

San Jose City College
ACADEMIC SENATE

Approved Minutes
March 1, 2016

Senators Present: Madeline Adamczeski, Michael Berke, Dong Mei Cao, Nisha Gua proxy for Bill Carlson, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Chris Frazier, Valentin Garcia, Michelle Gregor, Rachel Hagan, Heather Jellison, Iyun Lazik, Alex Lopez, Linda Meyer, Isai Ulate, Ada Weeks, Bob Wing

Parliamentarian: Lorenzo Cuesta

Senators Absent: Juan Gamboa, Renza Nassab, Larry Harris (student rep.)

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 the SJCC accreditation site visit is scheduled for October 10-13. He's planning a Committee Rush Day during the April PDD with information tables to get more committee support in time for fall schedule adjustments.
2. Celia Cruz Johnson reminded them of the Common Assessment Initiative meeting during the Professional Improvement Day on April 15th. There's a call out for faculty volunteers to join the Common Assessment group. Professional development scholarships will be available to participate in the Reading Apprenticeship with a focus on STEM through the BSI Initiative.

V. Committee Appointments

Screening Committee

1. Biology Instructor - Peter D'Eliscu (Bio) to replace Rachel Hagan – **Approved w/o objection**

Standing Committees

1. BSI committee – Jonathan Cronan (Applied Sci.) – **Approved w/o objection**
2. Program Review – Jessica Breheny (Engl.) – **Approved w/o objection**
3. Strategic Planning – Mary Denham (DSPS) – **Approved w/o objection**
4. DE – Suzanne Gutierrez (Psych) – **Approved w/o objection**
5. Common Assessment Taskforce – Dorothy Pucay (ESL), Heather Jellison (Lang. Arts), Carlos Chavez (Counselor), Rachel Hagan (Counselor) – **Approved w/o objection**

VI. Action Items

1. Online Education Initiative (OEI) Course Design Rubric - Consideration of the DE committee's recommendation to adopt the OEI Course Design Rubric & Online Eval – Michael Berke
Motion: That the Senate adopt the OEI course design rubric as the standard by which courses will be evaluated – Approved as amended (see below)

Heidi reminded the Senate that no other community college senate has formally adopted the OEI document. The committee suggested recommending the rubric in the DE handbook as a best practice guide. EVC has adopted the OEI but not the rubric.

There was discussion about using the rubric as a guideline for best practices rather than a standard.

Motion Amendment: To adopt the OEI course design rubric as a guideline for faculty to build the best courses and include it in the DE handbook – Approved by vote

Voting for the amendment (9): Mike, Isai, Ada, Chris, bob, Michelle, Dong Mei, Heather, Phil

Voting against the amendment (6): Iyun, Alex, Carlos, Rachel, Madeline, Nisha

They discussed not acting on the motions today.

2. Potential New A.S. Welding Program – Phil Crawford

Motion: To approve the new welding program – Unanimously Approved

VII. Information Item (Possible Action)

1. Caminos Summer Bridge/First Year Experience Program Updates – Robert Gutierrez, Director of the METAS and Caminos Summer Bridge programs, gave an update for Caminos. He introduced Elizabeth Flores, the Program Specialist, and Alex Lopez, the Coordinator and Counselor for the program. Caminos served its first cohort of 55 students last summer focused on assisting under prepared students to certificate/degree/transfer completion. They've revised the cohort model to a block schedule with Reading, English and Math as the anchor courses with time for PLTL and SI workshops. They're expecting 120 students this summer with Latino students as the target group, but the program is open to all students. Phil volunteered to work with the program.

VI. Action Items (continued)

3. New Coding Academy (non-credit) Certificate Program – Phil
Motion: To approve the Coding Academy – Unanimously Approved
4. Senate Treasurer reassigned time reallocation – Phil Crawford
Motion: To reallocate the Treasurers 10% reassign time to Michael and Iyun – Approved by vote
 Iyun abstained; All others voted for the motion
 Due to his retiree status, Phil requests his 10% reassign time as treasurer be reallocated to Michael and Iyun (5% each) for Spring 2016.
5. Senate Resolution Opposing Hiring of a non-credit SJCC administrator – Phil
Proposal to hire Non-Credit Associate Dean (Resolution)
Whereas the SJCC Academic Senate passed by unanimous resolution on November 17, 2015 providing in pertinent part:
Resolved: The SJCC AS establish a non-credit ad hoc committee to plan and implement non-credit courses and programs in all relevant and appropriate divisions and departments at SJCC.
Resolved: The SJCC Executive Board be directed to seek funding in cooperation with the Office of the College President for a reassigned time faculty coordinator of Non-Credit Instruction in the Spring 2016 semester
Whereas the District Chancellor, College Presidents and Vice Presidents reportedly have approved the hiring of an Associate Dean of Non Credit Instruction on both SJCC and EVC campuses without consultation with the SJCC Academic Senate or the Ad Hoc Non Credit Committee;
Whereas the establishment of Non-Credit Programs and the placement of such programs in disciplines as well as the appropriate administration of said programs is addressed in Title 5 Section 53200(c) (ten plus one) under (1) establishing curriculum and (4) Educational Program Development;
Whereas the mutually developed job description of the Non Credit faculty Coordinator described above provides in pertinent part:
 1. *Research the policies, procedures, programs and support services that are required in order to provide a quality Noncredit Program at SJCC.*
 2. *Develop a plan that outlines the goals and objectives for a Noncredit program as well as a timeline and a budget for implementing the Noncredit policies, procedures, programs and support services that are required in order to provide a quality Noncredit Program at SJCC.*
 3. *Present the plan with the associated research for review and recommendation to the Academic Senate and to the College Council and President.*
 4. *Develop a list of Duties and Responsibilities that would be required of a full-time Noncredit Program Coordinator at SJCC.**Now therefore be it resolved:*
That the Academic Senate President advise the President and Chancellor that the establishment of an Administrative position of Associate Dean Non-Credit Instruction, at SJCC, is premature and should not be approved or undertaken until the work of the Non-Credit Committee and the Non Credit Faculty Coordinator described in 1-4 above has been completed and submitted to the Academic Senate for approval.
Motion: To adopt this resolution – Approved by vote
 Isai voted against the motion; All others voted for the motion; No abstentions

VII. Information items (Possible Action) continued

2. Distance Ed/Tech committee – Discussion of the possibility of merging the two committees
 Jesus was asked by Pres. Breland to consider merging the DE and Campus Tech committees in hopes of re-energizing the Tech committee.
 There was discussion regarding the difference in the charges/duties. The DE committee is an instructional committee which reports to the Senate. The Campus Tech committee evaluates/plans campus technology needs and reports to the district’s Tech committee (fact: The Tech Committee reports to the Academic Senate). The lack of a functioning Tech committee will be an accreditation issue. There was a recommendation to send a call out to staff the Tech committee so that it will function again.
3. Training requirement for Online Teaching - Discussion of Senate process. Jesus said the Senate adopted criteria to teach online. Faculty members are requesting approval based on the criteria. Iyun shared the Eligibility for Teaching Online Verification form on which faculty could explain how they’ve met the criteria. They discussed the possibility of creating a FSA for online teaching. Jesus asked the Senators to provide input. This will be an action item on the next agenda.
4. SB906 (Priority Registration for Foster Youth, DSP, EOP) Request Letter of Support – Fabio said the bill will be heard next week. He requests a letter to Jim Bell supporting Foster Youth, DSP and EOP&S students keeping priority registration after the sunset January 1, 2017 date.
Motion: For Jesus to sign and send the support letter – Approved by vote
 Rachel voted against the motion; All others voted for the motion
5. Perkins Grant Proposed Resolution on Transparency & Faculty Inclusion – Phil Crawford
Transparency and Inclusiveness in PERKINS Grant Procedures (Resolution)
Whereas over the past ten years transparency regarding the mandate of faculty inclusion in the planning of PERKINS grant allocations has been sporadic and inconsistent;
Whereas programs like Early Childhood Education, Court Administration; Basic Skills career development and career pathways have not been funded in the millions of dollars of allocated PERKINS funding (over the years);
Whereas part time CTE faculty; Basic Skills faculty; Student Services Non-Instructional Faculty; Disabled Student Program faculty and the Staff Development Committee have had little to no collective voice in the planning and PERKINS grant application process;
Now therefore be it resolved:
The SJCC PERKINS Grant Coordinator announce the commencement of PERKINS planning process to all faculty and call a meeting inviting all concerned and impacted faculty (including part time faculty) to a planning initiation meeting regarding the establishment of priorities for funding 2016/2017 PERKINS grant application;
The SJCC PERKINS Grant Coordinator provide all attendees at the aforementioned planning session with a draft (electronic)copy of the PERKINS grant proposal not less than ten days prior to submission of said proposal;
The SJCC PERKINS Grant Coordinator provide the SJCC Academic Senate with a copy of any proposed amendment or change to the approved PERKINS grant (Present and 2016-2017) not less than 10 days prior to submission of the same.
Motion: To divide the resolves to consider them separately – Approved by vote
 Voting for the motion: Mike, Iyun, Michelle, Ada, Rachel, Bob, Heather, Madeline, Nisha, Valentin, Phil, Fabio
 Voting against the motion: Chris, Dong Mei
All resolves were Unanimously Approved
 VPAA Graham, the current Perkins Coordinator, said he would send the Perkins Grant planning meeting notice (March 28th) and provide the Perkins draft to all faculty. He said he would include the Senate in the quarterly report which includes Evergreen.
6. ASCCC Spring Plenary (4/21-4/23 at Sacramento Convention Ctr.) - Discussion of who will be attending. Jesus encouraged the senators to attend the ASCCC Spring Plenary. Jesus, Mike, and Phil will

attend. Those who want to attend should let the senate office know right away. Fabio suggested inviting the committee chairs.

7. District Academic Senate – Discussion of approving Bylaws & Constitution (**held for March 15th meeting**)

VIII. Closed Session (Negotiations update) Held 4:05pm – 4:15pm

Senate collegial consultation with AFT – Michael Berke/Jesus Covarrubias/Phil Crawford (closed session)

IX. Committee Reports (1 minute each)

1. President's Report – Jesus said Doug Smith presented the budget report at the last Board meeting proposing funding the Rainy Day fund with 50%, but not to exceed \$500k, of any one-time monies. Jesus reminded the Board that Doug's proposal was not student-centered and resources are needed to fund college programs.
2. Chris said the Finance committee collected data from the program reviews finding \$2.3M needed for absolute necessities. The District is planning to put \$1.3M in reserves leaving no money to fund program review issues. The Budget committee voted not to have budget hearings this year instead directly asking for clarity on submitted budget requests. The chancellor's discretionary budget is twice that of the college's.
3. Iyun reported that assembly bill SB1440 requires the creation of an AS-Transfer degree in Chemistry. The Chemistry department can not comply with the request because it's impossible to cut Calculus/Physics units. They've considering discontinuing the AS degree. It was suggested that Chemistry submit the AS-T with the current unit overage to push back on the State. The Senate may write a letter/resolution of support of keeping the units in the Chemistry AS-T degree.
4. Linda reported that 50 courses need to be revised by this spring semester's end and asked faculty to move on these revisions quickly.

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