

San Jose City College
ACADEMIC SENATE

Approved Minutes
December 1, 2015

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

Parliamentarian: Lorenzo Cuesta

Senators Absent: Percy Carr, Juan Gamboa, Fabio Gonzalez (excused), Renza Nassab, Isai Ulate

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. Tait Rafat took over Adaptive PE following Chris Chiodo's retirement. Adaptive PE had previously been on the Education Master Plan as going into the new PE building until sometime last year. The current plan has it going out to the new Repro area which creates an access issue for disabled students. The disabled students have a right to be in the new PE building.

VII. Information items - possible Action Item (limited to 6 minutes)

1. Defining Programs and Departments – Duncan Graham said Title V defines programs as a series of courses that lead to degrees or certificates. Some departments do not fit these criteria but should not be excluded from funding access through the program review process. He suggested those departments, i.e. Theater Arts, Philosophy, have a department review instead of a program review to follow the same rigor as programs. Another possibility for discussion would be combining departments like French and American Sign Language (ASL) under a World Languages program.
2. Quality Focus Essay for accreditation – Duncan Graham said the new 25,000 word essay needs to pull 2-3 major items from the self-evaluation process on which to focus in the mid-term report. He suggested the college mission statement which was distributed. The College Advisement committee is reviewing mission statement drafts and Duncan would like feedback this month. Other major items could include, budget allocation models, developing a governance model to review policies and procedures, committee structure, how institutional set-standards influence student success, and how to make assessments meaningful. He would like faculty assistance to write the essay.

V. Committee Appointments

1. Screening Committees
 - a. EOP&S 1-year position (4): Olga Morales (Counselor), Gina Ronzano (Counselor), Carlos Chavez (Counselor) – **Approved w/o objection**
 - b. Program Specialist International Students: Doriann Tran – **Approved w/o objection**
2. Task force Cultural Pluralism: Khalid White, Suzanne Gutierrez, Jesus Covarrubias, Leslyn McCallum, Rachel Hagan, Alejandro Lopez, Juan Gamboa, Mary Conroy, Joseph King, Charles Heimler – **Approved w/o objection**

VI. Action Items

1. Legislative Liaison Appointment – Michael Berke distributed an example job description.
Motion: To create the position of Legislative Liaison to serve on the local senate – Approved by vote
Dong Mei abstained; all others voted for the motion.
2. Institutional Review Board (IRB) – Michael Berke
Motion: For the Academic Senate to create an IRB (composition to be determined) – Approved by vote
Bill abstained; all others voted for the motion
See Federal guidelines: <http://www.hhs.gov/ohrp/policy/ohrpreulations.pdf>
There was discussion about addressing this through to the district senate, and whether this IRB would cover student-on-student analysis also. Michael will email federal IRB guideline information. (See link above)

3. Resolution on Full-time faculty relief & funding for New faculty – Phil Crawford
Motion: To work with the bargaining agents, EVC/SJCC/District Academic Senates to provide compensation to SRP faculty to participate in department shared governance activities – Unanimously approved
Resolved: That ASCCC encourage the local academic senates, in concert with their bargaining agents, to insist that adjunct faculty who teach not less than 33% of a load be invited to participate (with compensation) in the non-instructional professional activities and shared governance of their respective departments and colleges.
Resolved that the District be asked to increase FTF numbers each year including the present by not less than 2 net after retirements per college campus until we are within 5% of the 75% law.

VII. Information items – continued

3. SLO Assessments – Judith Bell said SLO reporting has improved and faculty needs to own SLOs. Analysis now needs to be based on the measurements. She asked for a senate resolution stating that faculty members are the owners of the SLO process. It's not the work of administration or outside agencies. Judy and Jesus will work on the resolution action item for next meeting. It was suggested that SLO recommendations should not be optional.
4. Student Equity Plan – VPAS Roland Montemayor said the complete plan will be ready for the next Board meeting. Extra counseling for Veterans and extended library hours were added to the current draft. They have 15 members and Fabio is a co-chair. Non-credit courses are not part of scope of this plan but there are student success funds for non-credit courses.
5. Distance Ed (DE) Update – Michael said Heidi is attending a Directors of Educational Technology conference. The DE committee is considering a license with Net Tutoring (online tutoring) which would cost \$24 per hour and would be in place by spring 2016. The DE committee is recommending that the Online Education Initiative (OEI) course rubric become part of the SJCC standards for online education. The rubric includes 4 parts: interaction and collaboration, course design, learner support and assessment. The rubric would be used as a tool for peer or self-assessment only. Moodle and online course development help will be available to faculty online 7 days a week including Christmas, and in-person Monday – Thursday afternoons by appointment during the winter break. Student online orientation will happen during the first week of the spring semester (dates and locations to follow). Senators ask Heidi to notify faculty of these dates and orientation info also. Senators asked for a Canvas workshop during PDD also.
6. Common Assessment Initiative (CAI) Task Force – Michael suggested calling this an implementation team. The team is needed to identify and engage key stakeholders, lay out the assessment process, have faculty view the Assessment Competency Map, view multiple measure models, determine the timeframe, contact the CAI with interest and requested rollout timeframe.
7. Program Review (PR) Frequency – Michael spoke with Jessica and found that annual program reviews are not required by ACCJC. Program reviews only need to be periodic and regular. Other campuses do PR every 2-3 years. The PR committee is considering changing the cycle making annuals due every 2 years with comprehensives due every 3 years. Years without a PR could include a funding request.
8. Career Technical Education (CTE) Liaison – Phil Crawford said because of increased activity and the cost of CTE, the state Academic Senate has asked every senate to designate someone to liaison between the colleges and the state.
Motion: To establish a CTE Liaison position and call for faculty to be appointed at the next meeting – Approved by vote
 Iyun abstained; all others voted for the motion
9. Next AS meeting 12/15, Senate Holiday Social – Jesus suggested an abridged meeting on December 15th with a light agenda and following the meeting with a holiday social at El Burro. There would be no business at the social.

VIII. Committee Reports

1. Jesus asked parliamentarian, Lorenzo Cuesta to give some feedback. Lorenzo said the Brown Act states that abstentions must be counted. Senators are the voice of their constituencies and not volunteers. Senators abstain because they feel unprepared but should ask more questions to form an opinion. Jesus asked the senators to be judicious about abstaining.

2. Rachel said Basic Skills is asking for more volunteers. There are funds available to improve student performance and they're looking to fund for creative ideas to teach Basic Skills. Jesus said the new positions are in process and he wants the new faculty to be aware of Basic Skills funding.
3. Phil said AB86 Adult Education committee met and will meet again on the 14th. There are concerns that some of the deans are working with the consortium and making secret developments. The committee will ask the deans to report at the next meeting. They will ask the consortium to fund the Non-credit coordinator.
4. Michael welcomed fellow Language Arts senator, Heather Jellison.
5. Jesus said the ad hoc committee for institution set-standard met yesterday. They discussed keeping things local, setting our own benchmarks and goals, and the need for accurate, useful data. They will follow-up with the researcher, Joyce Lui. The committee will talk with Takeo about the new grade choice options in MyWeb and whether there will be training.
6. Chris said the Finance committee should be announcing budget request outcomes/results at PDD. They discussed using a mentor group to help with budget requests for PR funding.

IX. Adjournment - The chair adjourned the meeting at 4:10pm.