

San Jose City College
ACADEMIC SENATE

Approved Minutes

April 7, 2020

Senators Present: President Alex Lopez, Vice President Judith Bell, Treasurer Heather Jellison, Executive Member Kathy Haven, Executive Member Olga Morales-Anaya, Dedrick Griffin proxy for Michael Berke, Jose Cabrera, Bill Carlson, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Mary Crocker Cook, Jonathan Cronan, Chris Frazier, Michelle Gregor, David Hammerbeck, Lorraine Levy, Scott Miller, Jennifer Nestojko, Wendy Pio, Doug Robb, Kidane Sengal, Patricia Solano, and Bob Wing.

Parliamentarian: Lorenzo Cuesta

Classified Senate: President Andrea Lopez

- I. The meeting called to order at 2:10pm via Zoom.**
- II. Approval of Agenda – Approved as amended w/o objection**
- III. Approval of Minutes – Approved w/o objection**
- IV. Public Comments –**
 - A. Dr. Edina Rutland reminded everyone to make sure everything posted online is captioned, both what is heard and seen. This will make a big difference for students. If you purchase outside software, especially if it's a trial version, make sure that it's accessible as well. Her office is there to help with any questions.
 - B. VP Roland Montemayor said graduation is moving to a virtual format and the committee will present this to the groups. Speakers will be recorded and submit pictures with 25 characters about themselves. Roland added they want to order caps and tassels for the ceremony.
- V. Committee Appointments**
 - Evaluation Committees – postponed due to suspension of face-to-face classes**
 - A. Sanjay Dorairaj evaluated by Mark Branom and Kidane Sengal (all CIS)
 - B. Devin Aye evaluated by Doug Robb, Debbie Huntze-Rooney, and Dean Lamel Harris (all Kinesiology)
 - Educational Dean Screening – needs 3 faculty**
 - C. Dean, Math and Science, SJCC (Position #S2015) – ~~Lorraine Levy (Psych)~~, Clem Lundie (CIS), Jessica Smay (Math), Kim Loan Nguyen (Chem.), Huimin (Tracy) McKinlay (ESL), Guillermo Castilla (Physics), Khalid White (Ethnic Studies), Gabriela Rios (Math), Jose Cabrera (Chem.), ~~Chris Frazier (Math)~~
Jose, Jessica, and Gabriela were selected by vote.
Clem received 0 votes.
Voting for Jose (14): Doug, Jennifer, Olga, Dedrick, Michelle, Chris, Jonathan, Mary, Jesus, Carlos, Bill, Jose, Judith, Patricia
Voting for Jessica (18): Bob, Kidane, Wendy, Olga, Scott, Lorraine, Heather, Kathy, Dedrick, Michelle, Chris, Jesus, Carlos, Guillermo, Bill, Jose, Judith, Patricia
Voting for Kim Loan (10): Bob, Jennifer, Scott, Lorraine, Heather, Kathy, Michelle, Mary, Guillermo, David
Voting for Tracy (1): David
Voting for Guillermo (9): Bob, Kidane, Doug, Wendy, Scott, Lorraine, Kathy, Guillermo, Bill
Voting for Khalid (3): Kidane, Jonathan, David,
Voting for Gabriela (14): Doug, Wendy, Jennifer, Olga, Heather, Dedrick, Chris, Jonathan, Mary, Jesus, Carlos, Jose, Judith, Patricia
 - Classified Screening – needs 1 faculty**
 - D. Staff Assistant I (EOP&S) (Position #S2017) – Clem Lundie (CIS), Olga Morales-Anaya (Counseling)
Olga was selected by vote.
Voting for Clem (7): Kidane, Wendy, Scott, Lorraine, Dedrick, Guillermo, David
All others voted for Olga.
 - E. Locksmith, District-wide (Position #S2016) – Huimin (Tracy) McKinlay (ESL) – **Approved w/o objection**

VI. Action Items

- A. ACCJC Goal Setting – Dr. Joyce Liu asked the Senate to endorse the Planning & Institutional Effectiveness (PIE) committee’s goal recommendations which align with the vision for Success. She reviewed the Goal Recommendations document previously presented to the Senate which sets the aspirational goal at 74% and 74.5% in the following year with an increase in certificates, AA/AS/ADT.

Motion/S: To approve (endorse) – Unanimously approved

Discussion: PIE presented at College Advisory Council (CAC) who asked for the number of transfers. PIE recommends for the purpose of the ACCJC Goal Setting, focusing on the actual number of ADTS earned, however, for the purpose of strategic planning also account for the number of students who actually transfer. Guillermo questioned why the aspirational goals were not disaggregated by ethnic group. Joyce answered the ACCJC focuses on the entire institution. The Strategic Plan will include both the number of transfers and the ADTs.

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

- A. Update on status of the District – Dr. Breland thanked Dr. Tomaneng, faculty, classified professionals, and the administrative team for their efforts and time in working remotely on behalf of the students. He said we moved to remote instruction following the State’s Shelter in Place order through May 3rd (at this point). We have built support teaching and working remotely with programs like Zoom. We want to encourage students to stay enrolled and complete their educational goals. He thanked our students who have stuck with us to while figuring out how to pay bills and complete their degrees. We are continuing to collect data to either continue to teach/work remotely for summer/fall or face-to-face, and reviewing our goals with distance education. Face-to-face classes are suspended for the spring semester. We are tracking enrollment for summer/fall and want to be better prepared for the fall.
- B. Update on status of the campus – Dr. Rowena Tomaneng appreciated the Senate’s and faculty’s leadership, as well as, classified professional’s and manager’s collaboration in remote locations. She and the District Emergency Operations Committees (EOC) meet daily/weekly. Contact college leadership with EOC concerns. 100 students and 160 employees participated in SJCC town halls. Town hall slides and recordings are available. Chromebooks and laptops have been distributed and there are 350 students on the waitlist for loaner computers. We have distributed close to \$60K in emergency funds. SJCC and EVC have asked to extend the annual ACCJC report submission date to May 3rd. Dr. Tomaneng and Chancellor have a draft of the mid-term report for review. The addendum for the Education/Facilities master plans’ timelines have been pushed back. Priority registration has begun for summer and fall. She thanked Daniel and Marketing for the 6500 emails to students with the new enrollment campaign using Hustle. The message is, “stay enrolled and succeed online.” Strategic enrollment will develop a plan through the summer which will go through shared governance in fall 2020. Dr. Tomaneng updated future positions: Biology and ESL positions will be posted soon; Dental Assisting committee is reading applications; HR is reviewing the Engineering and SAS Counselor positions; EOP&S Counseling is conducting first level interviews; Dean, Math & Science is forming its committee; and Dean, Student Equity & Academic Success will go to the Board in May. Our website’s most frequently visited pages are being updated. There is a project manager and committee for the Centennial celebration. Early events (spring/summer) were postponed. The Centennial 2021 committee is working on selecting a logo, creating its website, marketing and outreach to alumni.
- C. Software demonstration for online elections – Amber Machamer suggested using the District’s survey software, Qualtrics, for the Senate online election. Joyce explained that Qualtrics has been used for years and is very secure. Each faculty member will receive a unique link for the survey (vote). Faculty would not be allowed to forward ballot links to others. The Teller committee charge would need to evolve. There will be a quicker turn-around time for results. The voting for senate officers would remain as is. Joyce and Amber gave a demonstration of the survey. The back-end would be managed by research and Lenora. Faculty could vote by computer or phone. Faculty information may be anonymized. There would be a vote confirmation email. Amber added she has met with Phil of AFT and they are considering Qualtrics too. Joyce added the number of votes can be confirmed per area.
- D. Academic Senate Elections need to be online due to campus closure – Jennifer Nestojko said there is nothing in the bylaws that precludes electronic voting. The main issues are security, equity, good faith and concern for those who are not ready for the election. Postponing the election would require changes

to the constitution and bylaws. The committee discussed criteria for electronic voting considering faculty equity issues and the need to have a Teller committee. Rufus Blair suggested voting by mail. Lorenzo reminded everyone we are serving under the Governor's Executive Order N-25-20 (and section 11) which allows anything possible that is transparent and in a good faith effort to be fair to everyone. There's no need to amend the bylaws for now. Jesus added postponing the election effects the loading and creates problems for the fall. Lorraine said serving on the senate is a commitment and postponement may not improve the situation in the fall. Chris said it seems some are disenfranchised no matter what the means of voting. An emergency potential should be included in the bylaws. Heather added with electronic voting, all voting can happen over the same timeframe. Jose said the committee discussed their ideas without being aware of the survey software. Whether online or paper voting, the (Constitution) Committee wanted to set the criteria as: (1) voting should be limited to a secure list of eligible faculty, (2) voting is limited to a secure online platform, (3) faculty have easy access, (4) disallow multiple votes, (5) access to voting records is limited and controlled, (6) voting results are automatically tabulated, (7), voting process be transparent and user accessible, and (8) faculty who are not able to vote online may have access to mail ballot. Judith said this is an opportunity to support faculty who need help with operating online. She suggested reaching out to faculty first to make sure they have what they need to vote online. Doug added that the AFT will not use .edu email addresses.

- E. Information item on the recently Approved Distant Education Blanket Addendum – Audrey Blumeneau reported on March 12th VP Pratt submitted the DE Addendum to the Chancellor as a temporary blanket emergency request allowing the college to temporarily migrate 450 face-to-face classes to an online modality until April 3rd, now extended to the end of the semester. Faculty are not grand-fathered into approved DE programs. Joyce shared there could be an addendum for summer and fall. Alex said the Academic Senate has established the online teaching standards and would ask the Chancellor to honor them.
- F. Distance Education Process and Guidelines for teaching online courses – Audrey Blumeneau said the eligibility/verification protocol is established. Audrey has been reviewing the submissions (131) since Dean Hines left. Because there is the potential that more classes may need to be converted to online, training opportunities need to be increased. All faculty are encouraged to take Nasreen's (Rahim) EDIT courses and the @One courses. Currently, Audrey has been conducting Q&A sessions to answer immediate questions and give support. She is also conducting DE academies at another institution. It is a 2-week, 40-hour session to help get courses started. Lorraine added that 40-hours is exactly what's needed. Jennifer said Nasreen's classes were very strong and she recommends them. Dedrick suggested providing incentives to become certified to teach online. Jesus encouraged the Senate to review the DE guidelines which it approved.
- G. Course grading allowing students a Pass/ No pass option – Olga Morales-Anya said Chancellor, Eloy Ortiz Oakley, has recommended extending the Pass/No pass option. Olga said students have shared their stresses with lack of internet and loss of jobs during this time.

Motion/S: To extend the deadline to allow student to take the Pass/No pass option – Approved w/o objection

- H. ACCJC Mid Term Report – Dr. Joyce Lui said President Tomaneng already provided the update. (see above)
- I. Senate recommendations for 2020-21 NIAs – Dr. Ilder Betancourt Lopez thanked the Senate for its Faculty Coordinator job descriptions feedback. The next step is to send that feedback to the respective administrators today. The process opens tomorrow via email. Faculty are asked to submit applications by Wednesday, April 22th. Assignments will be announced on Wednesday, April 29th.
- J. Revised Timeline for EMP/FMP plan – Dr. Lui said both plan addendums will move to the Senate in May. An addendum to the FMP could be needed if we were to ask for a bond.
- K. Faculty & Student Equipment/Software DE Instructional Support Survey – Dr. Lui said VP Marilyn Morikang and Supervisor Young Nguyen are sending an equipment survey to assess whether to buy more Chromebooks which are more economical or laptops which provide more software access. VP Morikang shared they have distributed 81 laptops to faculty/staff, webcams, and ordered 250 more webcams which will be delivered in May because of a backlog. They have ordered 50 drawing tablets, 50 iPads, 50 stylus pens, 350 laptops of which 150 will be delivered tomorrow. CTSS will configure the

laptops during spring break. Marilyn said though 500 Chromebooks have been ordered, more information about student/program use is needed to determine the best purchases. Andrea asked to send the survey for classified needs as well.

- L. Update on postponing PDD to a virtual event tentative 4/24 – Jackie Gamboa said 360 faculty attended 25 sessions of the instructional interruption training on March 12th and 13th. Training is ongoing. Resources have been placed in a Canvas shell. The Virtual Professional Development has moved to April 24th from 9am-3pm. There will be workshops on health and wellness, Canvas, and Zoom. They will have students panel to discuss equity issues and online effectiveness. Super-users are needed to help give some of the workshops. Faculty need to submit a report about these activities to their deans. That form is due on April 27th. Adjunct faculty must also submit timesheets to get 4 hours for PD and 4 hours for instructional training.
- M. Proposed Senate Elections Timeline – Heather Jellison said the timeline is contingent on whether the Senate adopts postponing the election or moving to online voting.
Wednesday April 1 – Emailed faculty to open nominations for the even division areas and At Large seats; 2 Full-time (Guillermo and Chris) and 2 Adjuncts (Kathy and Bill); Teller's selected in early April
Thursday, April 9 – Close Nominations at 5pm.

VIII. Committee Reports (1 minute each)

- A. Presidents Report: Alex reported this is the 4th week of shelter-in-place. The Chancellor asked the Board of Trustees (BOT) to declare a state of emergency which gives him authority to act on behalf of the District. Alex asked the Chancellor and BOT to honor the 10+1. In the last Union meeting Alex asked them to negotiate payment for part-time faculty to attend all committee meetings. He has advocated for software and equipment.
- B. Judith read VP Pratt's letter about her gratefulness for the students and faculty for their hard work and collaboration during this time. VP Pratt is currently out of the office for surgery.
- C. District Senate: Jesus reported the last District Senate was cancelled. The next meeting is May 12th. He, Randy Pratt, and Alex have advocated to honor the 10+1.
- D. Jonathan reported there is now a big demand for facilities maintenance technicians at Kaiser and other hospitals. He has talked with his Dean about the need to extend the semester to mid-June.
- E. Bob reported though the Library is closed, Librarians are still available to help with research assistance and class support. There is a link to Library support information on the Library's main page.
- F. Wendy reported they submitted a revised schedule to Joann to extend their semester to August.
- G. Jennifer reported the Constitution, Bylaws, and Ground Rules committee will meet next week to continue the revisions.
- H. Finance: Chris reported the committee is getting clarity on submissions. They need feedback on considerations so answer if you are called to clarify.
- I. SLOAC: Judith asked for an assessments report. In tomorrow's meeting she will ask for a vote to support the adoption of eLumen.
- J. Program Review (PR): Judith reported working on the validations and will also ask PR to support the adoption of eLumen.
- K. Guided Pathways: They are reviewing how to support faculty during this time. They held an informal Coffee Hour to hear what's going on.

IX. The chair adjourned the meeting at 4:54pm.