

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

**Approved Minutes**  
**May 2, 2017**

**Senators Present:** Madeline Adamczeski, Michael Berke, Bill Carlson, Guillermo Castilla, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Nicolas Fraire, Chris Frazier, Michelle Gregor, Rachel Hagan, Heather Jellison, Heidi Kozlowski, Iyun Lazik, Alex Lopez, Chris March, Linda Meyer, Olga Morales-Anaya, Isai Ulate, Ada Weeks, Bob Wing

**Parliamentarian:** Lorenzo Cuesta

**Classified Senate President:** Julinda LeDee

**ASG President:** Iriana Luna

Absent Senators: Nisha Guha (excused), Momoh Lahai

**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. MacArthur Hoang and Angel asked the senate for support of the Underground Scholars Initiative Organization to help formerly incarcerated students. This is an extension of the UC Berkeley organization. The club would bring awareness and support to the campus for these students. Professor Jesus Covarrubias is their faculty advisor. (Note: Professor Valentin Garcia is also their faculty advisor.)
2. Julinda LeDee, the Classified Senate President, said the California Classified Senate is sponsoring grant funds through the Chancellor's Institutional Effectiveness Partnership for a Leadership Academy team from each of the 72 community college districts. She has recruited Phil Crawford as the faculty member to join the SJCC team. They will meet in October and November and present findings to the Board within the next year.

**V. Committee Appointments**

1. Screening Committees
  - a. Senior Division Administrative Assistants (Language Arts, Humanities and Library) (1) – Leslie Rice (ESL) – **Approved w/o objection**

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

1. SJCC Senate Elections Update – Jesus said there were 3 seats for Full-time At Large so by white ballot, Rachel Hagan, Alex Lopez, and Jose Cabrera have been elected. The area senators were also elected by white ballot. Area Senators are: 1-Isai Ulate, 2-Eve Mathias, 3-Iyun Lazik, 5-Bob Wing, 7-Olga Morales-Anaya, 8-Heather Jellison, 11-Jagrup Kahlon. The Adjunct At Large election runs May 1-May 8<sup>th</sup>. The senate office will work with the Teller committee, Chris March, Carlos, and Guillermo to meet before the May 16<sup>th</sup> senate meeting to count the ballots. The executive committee will be elected at the May 16<sup>th</sup> meeting (last spring meeting).
2. Chemistry Hood Update – Iyun said the contractor, Air Treatment Corporation, has not been able to address the problem and they are currently the only company who can service the hoods. There is a service scheduled tomorrow at 7am and an OSHA testing on May 5 at 9am. Iyun is still looking for a resolution because student safety/learning is being sacrificed and if not addressed, we should reduce the number of students per section in the summer. Owen Lecher, the District Director of Facilities & Bond Programs, said they've rescheduled service for tomorrow for the one factory certified contractor who can service the hoods. He said there are 5 of 32 hoods which need to be service. 2 of the hoods do not comply with the testing. They are moving forward with the replacement project scheduled as a phased implementation so that classes will not have to shut down. Owen will provide the vice president of instruction with more information as it becomes available. Owen estimated the current project cost at \$56,000 coming from districtwide state scheduled maintenance funds. Future replacement cost will be assessed once the value of the work is known. Owen cited the unavailability of replacement parts (controllers), and slow response of the one factory authorized vendor who can service the parts as the reasons for the length of time fixing this problem. Iyun said some of the hoods failed in 2015, and it

was October 2016 when the Chemistry department sent a letter to the district. She said there was no district notification sent to (classroom) faculty or students. Owen said testing results notification was sent to the maintenance department and division dean. He said because of the hood's age, there's no manufacturer liability/responsibility and outlined the district's future maintenance plan. Guillermo asked for documentation of the district's new maintenance plan.

3. Chancellor Budd stopped by following the Faces that Change Silicon Valley forum. The Chancellor would like to be on the next senate agenda and have Vice Chancellor Smith share the Resource Allocation Model (RAM). After hearing some of the chemistry hood discussion, she noted they take safety very seriously. The Chancellor added that the key is to get updated hoods which can be serviced by more than one company. She thanked the senate for all of its hard work.
4. More and Better CTE Workshop at San Jose City College – Laura Sanchez, the Dental Assistant Program Coordinator, said the Dental Assistant program is in the middle of its own accreditation. The program began in 1957. The American Dental Association Commission on Dental Accreditation, aka CODA's charge is to make sure programs meet its standards, to enhance/improve programs, and meet institutional goals. They are the only CTE program which has a national ADA accreditation. There will be a site visit on October 12-13. The accreditation is an 18month process to document, test, assess, fix and discuss how to improve the program. The program must stay in compliance to continue. The Dental Assistant program needs support, an accreditation assistance team to complete the CODA self-survey, and a substantial amount of data. Dean Dickerson said the state is recognizing SJCC CTE programs. There's a workshop, teaching the LaunchBoard on Thursday from 1-4pm. She encouraged all faculty members to attend.
5. Online Instructor Eligibility Standards and Process – Dean Hines said the DE committee is still discussing the form but needs to figure out the criteria and process before changing it. Jesus asked for a recommendation to the senate from the DE committee. Chris F. asked the DE committee to accept input from departments/faculty outside of the committee, i.e. the Math or Chemistry department who may have unique DE issues. Phil asked that SJCC keep online teaching options attractive to incent faculty to teach online. Dean Hines agreed with Phil and noted the DE committee meetings are open and all are welcome to attend. Mike asked her to reach out to all faculty members for their input.
6. Online & face to face teaching requirements for full-time faculty – Jesus said in the Language Arts department there's an agreement that full-time instructors, who also teach online, must have one face to face class.

**Motion: To require full-time instructors who also teach online to have one fully face to face class per semester – Approved by vote**

The senators discussed the need for campus integrity, full-time faculty availability to all student levels, collegiality and professional growth among instructors, and participation in college governance.

Voting for the motion were (15): Mike, Guillermo, Iyun, Alex, Carlos, Michelle, Chris F., Nicolas, Olga, Heidi, Madeline, Chris M., Heather, Bill, Phil

Voting against the motion were (4): Ada, Bob, Rachel, Isai

**Motion: To postpone this to the next meeting – Failed by vote**

Voting for the motion were (9): Mike, Guillermo, Ada, Bob, Michelle, Rachel, Heather, Bill, Isai

Voting against the motion were (10): Iyun, Alex, Carlos, Chris F., Nicolas, Olga, Heidi, Madeline, Chris M., Phil

7. Moodle savings and reallocation of resources – Mike said the amount spent on Moodle is unknown but now that SJCC is moving to Canvas at no cost there is a savings.

**Motion: To determine the savings amount and request that those funds be set aside for professional development -**

**Motion: To divide the question – Approved w/o objection**

**Motion: Ask VPAA Graham to find out the savings amount – Approved w/o objection**

**Motion: To request that those funds be set aside for professional development – Unanimously Approved**

8. Strong Workforce planning and allocation – Phil said the ASCCC told the senate that it could see where the 2016-17 Strong Workforce money was allocated. The senate does not have to sign off on the Strong Workforce funds like other funds.

**Motion: To request that 2017-18 Strong Workforce funds come to the senate for approval – Approved by vote**

Isai voted against the motion; all others voted for the motion

Phil added that SparkPoint has \$300K of Strong Workforce funds budgeted for its program. VPAA Graham agreed with this discussion because the campus hasn't seen a proposal from SparkPoint.

9. Institutional Effectiveness Goals due on June 15th, 2017 – Joyce Lui said Ed Code 84754.6 requires the college set/post institutional effectiveness goals. She said each program must decide how the institutional set goals/standards impact its program and address them in their program review. There are 3 required goals: (1) to be fully accredited; (2) increase successful course completion rates by 1% (first year), 1.5 (long term-6 years); (3) and increase the Unprepared for College student rate by 1% and 2% (first year and long term). Joyce will return at next meeting for a senate endorsement.

**VII. In compliance with Government Code 54954.7F (Conference with Labor Negotiators), a closed session was held to confer with the SJCC Academic Senate faculty representative, Mr. Crawford, on matters before the AFT 6157 with Ms. Barbara Hanfling.**

10. CTE Facilities – Phil has asked for the return of the Vision 2030 Facilities Master Plan for SJCC. He said there's now \$330M for the plan and CTE/Business/Workforce faculty need to determine their needs before the money is allocated. Send ideas to Phil.

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

1. Jesus said SJCC sent an army to the ASCCC Spring Plenary. Jesus, Michael, Phil, Heather, Heidi, Alex, Olga, Celia and Fabio attended. He thanked President Breland for their attendance at the Spring Fling fundraiser.
2. ASCCC Spring Plenary - Olga attended the 101 course workshop. She was overwhelmed with all of the acronyms. The plenary allowed her to see the big picture at the state level. She learned at the Dual-Enrollment workshop that it's an initiative across the state and how other districts are working with it. Jesus said they're trying to recruit more diversity on the statewide committees. Manuel Pastor from USC spoke about addressing the student needs at community colleges. Phil asked for transparency and diversity scorecard about the ASCCC president's committee appointments. Alex said he attended the Dual-Enrollment workshop and found that classes must be offered on the SJCC campus first before it's offered off campus for us to remain in compliance.
3. Judy said the Program Review Redesign committee is redesigning the Word document to make it more streamline and easier to read. They're not sure how much they can roll out by the fall. She said want the more specific questions describing the programs in the next round. The biggest time consumer now is take the data to make it work for business services. They're considering using MS Access database.
4. Bob said to meet the student needs the Library will open till 11pm for the last two weeks of this semester. In light of the campus email regarding recent Library and GE building break-ins, be aware of your surroundings and that anyone's office and student property can be subject to burglary.
5. Chris F. said the Resource Allocation Model (RAM) committee had originally agreed to 6 faculty and 6 administrators and is now 6 faculty, 6 administrators, 2 others. The EVC CFO is pushing to go back to FTES based funding. They asked for a comparison of college growth versus district growth and found the district grew 60% more than the colleges.
6. Linda distributed the IPCC report. They discussed making changes on the Program Viability policy & procedure, and elected Karen Pullen as the chair. 39 course revisions were approved, 3 were tabled, 3 new course and 3 new program proposals were also approved.
7. ASG President, Iriana Luna said the students are grateful and excited for the Library's extended hours.

**IX. The chair adjourned the meeting at 4:15pm.**