

San Jose City College
ACADEMIC SENATE

Approved Minutes
April 4, 2017

Senators Present: Madeline Adamczeski, Michael Berke, Bill Carlson, Guillermo Castilla, Will Reyes proxy for Carlos Chavez, Jesus Covarrubias, Philip Crawford, Nicolas Fraire, Chris Frazier, Rachel Hagan, Michelle Gregor, Nisha Guha, Heather Jellison, Celia Cruz-Johnson proxy for Heidi Kozlowski, Momoh Lahai, Iyun Lazik, Alex Lopez, Chris March, Linda Meyer, Olga Morales-Anaya, Isai Ulate, Ada Weeks, Bob Wing

Parliamentarian: Lorenzo Cuesta (absent)

Classified Senator: Julinda LeDee

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 invited everyone to the SJCC graduation on Friday, May 26th at the Santa Clara Convention Center which has space for 4000. They're expecting 400-500 students. It starts at 5pm. He encouraged everyone to arrive by 4pm because it's a 3-day weekend. This is the first year requiring student passes. RSVP for passes is on the SJCC website. There will be 6-7 passes per student.

V. Committee Appointments

1. Screening Committees
 - a. Program Specialist (METAS) (1) - Alex Lopez (Counseling), ~~Madeline Adamczeski (Chem.)~~ – **Approved w/o objection**
 - b. Job Development & Placement Specialist (1) – Lezra Chenportillo (Counseling) – **Approved w/o objection**
 - c. Director of Marketing & Public Relations (1) – Gail McElroy (Journalism) – **Approved w/o objection**
 - d. Institutional Support Assistant (DSPS) (1) – Cathy Patel (DSPS) – **Approved w/o objection**
2. Standing Committee
 - a. Umoja Program Viability – Program Coordinator, Khalid White (Ethnic Stds.), Program Counselor, Pam Turner (Counseling), Tina Chen (Engl.), Rachel Hagan (Counseling) – **Approved w/o objection**
 - b. Distance Education (DE) – Veronica Harris (Counseling), Jessica Breheny (Engl.) – **Approved w/o objection**

VI. Action Items

1. SJCC campus-wide policy regarding AA-T/AS-T - Consider adopting senate guidelines for faculty – Jesus

Motion: That all SJCC degrees and certificates be required to include the maximum number of courses possible in both core and electives – Unanimously Approved

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

1. Chancellor Debbie Budd's visit with the Senate – Chancellor Budd said we've received a \$1.5M grant from the state for the San Jose Promise. The San Jose Promise includes SJCC/EVC working with San Jose Unified, SJSU, donors, the City of San Jose and Santa Clara County. \$750,000 will be shared by SJCC and EVC to build on dual enrollment, pathways from high school to college, mentoring and internships. One of the goals is to get students to college level in one year. All involved students will apply for financial aid and the BOG fee waiver, but the Promise will cover other fees, books, health and transportation fees. Chancellor Budd said the Promise is to create a college going culture. Phil was concerned with the proposed increase in student parking fees. She said in December the Board reviewed a budget showing the police force was in the red due to expansion. Parking fees bring in about \$800,000. Statewide colleges are charging up to \$26 in the summer and \$53 for the fall/spring. The small proposed raise would bring in about \$75,000 but is not on the current Board agenda. The fee wouldn't be raised for EOP&S or Promise students. The senate wants to continue this conversation before a decision is

made. She said community college should provide guided pathways to assist students to transfer and/or CTE or apprenticeship programs. She wants to get students excited in high school about coming to college. The senate had concerns about continuing the Promise funding after the initial sources are exhausted. Chancellor Budd said the Board is looking for more funding sources. The San Jose Promise will be assessed and integrated into current programs. About 250 spaces at SJCC and 200 at EVC will be available to Promise students. President Breland said through dual enrollment the Promise has been rolled out and is on-going to the high schools. The foundation is also looking for funding sources for the Promise. Chancellor Budd added the Resource Allocation Model committee is continuing conversations about allocating for performance, closing the equity and achievement gap, and for innovation funds. She wants the colleges to have the funding for their priorities.

2. Campus Data Breach Update – Vice Chancellor Ben Seaberry said there was a data breach found last November. A file found on the district’s web server contained some student/employee’s personal information. The 2013 spring file was placed by mistake and was removed when found. They worked with legal counsel to identify the affected, sent those impacted an alert letter in December, offered them one year of identity protection insurance through a contracted company, and set up a call center to provide more information. The breach was reported to the state. He does not think the recent emails regarding IRS scams were related to this. There were 1000s affected-about the number of students in a term. There were about 150 employees affected. The file had been online from spring 2013 until November 2016. They’re working on more safeguards to protect future data. The district’s estimated cost for the breach was about \$45,000 and was not covered by its insurance. The state’s MIS upload requires social security numbers.
3. AS election discussion of upcoming SJCC senate seats opening up and election process – Jesus said there are 7 area and 6 At Large seats becoming available. Areas 1, 2, 3, 5, 7, 8 (1seat), and 11 are up. Full-time At Large seats for senators Adamczeski, Hagan, and Lopez are up for election. Adjunct seats for senators Carlson, Crawford, and one vacant are up. The area representative’s will make their area aware of the available seat. Lenora will email the procedures to the area representatives, and email the faculty for the At Large seats. The senate hopes to have the area representatives by May 2nd and senate officers chosen by the last spring senate meeting.
4. Reassigned Time discussion of job descriptions – Iyun Lazik said they met with the president and VPAA Graham who agreed to follow the committee’s recommendations.

Motion: To accept the committee’s recommendations – Unanimously approved

The changes included requiring the senate’s sub-committee chairs report (either written or orally) to the senate and the DE coordinator must chair the DE committee. The senate thanked VPAA Graham for his work with the senate.

5. DE form and online teaching requirements – Mike said the DE/online teaching form needs no major changes but some fixing. Currently in the spring 2018, 4 courses from the OEI will be required, but @ONE has a 12 week program covering much of this material and could be included on the form. It was suggested that experienced faculty could review course shells and provide approval assistance. Jesus would like to see the addition of a signature from the DE committee as field experts. Celia added that other programs, such as, Cal State East Bay provide online certification programs. The DE committee is revising the form and will submit it to the senate later this month. Senators are asked to bring feedback from their areas.
6. Student parking fee increase proposal – Phil said it’s offensive to him to finance the police department on the backs of the neediest students. He would like to parking waivers for any needy student. Students receiving the BOG fee waiver will not be included in the increase. Rachel said there’s a need for more parking enforcement. Nicolas suggested a shuttle be provided to the light rail station. Chris said campus police is one of the services that should be evaluated by the colleges and not the district. Bob said the senate should be watchful of the daily fees charged to students as well.

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

1. Jesus will disseminate the AA-T/AS-T motion to VPAA Graham and the division deans. There’s a Broad meeting tonight here at SJCC. Look for more information about the passing of former colleague Bornking Moseley.

2. Phil said the Facilities committee passed a motion to evict the Workforce Institute from the Tech building. The space is needed for college programs and there's space at the district office.
3. Julinda reported that the Classified Senate conducted an open house to work on the constitution and by-laws during PDD. EVC is re-establishing their Classified Senate.
4. Celia reported that the SLOs are not in compliance since the 1st year. Spring 2016 is not 100%. This needs work.
5. Bob said former adjunct librarian, Hilde Borrer, passed away last week.
6. Chris reported that the Finance committee as gone through all Program Reviews and met with department heads. The total college needs were \$5.3M. Critical/necessities were assessed at \$2.2M to keep programs at the current level. The college hopes to get \$1.2M.
7. Linda distributed the IPCC report. IPCC approved 3 new course proposals and 9 course revision proposals. They discussed developing policy/procedure for course deactivations, and approved the IPCC Chair job description revisions to be sent to the senate.

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