

San Jose City College
ACADEMIC SENATE
Approved Minutes
March 3, 2020

Senators Present: President Alex Lopez, Vice President Judith Bell, Treasurer Heather Jellison, Executive Member Kathy Haven, Executive Member Olga Morales-Anaya, Dedrick Griffin proxy for Michael Berke, Jose Cabrera, Bill Carlson, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Mary Crocker Cook, Jonathan Cronan, Chris Frazier, Michelle Gregor, Lorraine Levy, Scott Miller, Jennifer Nestojko, Wendy Pio, Doug Robb, Kidane Sengal, and Bob Wing.

Parliamentarian: Lorenzo Cuesta

Absent Senators: Lezra Chenportillo, David Hammerbeck (excused), Patricia Solano (excused)

Classified Senate: President Andrea Lopez

- I. The meeting called to order at 2:10pm.**
- II. Approval of Agenda – Approved as amended w/o objection**
- III. Approval of Minutes – Approved as amended w/o objection**
- IV. Public Comments – none**
- V. Committee Appointments – All approved w/o objection**

Evaluation Committees

- A. Padma Manian (History) evaluated by Khalid White (Ethnic Studies/History)
- B. Judith Bell evaluated by Michelle Gregor (both in Art)

Screening Committee

- C. Biology Instructor, SJCC (Position #F2014) One more faculty needed– Terence Lee (Bio)
- D. Executive Director of Fiscal Services, DO (Position #S2012) – Huimin (Tracy) McKinlay (ESL)

Standing Committee

- E. Guided Pathways Steering Committee – Patricia do Carmo (ESL)

VI. Action Items

- A. Approve attendees for ASCCC Spring Plenary, Oakland Marriott City Center April 16-18, 2020 – Alex, Lorraine, Heather, Jennifer, Carlos, Judith, Kathy, Chris, and students Anai Avelino and James Bohn
(Heather) Motion/S: To approve these attendees – Approved w/o objection
(Lorraine) Amendment/S: The Senate re-allocate funding from the conference and parliamentarian’s budget to support the Senate’s and Administration’s commitment to pay part-time senators to attend Senate meetings – ruled out in order

Jesus and Bob discussed this amendment being unrelated to this motion and the part-time funding coming from the College and not the Senate’s budget. Heather requests a discussion of part-time senator pay on the next agenda.

- B. Update of next AP/BPs; Package A: AP3600, 4105, 505, 7346; Package F: BP2100, 3430, 3810, 5020, 5050, 7340; Package G: AP3430, 5013, 5020, 5130, 5203; Chapter 3: BP3250, 3410; BP7400; Chapter 6: BP6100, 6150, 6200, 6250, 6320, 6330, 6335, 6380, 6400, 6500, 6550, 6900, AP6100, 6150, 6200, 6250, 6305, 6310, 6315, 6320, 6322, 6335, 6350, 6380, 6400, 6500, 6550, 6900; Further review: BP5105, 6340, 6300, 3426, AP3415, 5015, 5017, 5030, 5040, 6345, 3725, 7400, 6300, 6340, 6365, 7211, 7337 – **postponed w/o objection**

VII. Information/Possible Action Items (6-minute limit)

- A. Added as Urgent, Corona Virus – Math Faculty, John Banks, requests information about college plans for quarantined returning students and grading. Jesus said there are policies in place for emergency student absences. Dr. Pratt referred them to the Chancellor’s emails from last Friday and yesterday. She added that Joe and the custodial staff are following cleaning protocols. The administration is making plans to modify the schedule should it become necessary. Dr. Toni Moos, Medical Director of Student Health, and Kathy Barzegar from Student Health said the Centers for Disease Control (CDC) considers us low risk currently. Dr. Moos said returning quarantined students ideally need clearance from their physician so that Student Health can sign-off and place it in the student’s file. Do not rely on verbal clearance from students. Dr. Moos said send ill students home to contact their physicians for assistance. They may contact Student Health if they have no primary physician. Dr. Moos reviewed the current tiers

for Corona virus testing. Dr. Moos outlined the safety practices of hand washing with soap and water or Purell, covering your cough, and cleaning surfaces. Sick students ideally should wait for rides outside in the fresh air. She added only the sick should wear masks.

- B. Dean of Academic Success and Student Equity position update – VP Roland Montemayor said the new dean’s position is not meant to replace the other position. This dean’s focus is to champion academic success and equity across campus. This is a new hybrid position working across Academic Affairs and Student Services. This dean will cover the areas of Umoja, Puente, Learning Skills, Promise Programs, Dual Enrollment, and Student Success and Equity. Dr. Pratt added that deans/managers assessments are based on their job descriptions and evaluated yearly. Carlos asked for an updated organizational chart. Bob noted this dean’s position is different from that of EVC. Dr. Pratt said they would work on a chart after this position goes to the Board of Trustees. Dr. Pratt said Library faculty will report to Language Arts. LRC will report to this new dean. Distance Education will report to Dr. Pratt.
- C. ACCJC Annual Report and Goals – Dr. Joyce Lui outlined this year’s annual report goal setting. Planning & Institutional Effectiveness (PIE) recommends 74% as the SJCC aspirational goal for the course success rate. PIE recommends submitting 530 for the aspirational goal of degree earners. Guillermo requested to disaggregate the data among Latinos, African American, etc.
- D. eLumen Pilot information update – Judith Bell is still working on the pilot and will bring more results to the next meeting. Dr. Waylon Baker, SLO Coordinator for Accreditation, had some questions of eLumen after reviewing it for accreditation. He questioned where the repository of data is, and whether SLOs were linked to PSLOs and educational learning outcomes with evidence. He liked the link to Canvas, its unique view of formative/summative assessments, and its way of reporting.
- E. Overview of Senate Elections – Heather said the elections start in April. The even areas and some of the full-time and part-time At Large seats are up at the end of this semester. The 5-day nominating period is followed by the election. Now is the time to talk to departments and consider the timeline. Lorenzo reminded the Senate that ballots need to be turned in by the voter and not just dropped off in a box.

VIII. Committee Reports (1 minute each)

- A. Presidents Report: Alex reported receiving an overview of accreditation at the Accreditation Institute. The mid-term report due is in October. He wants faculty to consider joining the accreditation team. The Board of Trustee meeting will be here and show case SJCC. At the District Council meeting, Guillermo and Chris asked to go back to reviewing AP/BPs one chapter per year.
- B. Executive Report: Olga said President Tomaneng wants SJCC to be aware of the upcoming Centennial celebration.
- C. Jose reported the Acting Dean gave an overview of the fume hoods and ventilation system last Friday. All the hoods passed. They received a description of the fume hood testing schedule and a procedure to communicate issues. After finding a formaldehyde, leakage there was a revamp of the cadaver room over the summer. This Wednesday and Thursday a company will sample the building for particulate matter.
- D. District Budget: Chris reported they are starting to sunshine the Harvey Rose audit of the District Office. The finance area was among those found to be overweight. They are starting with the first instance of RAM. The pilot project for Innovation is down to \$125K from \$500K.
- E. Lorraine reported she, Alex and Carlos met for the Non-Instructional Taskforce (NIA). Alex asked for the job descriptions to present to senators for input. Lorraine said that VP Pratt said because of the NIAs we cannot offer a robust summer/fall schedule.
- F. Constitution, Bylaws, Grounds Rule Workgroup: Jennifer reported they met last week to set goals and a timeline. They plan a rough draft by the May 1st meeting and the second draft by the last May meeting. The group is reviewing other campuses for best practices and will include Lorenzo in the process.
- G. Bill reported PLTL international students have to pay about \$155 fee to volunteer in the program. They are considering changing from a half-unit to non-credit to lessen the fee.
- H. Carlos reported March 14th is the deadline for degrees. Send students to Counseling, 8a-7pm, for graduation petitions.
- I. Finance: Chris reported the committee is on time with bringing a recommendation to the CAC.
- J. Professional Improvement (PIC): Wendy reported the committee is collecting the alternative plans for PDD. There is a raffle for those who submit their plans early by Friday. The plans are due by the 12th.

- K. Program Review (PR): Judith reported validations completions projected by the mid-month. PR continues in eLumen.
 - L. SLO: Judith reported the need to refocus campus SLOs. She wants to meet with departments to discuss making SLOs more equitable and student focused.
 - M. Guided Pathways: Judith reported the Senate and the State have approved the Scale of Adoption Assessment (SOAA). They are continuing with the mapping and putting workgroups together.
 - N. Classified Senate: Andrea reported meeting with President Tomaneng to discuss a rubric for Classified requests in PR similar to the Faculty's. She questioned the process to change the PR form.
 - O. DE: Bob reported SJCC signed the letter of interest joining the California Virtual Campus-Online Education Initiative (CVC-OEI) Consortium in December 2018 with the Academic Senate's approval. As of January 2020, the Consortium requires a self-assessment packet instead of a letter of interest. Audrey, the DE Coordinator, will complete the packet and present it to the Senate as an Action Item in April.
 - P. Dr. Pratt reiterated her statement made during the taskforce meeting, "If we had your non-instructional assignments, we would have a more robust summer and fall schedule".
 - Q. Associated Student Body (ASB): Anai reported the ASB is in elections now and asked for support encouraging student participation. The ASB also asked for Senate support to extend the Library hours during finals.
 - R. The Senate congratulated Anai on passing her citizenship test last week.
- IX. The chair adjourned the meeting at 3:35pm.**