

San Jose City College
ACADEMIC SENATE

Approved Minutes

May 5, 2020

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

Absent senators: Mary Crocker Cook, Patricia Solano (both excused)

Parliamentarian: Lorenzo Cuesta

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

Faculty Screening Committees – needs 3 volunteers

- A. Engineering Instructor, (Position #F2027) – Mark Branom (CA/CIS), Alla Petrosyan (English), Kidane Sengal (Business), Carlos Chavez (Counseling), Chris Frazier (Math)

Kidane (17), Mark (14), and Carlos (14) selected by vote.

Voting for Mark (14): Kidane, Doug, Wendy, Jennifer, Scott, Lorraine, Kathy, Michelle, Chris, Jonathan, Guillermo, Bill, Judith, David

Voting for Alla (6): Lorraine, Heather, Kathy, Dedrick, Carlos, David

Voting for Kidane (17): Bob, Kidane, Doug, Wendy, Jennifer, Fabio, Scott, Lorraine, Heather, Kathy, Dedrick, Michelle, Jonathan, Jesus, Guillermo, Jose, David

Voting for Carlos (14): Bob, Wendy, Jennifer, Fabio, Heather, Michelle, Chris, Jesus, Carlos, Guillermo, Bill, Jose, Judith, Alex (tie-breaker)

Voting for Chris (13): Bob, Kidane, Doug, Fabio, Scott, Dedrick, Chris, Jonathan, Jesus, Carlos, Bill, Jose, Judith

- B. ESL Instructor, SJCC (Position #F2025) – Patricia Gairaud (ESL), Leslie Rice (ESL), Leslie Takei (ESL), Dorothy Pucay (ESL), Jitka Stodulka (Dental Assisting), Kathy Haven (ESL)

Leslie Rice (17), Kathy (15), and Dorothy (13) selected by vote.

Voting for Patricia (8): Jennifer, Fabio, Lorraine, Jonathan, Jesus, Carlos, Jose, David

Voting for Rice (17): Bob, Kidane, Doug, Wendy, Jennifer, Fabio, Scott, Heather, Kathy, Dedrick, Michelle, Jesus, Carlos, Guillermo, Bill, Jose, Judith

Voting for Takei (7): Bob, Doug, Heather, Michelle, Chris, Judith, David

Voting for Dorothy (13): Bob, Kidane, Doug, Jennifer, Scott, Kathy, Dedrick, Chris, Jonathan, Guillermo, Bill, Judith

Voting for Jitka (3): Wendy, Lorraine, Jesus

Voting for Kathy (15): Kidane, Wendy, Fabio, Scott, Lorraine, Heather, Kathy, Dedrick, Chris, Jonathan, Carlos, Guillermo, Bill, Jose, David

Classified Screening Committees – needs 1 volunteer

- A. Instructional Assistant II, Esthetics, SJCC (Position #S2021) – Yelena Lipilina (Esthetics) – **Approved w/o objection**
- B. Admissions and Records Assistant (Position #S2020) – Gina Ronzano (Counseling) – **Approved w/o objection**

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

- A. ACCJC Midterm Report First Read – Dr. Joyce Lui said this mandatory report is due in October. SJCC meets all the standards. The Midterm report is a self-reflection and self-assessment. She is presenting to the College Advisory Council (CAC) before going to the Board of Trustees this summer. Joyce will return for Senate approval in two weeks. The report includes the recommended projects from 2016 like forming the Research Office. Guillermo asked when evidence would be included in the report. He said the Quality Focused Essay (QFE) needs work and he wants the report posted on the webpage so that everyone can give feedback on the entire report like EVC does. Michelle appreciated the work and design of the report.

- B. Educational/Facilities Master Plans Addendum – Vice President Beth Pratt said the Educational Master Plan (EMP) should drive the Facilities Master Plan (FMP) but there is a gap between them. SJCC has an expedited addendum to fill in the EMP/FMP through fall 2020. The first addendum approved by the Board on August 2019 included the pool and childcare center. This second addendum to the EMP will include needed discussions for Music Tech Certificate, Digital Media Arts, Kinesiology/Athletics and curricular information for the Aquatics Center, changes for Esthetics, Emergency Medical Technology (EMT), Facilities Maintenance Technology (FMT), the Jaguar Market, and Student Service Resource Drop-in. VP Morikang identified the 8 projects for the FMP going to the Board including the Emergency Operational Center (EOC) (which encompasses Reprographics, Maintenance and Operations), CTE improvement (including the 200 Wing renovation), Career Educational Complex, the Music Tech lab in the Technology building, Track and Field and Softball fields replacements, Student Resource Drop-in Center, and the Jaguar Market. Due to the number of buildings, there is concern that the Central Plan may need to be redone or modified. Guillermo had four questions; (1) how can we know that the educational needs are driving the FMP, (2) how will the total cost of ownership be implemented, (3) how was the student learning assessment used to prepare the FMP, and (4) where are the 4 new labs for the Engineering Program?
- C. Update on the Summer and Fall Addendum PD plan – Vice President Pratt said the Distance Education (DE) summer addendum that includes a Professional Development plan is due to the Chancellor’s office on May 20, the fall on July 1st, and then it goes on to the ACCJC. Two taskforces are reviewing professional development training for summer DE, and curriculum to make sure Title V for DE is met.
- D. DE professional development plan – Judith said although the website summer schedule lists hybrid or non-hybrid instruction, she confirmed that all summer classes are fully online. Dean Celia Cruz Johnson added there will be clinics for DE coaches June 1-5, and trainings June 8-12. They are sending surveys to 115 summer faculty to determine levels of experience and their needs. DE eligibility requirements need to be met. Workshops will address working with Canvas, accessibility, and meeting communication requirements. Senators discussed: hands-on labs still undetermined for summer; who will decide reassignments and the need for faculty to know if they will be held to eligibility requirements, students need to know quickly if their summer class will be cancelled; it was requested that senators see the plan before it’s submitted to the Chancellor’s office. Beth said the DE plan allows time to get faculty up to the Title V required levels. Alex added the DE requirements adopted by the Senate two years ago are posted on the DE website.
- E. Distance Education in Math and Science – Carlos Rojo, Biology Coordinator, said they are discussing how to set standards or expectations faculty should least aim to meet over the course of this emergency period. He said asynchronous instruction requires more experience than live-synchronous instruction. The Bio department has decided to teach synchronously over the summer. Assessment and rubrics for courses needs more discussion. Chris and the Math/Science Coordinators found; some of the Math courses (i.e. Math 52) must be taught synchronously, Credit by Exam would need to be eliminated, they considered correspondence courses for some, Non-Credit having marginal value for Math, and the grading structure requires synchronous instruction in some Math courses. Chris discussed other educational quality issues, i.e., online evaluations.
- F. IPCC discussion of Distance Education and the timeline for review of courses – Lezra said she and Gabriel Santiago are meeting with faculty in their department meetings. Once the emergency temporary DE addendum which covers us until December 2020 expires, 290 DE summer/fall courses must have a DE addendum approved by IPCC. IPCC has added several tech meetings to fully approve the schedule with the focus on DE. IPCC has met with the deans and ask faculty to prepare their course discussions so that they can be reviewed in a batch sequence. The bulk of this work needs to happen this May and June. She and Gabriel are meeting with departments for assistance. The DE Planning Committee is discussing providing guidance, training, and a plan to communicate. Jesus suggested that asynchronous instruction gives students flexibility with work and childcare. Lezra added SJCC does not offer correspondence courses currently. She asked for senators to join us (the DE Planning Committee).
- G. Election process due to spring postponement because of COVID-19 – Alex explained that the senate voted to postpone its elections due to the pandemic emergency. Heather said since postponing the election until the fall, do we want to open nominations in September? The first senate meeting is September 1st, then September 15, Oct 6th and October 20th. Jennifer added the method of voting still needs to be decided.

Motion: To open nominations in the fall (September 2 – 8) without striking the spring names – Approved by vote

Voting for the motion (12): Bob, Kidane, Wendy, Jennifer, Fabio, Scott, Michelle, Chris, Jonathan, Jesus, Carlos, Jose

Voting against the motion (9): Doug, Lorraine, Heather, Kathy, Dedrick, Guillermo, Bill, Judith, David

Senators Discussed: The election was postponed to the fall. Should it keep the nominations previously made? Have a discussion of electronic voting at the next meeting. No vote needed for officers to serve until the next election.

- H. SLO and Program Review's Adoption of eLumen for assessment – Judith shared some of the faculty survey feedback for eLumen; it's easier to input data, more intuitive, and Canvas can be linked to eLumen. Judith said the support was very robust and have access to disaggregated data. There is a year to transition from TracDat to eLumen by spring 2021. This will return as an action item at the next meeting.
- I. Change to Program Review Annual and Comprehensive forms – Judith shared changes proposed to the annual Academic Affairs forms including removing redundant beginning information, whether or not to have program data yearly, shortened learning outcomes, and changed the SLO conversations. Some of the minor revisions to the comprehensive form included adding a facilities question to the Program Review. She will distribute the forms and return this to the senate as an action item.

VIII. Motion: To adjourn the meeting at 4:45pm – Approved w/o objection