

San Jose City College
ACADEMIC SENATE

Approved Minutes
March 15, 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, Rachel Hagan, Iyun Lazik, Alex Lopez, Ada Weeks

Parliamentarian: Lorenzo Cuesta

Senators Absent: Juan Gamboa (excused), Michelle Gregor (excused), Heather Jellison, Linda Meyer (excused), Renza Nassab (excused), Isai Ulate, Bob Wing (excused), 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 SJCC currently gives course credit for military service for a health course in area E, and the Senate may want to consider increasing the courses to receive this credit. He's planning to meet with Milpitas High School students, parents (in April), business community and faith-based organizations (in May) to better determine what courses to offer at the Milpitas site. The D.O. is pushing to hire an expensive consultant to create a new technology plan before the accreditation visit in October. The old plan expired in 2015. He and President Breland request the Senate review extending the current plan to have more time to consider a new plan.
2. Leslie Takei is disturbed with the process to determine new flooring for the GE classrooms. There was no clear pole of faculty using the classrooms before facilities started measuring for carpet. The survey that was circulated was biased towards carpet. She said carpet collects more dust and allergens. Carpet requires daily vacuuming which doesn't happen at SJCC. Other flooring needs to be considered.

V. Committee Appointments

Screening Committees

1. Vice-President Student Affairs (4) – Fabio Gonzalez (EOP&S), Alex Lopez (Counselor), Rachel Hagan (Counselor), Gina Ronzano (Counselor), ~~Carlos Chavez~~ (withdrew) – **Approved w/o objection**
2. General Counselor (Grant funded) (4) – ~~Rachel Hagan~~ (withdrew), Leslyn McCallum (Comm. Studies), Maricela Martinez (Counselor), Karen Pullen (Articulation), Gina Ronzano (Counselor) – **Approved w/o objection**
3. Senior Division Administrative Assistant Milpitas – Celia Cruz-Johnson (Reading) – **Approved w/o objection**

VI. Action Items (Open with a motion)

1. District Academic Senate Action on DAS Constitution/By Laws
Motion: To adopt and approve the Constitution and By Laws – Unanimously Approved
Motion: To fill the non-officer at large position
Fabio accepted the nomination and was Approved w/o objection
2. Approval Form for Online Teaching – Iyun Lazik
Motion: To approve the form – Unanimously Approved

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

1. New Program Approval Process – Linda Meyer/Michael Berke (postponed)
2. Timeline for Faculty Hiring Priority list – Jesus said the DO wants to move up the timeline. The DO wants to get ahead hiring by other colleges. Moving the timeframe up is difficult with elections in April and new senators arriving in May. Chris suggested reviewing other district's processes to streamline and create an ongoing hiring process. Phil suggested retiree's should be automatically replaced with no need to be included in the "new" hire process.

3. Accreditation Quality Focus Essay – VPAA Graham said the 5000-word essay is the major focus of the mid-term report and should include, (1) developing an operational manual with policies/procedures tied directly to the accreditation standards, (2) implementation plan for the education master plan, and (3) budget allocation model and priorities. He would like senate input.
4. Senate Elections – Jesus said there 10 seats up this spring, including 5 area seats, 2 full-time and 3 adjunct faculty. He asks the senators to review procedures in the By Laws. The Senate will hold officer elections in May. Phil noted that the District Senate President may not hold the locate senate presidency.
5. Chemistry AS-T – Iyun said the Chemistry AS-T would be 4 units above the state’s 60 unit requirement. She asked for help with writing a resolution to send to the state. Fabio and Phil suggested searching the ASCCC website.

Motion: To support Chemistry’s resolution – Unanimously Approved

6. Internal posting for Interim Associate Dean of Non Credit Education – Phil (See item 9)
7. No negotiation of increased loading for Non-Credit college instruction – Phil said increased loading is needed to attract full-time faculty to ensure success in non-credit courses.

Motion: To ask the district to keep the same loading for CTE non-credit courses as credit courses – Unanimously Approved

8. Peer Leader Training: Certificate of Specialization – Madeline distributed the outline for the proposed certificate of specialization. It is in the second review with IPCC in CurricUNET.

Motion: To approve the certificate of specialization for peer leader training – Unanimously Approved

9. Non-credit organizational structure – (#1 was postponed until Pres. Breland arrived)
President Breland said there’s no staffing pattern yet. EVC decided to move on an associate dean position. SJCC is still discussing an associate dean, director or a coordinator. \$1.6M between both colleges needs to be spent within these first 3 years. The Senate will be an important part of the decision.

VIII. Committee Reports (1 minute each)

1. Program Review (PR) Coordinator, Judy Bell, said only 2 programs did not complete the PR, Labor Studies and Political Science. All others were validated and are moving on to the finance committee. She requested feedback on migrating PR to CurricUNET. Phil said he could help with PR for Labor Studies and Political Science.
2. President’s Report – Jesus and Eric Narveson met with Tamela Hawley to discuss chapter 4 regarding academic policy. Jesus shared the SJCC IPCC’s program viability (discontinuance) procedure which the district added to their proposed policy. There are 7 attending the ASCCC Plenary in April 21-23rd including DE Coordinator, Heidi Kozlowski. He thanked VP Jorge Escobar for attending today’s meeting and asked him to consult with the ESL department (regarding carpet).
3. Fabio reported SB906 regarding registration for EOP&S was heard and passed last week. He thanked the Senate for its support. Valentin Garcia was hired as the 1-year, full-time counselor for EOP&S.
4. Phil reported that the Reassigned Time committee is behind in getting the process out (to the faculty) about the assignments before the fall.
5. Chris reported the Finance committee has used many different criteria for funding and will have a proposal by the 28th.
6. Iyun said there is a vague resolution on the ASCCC website regarding the Chemistry AS-T.
7. Phil reported that the Facilities committee has approved with the electric car charging stations subject to vendor maintenance and time-limit regulations.

IX. Adjournment - The chair adjourned the meeting at 3:55pm.