

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

**Approved Minutes**  
**March 21, 2017**

**Senators Present:** Madeline Adamczeski, Michael Berke, Bill Carlson, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Nicolas Fraire, Chris Frazier, Rachel Hagan, Nisha Guha, Heather Jellison, Heidi Kozlowski, Momoh Lahai, Iyun Lazik, Alex Lopez, Linda Meyer, Julio Flores proxy for Olga Morales-Anaya, Ada Weeks, Bob Wing

**Parliamentarian:** Lorenzo Cuesta (absent)

**Senators Absent:** Michelle Gregor (excused), Chris March (excused), 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 as amended without objection**

**IV. Public Comments**

1. Dean Keiko Kimura said the Finance committee is collecting department funding requests for the next academic year. She encouraged all to attend the meeting next Monday the 27<sup>th</sup> at 3pm in SC204.
2. Celia Cruz-Johnson said SLOAC is tasked with working on college recommendation #3, to implement /demonstrate a process of collegial dialog about student learning outcomes (SLO). SLOAC has shared and encouraged faculty to share assessment results/data in division, department, and dean's meetings. She requested senate endorsement of their efforts towards this collegial dialogue. She asks on March 31<sup>st</sup> as you report in division/department meetings, that you share SLO/PSLO results to be included in future program reviews.

**V. Committee Appointments**

1. Evaluation Committee
  - a. Dorothy Pucay to evaluate Dongmei Cao (both ESL) – **Approved w/o objection**
  - b. (TRC) Elena Dutra tenure-track faculty selection for Julio Flores (both Counseling) – **Approved w/o objection**
2. Screening Committees
  - a. (MSC) Director of Admissions and Records (1) - Fabio Gonzalez (EOP&S), ~~Gina Ranzano (Counseling)~~ – **Approved w/o objection**
  - b. (Classified) Custodian Swing Shift (1) - Angela Tran (Math) – **Approved w/o objection**
3. Standing Committee
  - a. Student Learning Outcomes (SLOAC) – Kim Nguyen (Chem.) – **Approved w/o objection**
  - b. Umoja Program Viability - Marlise Edwards (Engl.), Jesus Covarrubias (Ethnic Stds.) – **Approved w/o objection**
  - c. Reassigned Time (3) – Janet Chang (Health Svc.), Heidi Kozlowski (Engl.), Jagrup Kahlon (Med. Asst.), ~~Heather Jellison (ESL)~~, Chris March (Mach. Tech), Veronica Harris (Counseling), Phil Crawford (Soc. Sci.)

**Heidi, Chris M., and Phil were selected by vote.**

Voting for Janet were (5): Ada, Carlos, Mo, Bob, Bill

Voting for Heidi were (18): Mike, Guillermo, Iyun, Alex, Julio, Ada, Carlos, Mo, Chris F, Bob, Nisha, Nicolas, Madeline, Heidi, Bill, Heather, Rachel, Phil

Voting for Jagrup were (4): Mike, Mo, Nisha, Heidi

Voting for Chris M were (7): Iyun, Alex, Julio, Chris F, Madeline, Heather, Phil

Voting for Veronica were (3): Guillermo, Nicolas, Rachel

Voting for Phil were (17): Mike, Guillermo, Iyun, Alex, Julio, Ada, Carlos, Chris F, Bob, Nisha, Nicolas, Madeline, Heidi, Bill, Heather, Rachel, Phil

**VI. Action Items**

1. ACCJC Annual Report, Institution Set Standard – Joyce Lui

**Motion: To accept the ad hoc committee's recommendation for the institutional set standards as 90% of the 3-year average – Unanimously Approved**

Joyce added that a 1% increase in each of these areas would look like: every other faculty member helping one more student pass a class, (writing) 6 more degrees, or 4 more certificates, or helping 5 more student transfers. She found the average of the last 3 years of meeting the standards was about 70%-72%, 90% would be a baseline standard of 64%.

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

1. Major Commendations & Recommendations from ACCJC Visiting Team, Follow-Up Report (Due: March 15, 2018) – Joyce Lui said think of November as the deadline for a strong draft. She suggested needed set standard's documentation and reviewed the recommendations to be resolved. Recommendations 5, 7, and 10 are done. Recommendations 1, 6, 8, and 9 are still in progress.
2. SJCC campus-wide policy regarding AA-T/AS-T, consider adopting senate guidelines for faculty –Jesus is sending the senate the state guidelines for developing and implementing associate degrees for transfer. The senate wants to establish local language to provide flexibility within these transfer degrees when possible.
3. Proposed AA-T Degrees (Geography, Global Studies) – Mary Conroy wanted to assurance that the curriculum committee has the senate's approval to move forward with the Geography and Global Studies AA-T degrees.

### **Motion: To approve the idea of these AA-T degrees for Geography and Global Studies – Unanimously Approved**

4. Institution Set Standards Standing Committee – Joyce Lui wants a more clear infrastructure and a committee in which the standards would have a home. The approval process would still go through the senate. She suggested that the standing committee could also reach out to the other committees. The executive committee has discussed having the senate committee chairs meet together.
5. Umoja Viability process – Tina Chen asked, “What is the timeline for the viability process, and what is its budget?” Dean Hines is now the administrator for the program. Now that the committee is selected, a meeting will be called. Khalid White requested to be added to the committee. Khalid has had no answer about what criteria was used to initiate the discontinuance process. He feels that this is an attack on black students on campus. He requested institutional and college support. Jesus thought program viability criteria #6 or #7 may have been in question. The senate is following the discontinuance process and supports this program. Jesus will follow-up with Dean Hines for the initial meeting.
6. Discussion on adopting the Data Worksheet developed by Interim Dean Joyce Lui for Program Review – postponed (until Judith Bell can attend)
7. Discussion on future transition of Program Review reporting to CurricUNET – Jesus asked for ample opportunity for faculty to see what this would look like and have input as the transition proceeds. This will return when Judith is available.
8. SJCC “Branding” presentation by Interim Director of Marketing Daniel Garza – Daniel said the marketing team has been working with social media initially. He reviewed some of SJCC's prior inconsistent marketing, as well as, other company's productive campaigns. The marketing team is trying to determine how best to accurately tell our story. They've suggested the campaign, “Culture of Brilliance,” to celebrate who our students are. Some of the senate suggestions were: capture unknown alumni stories (an alumni webpage has been added), push the ethics of SJCC, create student excitement for SJCC classes, bring back SJCC area students who attend other colleges, printing the schedule of classes again and hard copies of marketing materials. Send suggestions to Daniel.
9. Reassigned Time Positions Timeline Discussion – Iyun said job descriptions were sent out. Phil requested last year's descriptions for comparison. VPAA Graham said the changes included reductions in duties/responsibilities. There was a reduction of 2 FTE. The senate wanted faculty participation in the job descriptions. Send concerns about the job descriptions to the senate executive committee. They discussed the DE coordinator duties and time commitment.
10. OER Initiative & eZ Degree Status – Dean Susan Hines said there have been 2 OER textbook adoptions, and 2 Z Courses. She added that per Senate Bill 1359 effective January 1, 2018, Z Courses must be identified in the schedule of courses. Senators stressed the importance of offering both online courses/text and face-to-face/hard copies to meet student needs. Dean Hines noted that students do no pay for any course materials with OER and Z Courses.

**VIII. Committee Reports/ Senator Updates (1 minute each)**

1. Jesus gave Lorenzo's feedback in his absence. Lorenzo reminded the senate that conversation needs to stay within the senate. All comments should be directed to the senate to avoid side conversations.
2. Phil reported from the Facilities/Safety committee that there will be 65 surveillance cameras installed this summer with more upgrades to come. They're discussing including operational technology in their charge.
3. Linda distributed the IPCC report. IPCC approved 8 new course proposals and 9 course revisions. They discussed a satisfactory progress grade symbol, and the IPCC Chair job description.
4. Bob said the college should be receiving the Library newsletter/blog email. The District Technology committee documents were forwarded. The District Technology committee is brainstorming ideas to include. Bob has invited Ben Seaberry to attend a senate meeting. Send comments and suggestions to Bob. Participation in a college technology forum/committee being developed.

**IX. The chair adjourned the meeting at 4:35pm.**