

San Jose City College
ACADEMIC SENATE

Approved Minutes
April 19, 2016

Senators Present: Madeline Adamczeski, Michael Berke, Dong Mei Cao, Janet Chang, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Chris Frazier, Valentin Garcia, Michelle Gregor, Rachel Hagan, Heather Jellison, Iyun Lazik, Alex Lopez, Linda Meyer, Isai Ulate, Ada Weeks, Bob Wing, Larry Harris (student rep.)

Parliamentarian: Lorenzo Cuesta

Senators Absent: Bill Carlson, Juan Gamboa, Renza Nassab (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. Celia Cruz Johnson said SJCC is moving forward with the first college group for the Common Assessment and will use the new assessment method for the spring 2017 semester. There will be a speaker at the April 28th event from 2-4pm. She has forwarded the pilot school's progress with the assessment so far.
2. Leslie Rice said it's almost May and she would like an update on the Reassigned Time information.

V. Committee Appointments

Standing Committee

1. District Professional Recognition Committee (2) – Noe Torres (Lang. Arts), Leslie Rice (ESL) – **Approved w/o objection**
2. Professional Development Committee (1) – Mary Conroy (ECE) – **Approved w/o objection**

Screening Committees

1. Metas Program Coordinator (2) – Valentin Garcia (Counselor), Jessica Breheny (English), Lezra (Counselor), Madeline (Chem), Alex (Counselor)
Alex and Madeline were approved by vote
Voting for Valentin were (7): Isai, Chris, Dong Mei, Heather, Carlos, Janet, Valentin
Voting for Jessica (0):
Voting for Lezra (1): Iyun
Voting for Alex (13): Madeline, Alex, Ada, Isai, Chris, Michelle, Dong Mei, Heather, Bob, Rachel, Carlos, Valentin, Phil
Voting for Madeline (10): Madeline, Iyun, Alex, Ada, Isai, Michelle, Bob, Rachel, Janet, Phil
2. Program Assistant Calworks (2) – Marylin Crawford (Calworks), Gina Ronzano (Counselor) – **Approved w/o objection**
3. Staff Assistant I (Counseling) (2) – Lila Chiem(Counselor), Rachel Hagan (Counselor), Carlos Chavez (Counselor)
Rachel and Carlos were approved by vote
Voting for Lila were (3): Iyun, Bob, Janet
Voting for Rachel were (12): Iyun, Alex, Ada, Chris, Michelle, Dong Mei, Heather, Bob, Rachel, Carlos, Valentin, Phil
Voting for Carlos were (13): Madeline, Alex, Ada, Isai, Chris, Michelle, Dong Mei, Heather, Rachel, Carlos, Janet, Valentin, Phil

VI. Information items (Possible Action – 6 minute limit)

1. Enrollment Management Discussion – Jesus asked the senate to share its concerns. Jesus spoke with President Breland who is considering starting an enrollment management advisory group. The senators were concerned with the cancelling and not offering (prior) low-enrolled classes, the need for lower enrolled basic skills classes, the delayed offering of two core ESL courses due to the complex system, little consideration for including the constituency groups in these decisions, the removal of some of the

performing arts classes and raising the caps of art classes, the decision makers not being on campus, enrollment management needing a multi-faceted approach, and the need for data-driven decisions to be balanced with student-centered values. Enrollment management should be more focused on increasing enrollment including a review of our marketing, branding and improving the college image.

2. Finance Committee & Purchasing Issues – Chris reviewed the 2016-17 budget request summary (pdf.). 97% of the college budget goes to salaries and 3% goes to improving programs/program review. The finance committee divided the budget into five areas including, critical for operations (not discretionary), necessary maintenance, directly improve outcomes, and indirectly improve outcomes. There's about \$3M in need and each year we get about \$1.1M to meet these needs. The finance committee recommended giving every group about 80% of its request. The budget is not being spent based on program reviews. There's a lack of leadership and imagination especially with a couple of (fiscal) individuals. \$300K was unspent last year because purchases are not made when requested. Some suggestions were to send the finance committee and the Board of Trustees a list of 5-10 program review items related to student success to highlight the budget issues, and eliminate the district office. The senate can request to be on the board's agenda.
3. Chapter 4 Board Policies – Jesus reminded the senate to review policies and give feedback. The senate can make recommendations to the board at any time.
4. Elections Teller committee – Jesus said departments are soliciting nominations and have 5 working days to name the senator/candidates. So far Dong Mei Cao (ESL), Leslie Rice (ESL) and Heidi Kozlowski have been nominated for the two full-time At-large positions. The At-large election will take place next week. The Teller committee will collect and count the ballots following the election. No adjunct faculty has been nominated. Here are the nominations: Counseling (area 6) Carlos Chavez, Language Arts (area 8) Michael Berke, Social Science (area 12) Jesus Covarrubias, Kinesiology (area 9) Nicholas Fraire, Math (area 10) Chris Frazier, and Business (area 4) is still open for nominations. Phil said the AFT is negotiating for funds to pay adjunct. The chancellor wants stipends and the AFT wants hourly non-instructional pay.
5. Asian Student Success Work Group – VP Roland Montemayor requested a call for faculty to create a work group (disaggregated from other groups in Student Success/Equity) to look at increasing retention rates and available opportunities/resources. It was suggested that the funds from the international students need to come back to the colleges and some of the Student Success dollars should fund adjunct office hours.

Motion: To call out for faculty for the Asian Student Success work group – Unanimously approved

6. Associate Degrees for Transfer (ADT) Degree Requirements – Jesus said there are template model curriculums (TMC) which may include potential area courses/electives given to support transfer degrees. The senate supported providing more flexibility and offering the TMC courses to benefit students in not repeating courses when transferring. The senate may discuss offering guidelines in the future.
7. ASCCC Online Ed. Initiative Regional Meeting update – Iyun attended the regional meeting on April 8th and reported the OEI updates, the accreditation visits (SJCC's visit in the fall), and OEI accessibility requirements. SJCC does not appear to be meeting the accessibility requirement.
8. ACCJC classroom visitation (online/face-to-face) – Phil said the ACCJC wants access to all of the online courses and there's an issue with them providing advance notice.

Motion: To ask the president to request the visiting team give 24hr notice to the face-to-face and distance classes they plan to visit – Approved by vote

Voting for the motion were (8): Ada, Chris, Michelle, Dong Mei, Bob, Carlos, Janet, Phil

Voting against the motion were (6): Madeline, Iyun, Alex, Heather, Rachel, Valentin

No abstentions

9. The SJCC Distance Education Plan, Handbook, and MyWeb Language Change – Heidi distributed the plan and handbook via email and hard copy. She wants senate feedback on these living documents and a vote at the next meeting. The accreditation team will spotlight DE courses. The DE committee

recommends changing the wording on MyWeb for online and distance education courses on "Meeting Information" from:

06/20/2016-07/28/2016 Internet-Delayed Interaction Days to be Announced, Times to be Announced, Room to be Announced

to:

Online classes are taught completely online.

Hybrid classes are taught partly in the classroom and partly online.

Motion: To change the language per the DE committee recommendation – Unanimously Approved

VII. Committee Reports (1 minute each)

1. President's Report – Jesus said there are 7 going to the Spring Plenary this week, 6 senators and 1 DE Coordinator.
Senator's Reports
2. Madeline said the Majors Fair is tomorrow from 10-2pm. She thanked Lezra for coordinating the fair.
3. Larry said the ASG approved \$2K for Cinco de Mayo and will pay for the football team's sweat uniforms. They've passed the Echo Pass and will give \$300 for the Hall of Excellence.
4. Phil said the facilities committee wants input for the signage changes.
5. Linda said IPCC has approved 23 course revisions and 1 new course. They're adding a meeting to accommodate the need to review additional courses.
6. Iyun said Chemistry is offering its first fully online course this fall.

IX. Adjournment - The chair adjourned the meeting at 4:15pm.