

San Jose City College
ACADEMIC SENATE

Approved Minutes
May 5, 2015

Senators Present: Madeline Adamczeski, Michael Berke, Janet Chang, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Elena Dutra, Fabio Gonzalez, Rachel Hagan, Iyun Lazik, Linda Meyer, Margaret Muench, Renza Nassab, Leslie Rice, Isai Ulate, Ada Weeks, Bob Wing, Mark Zheng, Larry Harris (student rep.)

Parliamentarian: Lorenzo Cuesta

Senators Absent: Percy Carr, Juan Gamboa, Valentin Garcia,

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 - none

V. Committee Appointments

1. Evaluation Committees

Alan Johnson (AJ) for Henry Liem (Philosophy); Jesus read Henry's email explanation.

Motion to approve Alan Johnson for this committee – Approved by vote

Voting for were (6): Margaret, Isai, Iyun, Ada, Bob, Mark; None voted against

Abstaining were (6): Madeline, Rachel, Elena, Leslie, Renza, Phil

2. Standing Committees

a. District Technology Planning Group – Clem Lundie (CIS) – Approved by vote

Voting for were (11): Margaret, Isai, Iyun, Ada, Madeline, Bob, Rachel, Elena, Renza, Mark, Phil

Voting against (1): Leslie; None abstaining

b. Campus Technology Committee (CTC) – Leslyn McCallum (Comm Stds), Will Reyes (Counseling) – **Approved w/o Objection**

c. Basic Skills Initiative (BSI) – Leslie Takei – Approved w/o Objection

d. Latino Advisory Council – Jose Cabrera (Chem), Graciela Cochran (Math), John Song (Chem) – **Approved w/o Objection**

3. Screening Committees

a. Staff Assistant I, Counseling (2 needed) - Elena Dutra, Maricela Martinez (both Counseling), Dorian

Tran (International Students), Rufus Blair (Sign), Gina Ronzano (Counselor), Tuan Ngo (Counselor)

Voting for Elena (9): Margaret, Ada, Bob, Rachel, Elena, Leslie, Renza, Mark, Phil

Voting for Maricela (6): Margaret, Isai, Iyun, Madeline, Renza, Mark

Voting for Doriann (7): Isai, Iyun, Bob, Rachel, Elena, Leslie, Phil

Voting for Rufus (0); Voting for Gina: Madeline; Voting for Tuan (0)

Elena and Doriann were selected by vote

VI. Action Items

1. Distance Ed-Requirements for Online teaching – Phil

Motion to approve the DE committee's recommendation with the exception of changing the 2-course requirement to 1-course with the second course to be completed within 18 months of the assignment (for those already teaching) –

Motion to postpone – Approved by vote; -Action item for next time

Voting yes were (9): Isai, Ada, Madeline, Bob, Mark, Janet, Phil, Michael, Carlos

Voting no were (6): Margaret, Iyun, Rachel, Elena, Leslie, Renza; None abstaining

2. Academic/Board Policies including Chapter 4 – Duncan

Motion to approve an ad hoc committee to address the policies – Unanimously approved

Rachel and VPAA Graham will co-chair and the Senate will call for members.

3. By Laws-Election of Officers & Exec. Committee – Margaret

Motion to adopt the By Laws – Unanimously approved

Motion to appoint a nominating committee of 3 people to send out requests for nominations for the executive committee – Unanimously approved

Phil, Iyun, and Margaret will send the email.

VII. Information items (Senators are asked to introduce the topic, provide necessary documentation, and ask the Senate as a whole about their recommendation to move the item to next meeting as an Action Item – 3 minutes each without objection)

1. Facilities Master Plan- Draft Presentation - VP Graham

Motion, second and approved to move this to #1 in Info Items and give 5 minutes

Larry Frapwell, Woody Dike, and Megan Gaunce from HPI Architecture gave a brief update. After consulting with CAC, touring campus and reviewing faculty/staff/student surveys, they've found issues with: access to campus, creating purpose-built spaces to support student engagement, pedestrian circulation and growth. They've presented to the Board, met with Facilities and Safety committees, and held a campus open forum today. They will next determine how to work with the jurisdictions to address community traffic concerns. They will continue to bring updates next semester. This process should be complete in late fall. Judy will post the first draft presentation on the campus website next week.

2. AS Elections update – Jesus said Carlos, Michael and Janet counted the votes.

Elena withdrew her nomination for Full-time At Large Senators leaving Madeline Adamczeski, Rachel Hagan and Alex Lopez seated by white-ballot. Other election results were:

Adjunct At Large (2): Phil Crawford 34, William Carlson 34, Nargis Adham 25,
and 1 write-in vote for Christopher March

Area 3: Iyun Lazik 9 and Avid Farhoodfar 0. Three unsigned votes were discarded.

3. Professional Development & AS role - Mike and Iyun attended the Professional Development (PD)

breakout session at the Spring Plenary. They found most PD committees are Academic Senate standing committees but not so with SJCC. Because Professional development is a 10+1 issue they want input into bringing it brought back to the Senate. The current SJCC PD committee is heavy with administrators. This may be brought back as an action item.

4. New Program Development Approval Process – Margaret discussed the Senate's role in new programs.

Linda distributed the "Steps in Degree/Certificate Review and Approval" to explain the process.

Margaret suggested adding a step for Senate approval around step 3 or 4. -Action item for next time

5. ASCCC Update - Mike, Iyun said it's important to involve the faculty. Phil said the diversity resolution

didn't pass but was amended to a task force. He will not seek another term on the executive board. He encouraged the new executive board members to attend the leadership conference in June/Capitola and the Curriculum Institute this summer. Mike agreed with Iyun about bringing involvement back to campus. Fabio said the board is not diverse. He was impressed with the speaker and encouraged all to attend the meetings/trainings.

6. Establishing an AS mentorship program – Iyun recommended a mentorship program to make faculty

aware of what the senate does. She suggested senate introductions, senator attendance in department meetings to share senate goals and achievements, establishing a Senate mentor for new faculty to explain senate business, and creation of a Q & A link on the senate website to improve communication between faculty and the Senate. –Action item for next time

7. AP 5520 Student Discipline Procedures (Draft) – Phil said due process isn't included in the current draft. It's missing a grievance procedure and procedural steps. He will make recommendations.

8. Accreditation Self-study and Institution-set standards - Judith Bell is working on Standard 1B, Institutional Effectiveness. She distributed the Institutional-set Standards handout highlighting the glossary, Standard 1B.3, Eligibility Requirement 11, US Department of Education regulations and guidelines, questions about Institution-set Standards, and suggested evidence. There is an ad hoc committee on Student Achievement goals chaired by VPAA Graham, including Jesus, Rachel, Will Reyes and Mary Conroy.

9. BP/AP 3540-Board Policies/Admin Procedures on Sexual Assault/Student Safety – Margaret said the work will continue over the summer. She asked the Senate to read it and give input to VPSA Burns. Email Jesus for the document.
10. Disciplines List Reading Minimum Qualification – Mike said the Senate has the opportunity to make changes to the minimum qualifications. The 2-year process starts by making proposals in the local Senate. –Action item for next time
11. Desirable Qualifications language for job postings – Leslie said Vice Chancellor Garcia did not process through the constituency group the job description’s change of language adding “bilingual preferred.” Garcia discussed the change at the Oct 16, 2014 district council meeting but did not bring it back as a board agenda item. “Bilingual preferred” started appearing on job descriptions earlier this semester. Leslie quoted Barbara Hanfling, “The normal constituency review did not take place.” The new language reads, “Bilingual abilities are desirable.” Leslie wants all of the constituency groups to provide feedback on the language. Bob said there have been concerns about this being rushed and little opportunity for people to give feedback. –Action item for next time
12. New Senator Attendance to AS meetings – Mike said a resolution may be needed to accommodate Senator’s teaching schedules. Fabio encouraged senators to be sensitive in how they represent the Senate to the faculty. Leslie said adjunct need to be paid to sit on committees.
13. Academic Senate Fall Calendar - Jesus/Lenora will email the calendar for review.
14. Senate Ground Rules – Margaret distributed the revision to the Ground Rules. She highlighted changing Information Items to Information Items/Discussion with Potential as Action Item, provisions for rejected agenda items, and changing the agenda closing time/date. Send feedback to Margaret.
15. Campus Technology Committee – Jesus said Michael Miller is the new chair.
16. Reassigned Time Allocation – Rachel said there have been concerns with the draft. Phil said the ad hoc committee received the draft from VPAA Graham. The committee is concerned with the process of selecting the Reassigned Time faculty from the area they serve. They will give Graham their input. Rachel is concerned with the lack of a Counseling Coordinator. Leslie wanted to know whether the documentation for the percentage changes is in the program’s review. Jesus asked VPAA Graham to clarify how the percentages were changed. VPAA Graham said he will send the job descriptions for the areas with changed percentages. Fabio said negotiated positions need to be removed from the list.
17. Senate Resolution on District Budget Allocation Model – Jesus reviewed the Joint Resolution on district Funding Allocation Model draft. Send input to Jesus or Phil. –Action item for next time
18. Program Review committee changes – Jessica Breheny presented the changes to Program Review form. She highlighted adding the request for success stories of SLOs in student learning in area 3 of the comprehensive review for Academic Affairs, and separating one-time expenditures from on-going budget needs to the annual review form. She discussed the calendar change requesting annual reviews due on November 11th rather than February (2016).
19. Summer Senate Retreat – Jesus said goals/priorities for the coming year will be established at the retreat. It will be one-day with lunch. He needs feedback about whether to hold it in early or late summer. Last year it was in June before summer school. Rachel requested a Doodle poll to determine the best day.

VIII. Committee Reports (Notes)

1. President’s Report: Jesus thanked President Breland for including the Senate’s role in his report to the Board. President Breland thanked Jesus and VPAA Graham for their participation. The 2nd newsletter is in process.
2. Executive Committee: Margaret said the OEI Executive’s visit discussing changing the Moodle platform will be held on May 18th, 3:30-5pm. RSVP to Dorothy Pucay.

3. Senators update: Leslie said May 13th SJCC will celebrate the ESL retirees in GE118 at 2-4pm. Larry said the ASG is conducting elections yesterday and today. Phil attended the fuller Facilities Master Plan presentation. They've done a good job identifying campus access, bike access problems and making the campus more user-friendly.

The chair adjourned the meeting at 4:27pm.