

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

**Approved Minutes**  
**February 17, 2015**

**Senators Present:** Bill Carlson proxy for Madeline Adamczeski, Michael Berke, Percy Carr, Janet Chang, Jesus Covarrubias, Philip Crawford, Elena Dutra, Rachel Hagan, Iyun Lazik, Linda Meyer, Margaret Muench, Renza Nassab, Leslie Rice, Isai Ulate, Ada Weeks, Bob Wing, Mark Zheng, Larry Harris (student rep.)

**Parliamentarian:** Lorenzo Cuesta

**Senators Absent:** Carlos Chavez, Juan Gamboa, Valentin Garcia, Fabio Gonzalez

**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. VP Graham said there will be an Educational Master Plan visit on this Thursday/Friday and again in March. Much of the College Advisory Council meeting will be devoted to them. They would like to interview the deans and the senate.

**V. Committee appointments - Evaluation Committees**

1. Alan Johnson (AJ) for Henry Liem (Philos)/**Motion to postpone this until after senate criteria is decided because they are not in the same discipline– Approved w/o objection**
2. Mary Conroy (Psych) for Suzanne Gutierrez – **Approved w/o objection**
3. Milpitas Educational Program Committee: Charles Heimler  
**Motion to postpone - Approved w/o objection**

**VI. Action Items**

1. By Laws proposal-Margaret/**Motion to approve the addition of Article 4 as amended to the By-Laws – Approved w/o objection**

**VII. Information items** (Senators are asked to introduce the topic, provide necessary documentation, and ask the Senate as a whole about their recommendation to move the item to next meeting as an Action Item – 6minutes each)

1. Senate Criteria for EC appointments – Phil distributed the Evaluation Committee outline which covers the guidelines the senate has been following with exceptions for not having subject matter competent faculty available and other pedagogical reasons. The faculty being evaluated would have to submit acceptable reasons for deviations. The same criteria would need to be adopted by both EVC and SJCC. The SJCC survey had 44 responses in 8 days showing about 76% upholding competency criteria standards. This will return as an action item.
2. Resolution for Area B- Phil reviewed the resolution, “In Pursuit of a more Inclusive ASCCC,” in which the ASCCC By-Laws would be amended so that committee opportunities would have to be announced to all senate presidents, a nomination form would be developed, and non-urgent nominations would have require an Executive Board vote (when there is more than one nomination). This will return as action item.
3. Electric Vehicle Charging Station – Phil brought the idea of adding electric vehicle charging stations to the Facilities/Safety committee. De Anza has a fee for its 12 charging stations making them self-sustaining. Senate support would help this move forward. This will return as action item.
4. Accreditation update - VP Graham said the comprehensive self-evaluation is gathering information and writing narratives looking at the 2010 recommendations and where we are today. SJCC is the first group using the new accreditation standards. They’re writing the follow-up report with evidence for SLO assessments in faculty evaluations. There may be a follow-up visit in April. VP Graham will bring a draft to the next senate meeting.

5. Out of Date classes - VP Graham said we're behind on out-of-date courses. Courses should be reviewed every 5-6 years. He proposed working with the deans/faculty to get the courses updated rather than shutting them down. He wants to have the courses updated by May 2016. He has a list of courses which haven't been offered in two years. Some may need to be deactivated. Some areas have no full-time faculty and adjunct will be paid to update courses. Having out-of-date courses is not a new issue. Isai was told to wait for Curricunet to make updates.
6. Goals for student Achievement - VP Graham request senate help with an ad-hoc committee to assist in setting student achievement goals. Reliable data is needed to set goals. Degrees and certificates need review and some lack classes to support them. Better goal capture is needed especially in areas of ESL and self-enrichment. Contact the Senate Executive Committee with ideas for the ad-hoc committee. This will come back for action.
7. Board Policies/Procedures and Academic Affairs - VP Graham wants EVC/SJCC senates to work jointly on Chapter 4 of the Board Policies and Academic Affairs. CCLC has board policies which can be harvested. There's a meeting within two weeks to draft a district senate.

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

1. Senators update: Michael forwarded a question regarding SJCC Watch to Phil for the Facilities/Safety committee. Iyun has a student who has been unable to access Campus Police for two weeks to retrieve his backpack. She will forward the information to VP Graham for assistance. The Senate questioned why Campus Police isn't staffed during class hours.
2. Executive Committee (EC): Jesus shared a copy of the new Senate Newsletter and questioned how frequently the newsletter should be distributed and solicited news items/articles contributions. Leslie wants more faculty members to attend the Plenary. Iyun would like to attend. Margaret said the Executive Committee requested a meeting with the deans and vice-presidents this Thursday at 10am as a follow-up to the motion regarding the inclusion of classified positions in the college's resources allocation process.
3. Re-assigned time Committee: Phil said pay attention to the fall proposals. They will be done by April.
4. Distance Ed: Phil said they haven't met this semester but will meet on Monday 4-5pm.
5. SLO: Leslie said the SLOs are due in TracDat by the second week in March but try to have them complete by March 6<sup>th</sup>.
6. Facilities/Safety: Phil said Jorge is working to make the campus safer with student cadets, better lighting, and alleviating hazards.
7. IPCC: Linda said the IPCC is looking more closely at past advisory levels and pre-requisites in light of student achievement goals.
8. Program Review: Michael reported that in last Thursday's meeting the subcommittees were doing final validations. Most annual/comprehensive evaluations are in. There will be a drop-in session in GE118 on February 19<sup>th</sup>. The next meeting will be on Feb. 26<sup>th</sup>.
9. Basic Skills: Rachel reported the committee has money and wants faculty to apply for conferences, projects, textbooks, and supplies for basic skills courses. A drop-in workshop is upcoming (no date yet).
10. Strategic Planning: Leslie said they didn't make quorum last week. There's an emergency meeting this Thursday from 3:30-5pm in A213.

### **IX. The chair adjourned the meeting at 4:05pm.**