

San Jose City College
ACADEMIC SENATE

Approved Minutes
May 3, 2016

Senators Present: Madeline Adamczeski, Michael Berke, Dong Mei Cao, Janet Chang, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Chris Frazier, Valentin Garcia, Michelle Gregor, Rachel Hagan, Heather Jellison, Clem Lundie proxy for Momoh Lahai, Iyun Lazik, Alex Lopez, Linda Meyer, Ada Weeks, Bob Wing

Parliamentarian: Absent

Senators Absent: Bill Carlson, Juan Gamboa, Renza Nassab (excused), Isai Ulate, 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. VP Graham said there's a lot of interest in dual enrollment from the area high schools. Dual enrollment is teaching SJCC courses on high school campuses and the students would receive both high school and college credit. Assembly Bill 288 allows high school students to exclusively attend the college courses taught on their campuses. There are two models, a SJCC instructor teaching at the high school, or a high school instructor teaching SJCC courses (having met the minimum requirements). He wants senate participation. This does not replace articulation agreements. This will involve a MOU between the high schools and SJECCD districts. There are 11 associate degrees for transfer (ADT) with 3-4 more in process. The senate may want to provide guidelines for the ADT optional courses.
2. Maria Avalos reminded everyone that the commencement will be held at the Center for Performing Arts (CPA) this year. Faculty must RSVP by May 13th. There will be parking permits available. They are to arrive by 4pm and go to the Ridder Area of the CPA for light refreshments. Only 3 Outstanding Graduates have been received. She asked faculty to submit names to her by May 13th based on academic excellence, leadership, and college athletics.
3. Celia Cruz-Johnson said the taskforce for the Common Assessment Initiative attended a regional professional development related to Common Assessment Initiative in Milpitas. They've formed a districtwide common assessment taskforce and need English and Math department representation. The next steps will be to align basic skills courses with the assessment. Common assessment will be on campus in late October or early November for placement in spring 2017 semester. They've applied for \$50K grant for faculty to help with the common assessment.

V. Committee Appointments

Evaluation Committees

1. Sydney Sukuta (Laser Tech) as peer evaluator for Momoh Lahai (Business) – **Approved w/o objection**
2. Yelena Lipilina (Cosmo) as peer evaluator for Jagrup Kahlon (Med. Asst.)

Motion: to locate someone in health careers to evaluate – Approved by vote*

There was discussion about the availability of other health evaluators.

Voting for the motion were (14): Mike, Alex, Iyun, Fabio, Bob, Heather, Chris, Michelle, Madeline, Carlos, Rachel, Janet, Valentin, Phil

Clem voted against; Ada and Dong Mei abstained

(*Note: There was no need for this item because Yelena was previously on Jagrup's TRC.)

3. Wendy Pio (Dental) as peer evaluator for Laura Sanchez (Dental) – **Approved w/o objection**
Note: Laura Sanchez is the acting Dental Coordinator.

4. Yelena Lipilina (Cosmo) as peer-evaluator for Ada Weeks (Cosmo) – **Approved w/o objection**

5. Carol Ramirez-Bost (Cosmo) as peer-evaluator for Gina DelRosario (Cosmo) – **Approved w/o objection**

6. Sydney Sukuta (Laser Tech) as peer-evaluator for Jerry Kaufman (Construction) – **Approved w/o objection**

7. Gina Del Rosario-Fontela as peer-evaluator for Roxie Banks – **Approved w/o objection**

Standing Committees/Work Groups

1. IT Request for proposals (RFP) committee – Clem Lundie (CIS) – **Approved w/o objection**
2. C-ID work group for Medical Assisting – Jagrup Kahlon (Medical Assisting) – **Approved w/o objection**
3. Asian Student Success Work Group – Janet Chang (Health Services) – **Approved w/o objection**
Screening Committee
 1. Interim Director Admissions & Records – Janet Chang (Health Services), Jesus Covarrubias (Ethnic Studies) – **Approved w/o objection**

VI. Information items (Possible Action – 6 minute limit)

1. Chancellor, Dr. Debbie Budd said she's enjoying the student energy on campus. She loves hearing student stories because they have huge value in the community. She's seen successful areas and some in need of work. There is a budget allocation formula which could be more transparent, published, and she wants ideas to improve it. She would like the campuses to work with Roy Stutzman to develop a budget allocation model. She's looking forward to expanding the high school to college pathways. There's room for improvement with CSU/UC transfers. She would like to expand the Blue on Blue scholarships. Workforce Institute has great grant writers and could do a better job involving faculty in developing the curriculum. Chancellor Budd said the funding needs be at the colleges and be available for program review innovation. She wants to increase public information at both campuses and encourage student government. She thanked Sia, the Associated Students President, for helping get the vote for the VTA Pass. The senate discussed the need for Doug Smith and other vice-chancellors on campus especially to participate on committees, having healthcare coverage for student trustees, improving the reach to high schools especially through Middle College, improving data support, improving space through the addition of a dream center, gratitude to Ben Seaberry for his support in moving purchasing software forward but there's room for purchasing improvement, and the need for marketing for the college and the arts department. Chancellor Budd said helping students feel engaged through student government, athletics, peer tutoring, and open educational resource funding would assist in increasing retention.
2. Reassigned Time discussion of process – Jesus said VPAA Graham sent out the call for faculty to submit for reassigned time. There was discussion about adding to the reassigned time list the non-credit faculty coordinator funded through the consortium with its approval. Phil, Heather and Rachel volunteered.

Motion: To appoint Phil, Heather and Rachel to review the submissions – Approved w/o objection

3. Enrollment Management – President Breland said there's a need for a SJCC operational group. He requested senate approval for a letter asking all faculty members what they can do to assist in retaining students.

Motion: To direct the senate president to endorse this proposed letter – Unanimously approved

It was suggested to give students an organizational chart to help with problems, use Remind.com to remind students of assignment due dates and important information through texts. New students should take Guidance 130 to get the tools to be successful. Students need to correct their email addresses in Moodle and MyWeb. There should be a PDD segment to share these ideas. Faculty should use the early alert and encourage students to see counselors. Have textbooks to loan in the library.

4. Senate Election Results – Iyun, Michelle and Alex (teller committee) announced the election outcomes: Area 6 Carlos Chavez, Area 8 Michael Berke, Area 9 Nick Fraire, Area 10 Chris Frazier, Area 12 Jesus Covarrubias. Nisha Guha was the only nomination for adjunct At Large. 53 ballots were received for full-time At Large, Guillermo Castillo received 31, Heidi Kozlowski received 40, and Leslie Rice received 27, two ballots were void (1 with no signature, 1 with an unidentifiable signature). Executive committee elections will be held at the next meeting. There was discussion about a committee membership purge.

Motion: To direct the senate office to ask all committee members to resubmit their names for reappointment – Unanimously approved

5. Update on Hiring Procedure changes – Jesus said Kim Garcia has proposed to the district council changes to the procedures to pare down the size of hiring committees. Academic hires will include the senate president, or designate, at the final interview. President Breland said two ESL instructors will be hired to take advantage of the current available pool. There was discussion that the proposed changes not increase administrators and decrease the number of faculty seats on the screening committees.
6. New Program Approval Process – Linda reviewed the new form.
Motion: To accept the New Program Review & Approval (Revised) form – Unanimously approved
7. Professional Development Plan – Celia Cruz shared hard copies of the first draft of the Professional Development Plan.
8. Accreditation Draft Review – Pres. Breland reminded the senate to view the draft online and give feedback throughout May (it should be about 90% complete). He wants the senate’s signature for the draft by June so that it can be forwarded in time for board approval in July.
Motion: To direct the senate president to sign the document at the discretion of the executive team’s review – Unanimously approved
9. ASCCC Spring Plenary Update – Mike, Phil, Jesus, Alex, Heidi, Fabio and Juan attended the Spring Plenary, April 21-23. Heidi found that the union and academic senate should work together on faculty evaluations, there may be an exception made for diversity of peer-evaluators, and most faculty contracts include an obligation to committee work. Fabio is serving as the district academic senate president. He discussed creating a faculty development center during this mega conference. Alex attended the rookie senator workshop with good introductory information and Title V review. Mike said some of the break-out sessions included helping disenfranchised students, C-ID, Basic Skills, and dual enrollment. He said there’s access to all of the presentations materials at the ASCCC.org website:
<http://asccc.org/events/2016-04-21-150000-2016-04-23-230000/2016-spring-plenary-session>
Jesus attended the session about offering educational programs in local county jails to help inmates transition to college. Phil presented on community partnerships with the building trades. Jesus thanked President Breland and VPAA Graham for their support and sending the senate to the plenaries.
10. Revision of Student Learning Outcomes and Assessment Handbook – Celia said they’ve revised the handbook from 20 down to 10 pages. She asked for input on the handbook and will send its link.

VII. Committee Reports (1 minute each)

1. Senator Report – Fabio and Phil encouraged the faculty, especially adjunct, to vote in the AFT election. Fabio abstained from the executive president’s (AFT) contract vote because he had just viewed it last Friday.
2. Linda said the IPCC approved a record 31 course revisions. The senate thanked Linda Meyer for her work as IPCC chair. Linda encouraged faculty to join IPCC.

IX. Adjournment - The chair adjourned the meeting at 4:54pm.