly-Christen (ESL), Dorothy Pucay (ESL)
3. Diversity Advisory (1) – Sophia de la Fuente (Student Health)
4. Planning & Institutional Effectiveness – Mary Cook (ADS), Dorothy Pucay (ESL)
5. Professional Improvement (1) – Shelley Giacalone (Comm. Studies)
6. Program Review – Huimin (Tracy) McKinlay (ESL)
7. Scholarship – Janice Sapigao (Engl.), Carlos Chavez (Counseling), Will Reyes (Counseling)
8. SLOAC (2 from ea. dept.) – Pam Turner (Counseling)
9. Student Success/Equity (1) – Stacy Richardson (Psych)
10. ESL Workgroup – Heather Jellison (ESL)

C. Evaluation Committees – All were approved w/o objection

1. Tenured Faculty Linda Meyer; Peer Evaluator Robert Wing
2. Tenured Faculty Carol Ramirez (Cosmo); Peer Evaluator Roxie Banks (Cosmo)
3. Tenured Faculty Sandra Honesto (Cosmo); Peer Evaluator Carol Ramirez (Cosmo)
4. Tenure Review Committee for Cindy Huynh (ETH): Jesus Covarrubias (ETH/MUSIC) and Dean's Selection, Lila Chiem (COUNS)
5. Tenure Review Committee for Anita Reyes (THEAT): Jesus Covarrubias (ETH/MUSIC) and Dean's Selection, Rebecca Gamez (SPAN)
6. Tenure Review Committee for Shelley Giacalone (Comm. Studies); Peer Evaluator Leslyn McCallum (Comm. Studies)
7. Elena Dutra (Counseling) Administrator's selection for Dr. Waylon Baker's TRC (Comm. Studies)
8. Heidi Kozlowski (Engl.) Administrator's selection replacing Noe Torres (sabbat.) for Zerrin Erkal's TRC (ESL)

9. Scott Inguito (Engl.) peer observer for Charles Heimler (Engl.)

VI. Action Items

1. An "Intro to Engineering" Certificate of Specialization is being proposed in collaboration with SJSU. – Madeline

Motion: For the Academic Senate to approve the development of the Intro to Engineering Certificate course – Approved w/o objection

Discussion: Phil added that the Ironworkers are very interested in having a pathway to transfer to Engineering at SJSU. Rachel noted that there's currently no English 1B Honors (5units) at SJCC. Rachel, Carlos, Kidane and Chris March supported the course. Rachel and Carlos discussed the hardship for students who have to attend other colleges to complete Engineering courses which SJCC doesn't offer. Tam Nguyen with STEM Core also voiced her support for the course.

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

1. Fall Arts Calendar – Dean Betancourt Lopez shared the fall Arts Calendar to update SJCC and surrounding community of the Arts Program activities. A spring calendar will be developed. Judith invited everyone to a small faculty exhibit.
2. Institutional Review Board (IRB) – Michael said the Board was formed at the end of last semester. Researchers would have to process through the IRB to conduct research on human subjects. He found IRB information on the District website without consultation or input from the Academic Senates. Though this should be a district policy, Jesus added that the Academic Senates should develop its ideas and send them to the District Academic Senate who should submit it to the District. – No Action
*Note: Lorraine Levy (Psych), Janice Sapigao (Engl.), Mele'ana K. 'Akolo (Anthropology) Alma Garcia (Counseling) were appointed to the IRB in spring 2018.
3. Discussion of the sub-grant in collaboration with UCSC's NSF Robert Noyce proposal has been submitted, entitled, "Integrated Teacher Recruitment Preparation and Induction Pathway Program." Madeline was a visiting scientist at UCSC during her sabbatical last year. She and UCSC have submitted a grant proposal for support funds to foster interest in STEM and teaching careers. The mission aligns with SJ Promise and Guided Pathways. There is no answer about funding yet.
4. State Senate Plenary in Irvine, CA on November 1-3 – Alex encouraged senators to attend and asked for senator interest. Alex, Carlos, Mike, Guillermo, Chris, Kathy, Dennis, Heather, Judy, Jesus, Phil, Jose, and Kidane expressed interest. Alex will check with the President about funding. Lenora needs a definite attendee list by October 2nd to meet the October 15th early bird deadline.
5. Academic Senate Budget – Phil reviewed this year's Senate budget summary. He proposed adding \$3000 to fund the annual retreat, and funds for adjunct senator's meeting attendance (two hours per semester for each of the 8 senate meetings). He added that division adjunct senators should request funds from their division to support their senate meeting attendance.
Discussion: Jesus stated that the Senate is a governance body and has never submitted a Program Review. Chris added that the Senate should have a budget template but the Finance Committee should not make recommendations for governance committees. Judith suggested a committee style evaluation in lieu of a Program Review. Mike suggested that there should be outcomes noted. New technology/equipment and printers are needed in the senate office. Phil suggested adding an 85in computer to improve the meeting room function. This will return for action.

VIII. Committee Reports (1 minute each)

1. District Senate – Alex reported the committee is finalizing their priorities. The Chancellor spoke about his vision for an academy for attracting new faculty. He wants the colleges to design a model to recruit and train in pedagogy new faculty. He asked the District Senate to submit a budget for the academy.
2. RAM: Alex, Guillermo, and Chris F are the serving faculty members. Fabio (former District Senate President) and Jesus (former Academic Senate President) are no longer on the committee. Its timeline is not realistic. Alex will bring updates.
3. Jose reported that there are still issues with the fume hoods in the Science Lab. Parts have been ordered to get the hoods certified for continued use in the short-term. In the long-term the plan is to do a complete retro-fit of all of the hoods which may require portable fume hoods. Jose will bring updates as this continues.

4. Phil reported SJCC is continuing to hire an Interim Vice President of Academic Affairs. The committee sent forward two candidates. As a committee member he requests senate support to urge the Acting Chancellor and Acting President to move on this position.
 5. District Budget Committee – Chris reported finding \$300K for two new faculty hires in the budget. The Math faculty is in the 3rd year of tenure review. Barbara and Kim decided to hire these faculty without other consultation.
 6. Jesus reminded the senate it's time to develop the faculty hiring priorities list.
 7. Program Review – Judith is requesting this as an action item for the next meeting. She's proposing adding Readers to the committee structure. They would not be full committee members who need to attend meetings, but would assist member leads in reading/validating the PR documents.
 8. Madeline reported that this semester's end will be the first time students are eligible for the Peer-Leader Training Certificate.
 9. Library – Bob ask senators to make students aware that there are now Kindles with several titles available to check-out.
 10. Guided Pathways – Judith reported they're planning a retreat around October 26th. She will send invites.
 11. SLOAC – Mike reported while reviewing non-instructional contracts he found 9 of 28 duties note attending/liaising SLOAC meetings. Look for a newsletter and a video on TracDat.
 12. DE – Jose shared Audrey's report noting DE is hosting training workshop on Wednesdays from 12pm-2pm. You may sign-up on the Library/DE webpage. Other trainings include @ONE's free online training, "First Fridays," beginning on October 5th. DE will meet on September 21th.
 13. Facilities, Safety & Technology – Dennis reported they discussed the fume hoods, project updates such as the Child Development Center, maintenance building, swimming pool, cell tower, \$1M site survey of campus utilities, and the selection of an architect for the CTE building.
 14. Finance Committee – Chris F reported they've met once and are concerned with the RAM.
 15. Judith is concerned about program viability process. The Labor Studies department hasn't written a PR since 2014. There should be triggers.
 16. BSI – Heather reported their 1st meeting will be September 26th.
- IX. The chair adjourned the meeting at 3:40pm.**