

**San Jose City College**  
**ACADEMIC SENATE**

**Approved Minutes**  
**April 5, 2016**

**Senators Present:** Madeline Adamczeski, Michael Berke, Dong Mei Cao, Lee Wilson proxy for Bill Carlson, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Chris Frazier, Juan Gamboa, Valentin Garcia, Michelle Gregor, Rachel Hagan, Heather Jellison, Iyun Lazik, Alex Lopez, Linda Meyer, Isai Ulate, Ada Weeks, Bob Wing, Cody Sampson proxy for Larry Harris (student rep.)

**Parliamentarian:** Lorenzo Cuesta

**Senators Absent:** Janet Chang (excused), 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 without objection**

**IV. Public Comments**

1. VPAA Graham said a new draft of the accreditation self-evaluation will be up on the website tomorrow. He encouraged the senate to start its review. We've received ACCJC approval for the substantive change affecting the general education areas of our online offerings.
2. President Breland wanted the senate to be aware of the directive to increase our levels of efficiency/productivity of FTES over FTEF given to the administrators at the March 30th administrators meeting. They found both EVC/SJCC were below the state standard 17.5 ratio with our ratios currently at 13.2 for the district as a whole, 13.4 for EVC and 12.6 for SJCC. The administrators are looking at which courses to offer/discontinue, as well as, marketing, student program excitement, retention, and spending money efficiently.
3. Jesus reminded the senate that Michael Berke is making a webcast of this meeting.
4. Bob said SJCC needs to bring technology up to par because it and the CTC have been neglected. The senate, CAC and the whole college needs to brainstorm to keep the select few from making decisions for us.

**V. Committee Appointments**

**Screening Committees**

1. Instructional Lab Tech II (PE/Athletics) (2) – Deborah Huntze (PE/Athletics) – **Approved w/o objection**
2. Biology Lab Coordinator (2) – Joel Stryker (Bio), Karen Hurst (Bio) – **Approved w/o objection**

**Standing Committee**

3. Common Assessment Taskforce – Beverly Stewart (Counselor) – **Approved w/o objection**  
(Fact: others appointed on March 16 were Dorothy Pucay, Heather Jellison, Carlos Chavez, and Rachel Hagan)
4. TRC - Chris Frazier to evaluate Kevin McCandless – **Approved w/o objection**

**VI. Information items** (Possible Action - 6 minute limit)

1. Chapter 4 Board Policies – Jesus sent the link to the senate for Chapter 4 Broad Policies and Procedures. Black denotes existing board policies and blue is the California Community College League recommendation. He asked the senate to review and send feedback to Jesus and the senate office. He also sent Chapter 3 regarding computer use. Phil reminded them to let the faculty know that the district can legally view their email. Also review Chapter 7 areas that fall under the senate purview. The senate may send recommendations to board policies at any time.
2. Elections Teller committee – Jesus said there are 5 area seats up for election, 4, 6, 8, 10, 12 and area 9 as it's vacant. The areas need a volunteer to contact their area faculty for nominations. A teller committee (3 non-running faculty members) is needed for contested elections to count ballots. There are 2 full-time and 3 adjunct At-Large seats up for election. They will have 5 days for nominations. Michelle, Alex and Iyun volunteered to serve on the teller's committee. **Approved w/o objection**  
Iyun reminded the senators to find a volunteer to help with elections in their area.

3. Discussion/action on rescinding resolution related to the non-credit Dean's position – Phil said the non-credit dean item was removed from the board agenda. VPSA Montemayor spoke with the non-credit committee showing them the need to have a full-time interim administrator dedicated to all of the non-credit programs, funds, and students.

**Motion to rescind the resolution objecting to the non-credit dean's position – Approved by vote**  
Iyun opposed; all others voted for the motion

4. SJCC Mission Statement – Jesus said the updated version was emailed to the senate. There are two versions.

**Motion to endorse version one – Approved by vote**

There was discussion about social justice in version one being more focused on students/community and version two focused it more on the workforce. They also discussed the assessment of social justice. Rachel opposed; Isai abstained; all others voted for the motion

*Version 1*

*The mission of San Jose City College is to serve our students and the community by offering high quality, relevant, and innovative instruction for basic skills, career pathways, university transfer, and life-long learning by awarding certificates and associate degrees to eligible students taught in a multicultural environment where student achievement, successful learning and social justice are highly valued, supported, and continually assessed.*

*The Vision of San Jose College is to be an educational institution of excellence through:*

- *The guiding principles of opportunity, equity, and open, equitable access for student success and achievement.*
- *An exceptional learning environment that challenges and empowers students through teaching excellence, robust student support programs, innovation, and state-of-the-art technologies that prepare students with the knowledge, relevant transferable skills, creativity, ethics and values to succeed and thrive in a dynamic healthy global environment.*
- *A culture of inquiry and evidence that is characterized by the commitment of faculty, staff and students to be accountable for learning excellence through the assessment of measurable and meaningful learning outcomes that lead to improved learning, and to inform data-driven decisions that foster adaptability in programs and services.*

5. Latina/o Ad hoc Committee update – Robert Gutierrez (postponed till Robert can attend)
6. DO purchasing practices and procedures – Isai representing the CTE area says they do not have the needed access to Datatel in real time. They would like to change to some other software. He would like this as an action item next time. Anthony Oum, Assistant Director of fiscal Services, said the requested information is in the new web based version of Datatel which is in real time and is more accessible and efficient. Anthony said the faculty access problem can be addressed through the division office and Business Services. There is training available through the D.O. and formation in the purchasing folder of the public folder.

Duncan emailed Business Services to see what's needed to get faculty Datatel access.

**Motion to recommend to the President that all departments give a designated faculty member Datatel/budget access and training – Approved by vote**

Iyun opposed: all others voted for the motion

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

1. CTE – Isai said they have a career pathway with Tesla and visited it at the beginning of the year. CTE wants to create courses to train for Tesla. He attended a career fair at Cabot College on March 3. The East Bay Municipal Utility District has openings for students which began in March. Openings include Maintenance workers, machining workers, meter readers/mechanic and electrical workers. Lawrence Livermore held a career fair on March 10. The Welding Department is working on an AS degree. He

gave the CTE counselor's schedule. He will attend the CTE Leadership Academy on May 6-7 in Anaheim.

2. President's Report – Jesus said he shared with President Breland and the Chancellor the need for a more multi-faceted approach for enrollment management. The district, including the DO and administrators, needs to look at efficiency/productivity, marketing and outreach.
3. Executive Committee - Phil met with the AFT and will send out the agenda to senators. Workforce and Business division met and cancelled fall courses based on enrollment management concerns. Senate input seems to be after the fact. Mike attended the Association of Chief Business Officials' workshop with administrators as they discussed enrollment management by boosting enrollment and increasing retention.
4. Senators updates – Chris said the Finance committee has sent a recommendation to the CAC to spread the remaining \$1.1M projected income over the \$1.7M in needs equally among the divisions. The raises at the DO or half of the Chancellor's discretionary fund would cover the remaining \$500K need. More creativity is needed by the finance officers.
5. Rachel said research shows that Basic Skills classes should be smaller, about 20-25 students. 62% of colleges limit enrollment in Basic Skills courses. She hopes these numbers are considered in enrollment management.
6. Madeline said SJCC is the first community college to host the Peer-Led Team Learning International Society Annual Conference (5<sup>th</sup>). The conference will kick-off with a student career networking day on June 2. Abstracts are due April 28<sup>th</sup>. She asked the senators to disseminate the flyer, encourage student attendance and help with the conference.
7. Mike said following Dean Kimora's Finance Committee's presentation the CAC passed a motion to demand transparency in the budget allocation process.
8. Alex said Metas is hiring tutors for summer and fall in Math (all levels), Biology, Chemistry, and English. He asked that interested students be referred to Metas.
9. Linda said IPCC is pushing to get all fall courses updated by the June 30<sup>th</sup> deadline. They've approved 19 course revisions and 4 new courses. Revisions are due by June 30<sup>th</sup>. New courses will be reviewed on a first come first serve basis.
10. Jesus said the district is planning to hire an IT consultant again.
11. Fabio said the senate has recruited new leadership. Leadership needs to be promoted. He's in favor of term limits. He encouraged the senate to recruit more colleagues for the senate and the union.
12. Judith said there's scholarship for a six-week leadership program in May. It's worth about \$3600.
13. Phil said Re-assigned Time needs the list of the programs that need to be filled. There is 3-hours Canvas training pay available to those who teach and want to teach online. Phil spoke with a student who is concerned with mental health and domestic violence. He's trying to secure law students to help with restraining orders.

**IX. Adjournment** - The chair adjourned the meeting at 3:40pm.