

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

**Approved Minutes**  
**May 17, 2016**

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

**Parliamentarian:** Lorenzo Cuesta

**Senators Absent:** Janet Chang, Juan Gamboa, 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 as amended without objection**

**IV. Public Comments**

1. Roy Stutzman introduced himself. The district has contracted with Roy to evaluate the current budget allocation model which describes how the resources get from the district to the college. He wants input from college leadership and management. He asked for feedback via a questionnaire at the district's website: go to Administrative services and then to Allocation Model (Evaluation). His contract runs through August and could be extended. His goal for the allocation model is to provide the district with his findings and recommendations for improvements. He asked for questions via email.

**V. Committee Appointments**

Screening Committees

1. Dean of Math & Sciences (3) - Jessica Smay (Physical Sci.), Sanhita Datta (Bio), John Song (Chem.), Chris Frazier (Math), ~~Bill Carlson (Chem.)~~, ~~Rachel Hagan (Counselor)~~, Jose Cabrera (Chem.), Alex Lopez (Counseling), Madeline Adamczeski (Chem.)

**Chris, Jose and Madeline were approved by vote**

Voting for Jessica (1) - Chris

Voting for Sanhita were (3) – Rachel, Bob, Isai

Voting for John were (2) – Mo, Bill

Voting for Chris were (17) – Mike, Rachel, Renza, Ada, Heather, Mo, Chris, Michelle, Dong Mei, Bob, Isai, Nisha, Bill, Madeline, Iyun, Phil, Heidi

Voting for Jose were (15) – Mike, Iyun, Carlos, Renza, Ada, Mo, Chris, Michelle, Dong Mei, Isai, Nisha, Bill, Madeline, Valentin, Alex

Voting for Alex were (8) – Iyun, Carlos, Heather, Heidi, Madeline, Valentin, Phil, Alex

Voting for Madeline were (15) – Mike, Carlos, Rachel, Renza, Ada, Heather, Michelle, Heidi, Dong Mei, Bob, Nisha, Bill, Valentin, Phil, Alex

2. HVAC (Environmental Control) - Kent Penning – **Approved w/o objection**

Standing Committees

1. Common Assessment Taskforce - Kevin McCandless (Math), Marlise Edwards (Engl.) – **Approved w/o objection**
2. Asian Student Success - Leslie Takei (ESL), Lila Chiem (Counselor), Tuan Ngo (Counselor), Dorothy Pucay (ESL), John Song (Chem.) – **Approved w/o objection**
3. Program Review – Chris March (Mach Tech) – **Approved w/o objection**
4. SLO – Chris March (Mach Tech) – **Approved w/o objection**
5. IPCC Chair – Michael Berke (Lang. Arts), Suzanne Gutierrez (Psych.)

**Motion: To appoint Mike Berke as the IPCC chair – Unanimously Approved**

**Amendment: To follow the process and deadline established by the senate and therefore reassignment of reassigned time – Approved w/o objection**

There was discussion about Suzanne submitting her application after the deadline.

6. Leadership/Accreditation Retreat (Aug. 18 & 19) – Heidi, Jesus, Phil, Rachel – **Approved w/o objection**

**VI. Action Items**

- Nomination & Election of AS Exec. Comm. (President, VP, Treasurer, 2 At-large reps)  
Nominations: Jesus for president; Michael for VP; Phil for treasurer; Alex (12), Heidi (10), and Iyun (13) for the two executive seats. **Alex and Iyun were selected by vote.**

Bill voted for Heidi and Iyun	Nisha voted for Iyun and Alex	Ada voted for Alex and Heidi
Heidi voted for Heidi and Iyun	Madeline voted for Alex and Iyun	Phil voted for Heidi and Alex
Iyun voted for Iyun and Heidi	Valentin voted for Iyun and Alex	One was unsigned
Dong Mei voted for Heidi and Alex	Michelle voted for Iyun and Alex	One contained no vote for the executive committee
Mo voted for Heidi and Alex	Carlos voted for Alex and Iyun	
Jesus voted for Alex and Heidi	Bob voted for Heidi and Iyun	
Rachel voted for Alex and Iyun	Heather voted for Heidi and Iyun	
Michael voted for Iyun and Alex	Chris voted for Iyun	

- Distance Education Handbook - Jesus/Heidi  
**Motion: To accept the DE handbook – Approved by vote**  
Bill abstained; all others voted for the motion  
Discussion: The handbook is a living document for faculty. Dorothy is still tweaking it.
- Distance Education Plan - Jesus/Heidi  
**Motion: To accept the DE plan – Unanimously approved**  
Discussion: The plan highlights what’s been done on campus and the (future) plans.
- Meeting schedule for Fall 2016  
**Motion: To approve the fall schedule – Unanimously approved**
- SLO Handbook (Revised)

**VII. Information items**

- Leadership/Accreditation retreat to be held on Thursday, August 18<sup>th</sup> & 19<sup>th</sup> – Jesus will forward the chancellor’s email explaining the retreat details.
- Program Review Committee’s Budget Template – Judith said the committee voted to adopt the Finance committee’s template. The PR committee will be working on migrating program review to CurricUNET in the fall. It may be possible not to have all sections of program review due every year.
- Peer-Led Team Learning Conference (June 2-4) - Madeline said this planning began last June. The Peer-Led Team Learning 5<sup>th</sup> Annual Conference will be held here this June 2-4. She asked the senators to encourage student participation.
- Committee membership “renewal” discussion/action on need for faculty to “renew” their membership on committees - Jesus/Mike  
**Motion: To require all committee members to resubmit their intention to remain on any committees they sit on – Unanimously approved**  
**Amendment: On an annual basis to require all committee members to resubmit their intent to remain on any committees they sit on - Unanimously approved**  
There was a suggestion to have an index by faculty name of the committees on which they sit.  
**Motion: To require committee chairs to keep attendance records and to extend the rules of the senate as to absences to committees**  
**Amended: and to notify the senate if any faculty member reaches their limit of unexcused absences so that they may be replaced. Faculty members on sabbatical or other leave of absence will be removed but may be renew during the yearly resubmission process.**  
**Motion as amended restated:**  
**To require all campus committees to follow the senate rules on attendance for faculty members and for committee chairs to notify the senate if any faculty member has reached their limit of**

**unexcused absences. The faculty member could be removed to make room for a replacement and faculty members on sabbatical or other leave of absence will be removed but may renew during the yearly resubmission process. – Unanimously approved**

5. Professional Development Plan – Celia asked for feedback of the plan (as presented previously) and requested senate approval.

**Motion: To approve the plan – Approved by vote**

Heidi abstained; all others voted for the motion

Celia asked for input for the revised/condensed 2012 SLO handbook version two. It will be revised once more.

**Motion: To approve (the SLO handbook) – Unanimously approved**

6. IT/RFP - Chris Frazier talked with Ben Seaberry who asked the district IT committee to sit as a request for proposals (RFP) committee (taskforce) to approve a district-wide IT plan. The college's IT plan sunsets this year and the district's IT plan sunsets in 2017. This taskforce is for this one bid that closes on May 24<sup>th</sup>. One RFP was 25 pages long and includes insurance to write the bid. This process could cost in excess of \$100k. This process needs a functioning campus technology committee (CTC). Mike suggested extending the SJCC Master Technology Plan 2010-2015 by one year.
7. Endorsement of a Classified Senate - Julinda LeDee said the classified senate has been reinstated. It will be presented to the district on May 24<sup>th</sup>. She's recruited positive "ninja" interim officers, Corrine Salazar as the vice-president, Deanna Herrera as the secretary and herself as the president. Official officers will be elected this September. They have a constitution (living document) and the by-laws will be created by the permanent officers. The classified senate will promote professional development and shared governance with separate rolls from the union.

**Motion to endorse the creation/development of the classified senate – Approved w/o objection**

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

1. Senator Report – Rachel said they have a form for academic renewal and they've met with VPSA/VPAA and they're working with A&R. This may need to be a district policy because it involves fixing the transcript (SJCC/EVC). About 50% of the 400 students who are in danger of losing the bog fee-wavier in the fall could benefit from academic renewal.
2. Linda said the IPCC approved a record 32 course revisions.

**IX. Adjournment -** The chair adjourned the meeting at 4:20pm.