San Jose City College  
ACADEMIC SENATE

Approved Minutes  
November 5, 2013

Senators Present:  Madeline Adamczeski, Percy Carr, Khalid White proxy for Jesus Covarrubias, Philip Crawford, Charles Heimler, Iyun Lazik, Gary Ledesma proxy for Elena Dutra, Clem Lundie, Margaret Muench, Linda Meyer, Mark Newton, Leslie Rice, Isai Ulate, Ada Weeks, Susan Wilson, Robert Wing

Senators Absent:  Fabio Gonzalez, Dieterich Nurnberg

I. Call to order: 2:15 pm

II. Approval of agenda as amended - (M/S/A)

III. Approval of October 15, 2013 minutes - (M/S/A)

IV. Public Comments (Each comment is limited to 3 minutes on any item not on the agenda. The law does not permit action or extended discussion on any item not on the agenda except for special circumstance. If Senate action is requested, it may be placed on the agenda a subsequent meeting.)

- Andy Nguyen, the Activities Director from the Associated Student Government, invited everyone to attend the first annual SJCC Creative Arts Contest on Nov. 12-27. Prizes will include scholarships, textbooks and materials. The winners will be announced at a reception in the Gallery Room on Dec. 16, from 1-3pm. He thanked Dr. Brelund, Chancellor Cepeda and the San Jose Vice-Mayor for their donation. He asked for volunteers to judge the contest on Dec. 3-5, from 12-2pm in the Community Room. President Heimler will email this request to the campus.

- Ashley King, the chief justice for the student government, came to request a proctor for the parliamentarian entrance exam and met Mr. Lorenzo Cuesta at the meeting. She’s returning from the Student Senate for California Community Colleges fall general assembly where they discussed their vital relationship with the Academic Senate. She came to observe the meeting and thanked the senate for their work on student’s behalf.

- VPAA Duncan Graham is returning from the CIO Conference and wanted to bring these items to the senate’s attention: He’s hosting a breakfast for high-school principals, Math, and English instructors on Nov. 15th to establish relationships to support the common core. The Student Success Initiative establishes goals for student success including developing two year Ed plans and using their aggregate data to help with scheduling. Matriculation no longer exists and there’s a new funding formula. SB86/Adult Ed’s two-year planning grant is receiving applications. Adult Ed may be controlled by community colleges. Career integral education is huge. The state is looking for apprenticeship opportunities and industry certifications for CET programs. These legislative laws were enacted in 2013: Senate bill 440 gives more accountability to associate degrees for transfer adherence; AB855 for intersessions programs to pay full prize for courses. Upcoming legislation includes senate bill 730 which eliminates the 11 unit cap for high-school students and increases the audit fee. Distance Ed requires accountability for checking whether or not there is instructor initiated effective contact and was the online experience equal to being in class. There was discussion about articulating credits for military education and training. There are upcoming divisions to improve the Student Success Scorecard. Phil and Madeline will work with Duncan to place these items on the agenda.
• Dr. Brelund said it’s critical to determine a clear process for hiring new faculty and how this process will be rolled into the redesign. There needs to be collaboration. He asked if the BSI report was forwarded to the senate. He stated the BSI report was submitted without Charles’ signature to meet the deadline, with the state’s understanding that it would be re-submitted following the senate’s review.
• Phil said the senate submitted three names to serve on the president’s screening committee. 4 names were submitted for three slots. Vice-Chancellor Garcia incorrectly chose two of the three instead of sending them back to the senate for selection. Phil took issue with the process. He will propose the omission of the name “adjunct” in favor of something like associate faculty. He supports the student’s efforts to have an ex-officio student join the senate and providing an ex-officio senator to the student senate to collaborate more. Jesus Covarrubias (attending a conference) and Fabio Gonzalez (strained knee) are excused from today’s meeting.
• Percy said the women’s volleyball and the football teams are much improved this year. The basketball team has a tournament here on this Thursday through Saturday. The games are at 2, 4, 6, and 8pm. The participating colleges include Riverside, Merced, Merit, Foothill and Monterey.

Leslie moved to add the President’s Committee Selection as an emergency action item – M/S/A

• Clem apologized for the campus technology’s lack of enthusiasm. CTC is lacking from the agenda and discussions. He requested the CTC be restarted and be part of the decision making process.
• Madeline said this Friday is the American Chemistry Society’s Santa Clara Valley Teacher’s Awards ceremony for Dr. Jose Cabrera from 2-4pm in the Science complex. During the AMSA conference at UC Davis she met with the provost for graduate research who is interested in our peer learning program and will visit during the January orientation.

V. Committee appointments
A. Screening
1. DSPS counselor 1 year: Rufus Blair, Rachel Hagan
2. Vice President of Administrative Services: Leslie Rice, Clem Lundie, Charles Heimler

Margaret read the senate’s mission diversity statement.

Motion to approve the screening committee faculty via white ballot - M/S/A

VI. Action Items
1. Administrator evaluations/Crawford

Motion to adopt the administrator evaluation process that the Academic Senate has previously discussed and send out administrative evaluations by division or college wide and compile the results to send to all full and part-time faculty – M/S/A

2. Priority for adjuncts for full time openings/Crawford

Motion that when there’s a full-time faculty opening in an area which has 5 or more SRP adjuncts, no less than 2 will be interviewed, and if there are fewer than 5 SRP adjuncts, one will be interviewed-M/S/A

3. Authentic shared governance/Adamczeski

Motion to remove limits on both photocopying and Microsoft Outlook mailboxes - M/S/A

Motion to amend Madeline’s motion and use only the second paragraph:
Whereas SJCC administration has unilaterally required entering a copy code and imposed a limit on the number of print and copy by full-time and associated faculty, thus stifling faculty productivity, without vetting through the Academic Senate; Whereas SJCC and district administrators have unilaterally imposed a limit on size of faculty email, thus impeding faculty communication with students and other constituencies, without vetting through the Academic Senate; Let it be resolved that SJCC administrators eliminate the current imposed limits and follow up with a study evaluating user needs before setting new limits. M/S/A

4. Treasurer’s Report – There’s $2670 remaining. Last year’s income was $1217 with interest of $1.25. The expenditures were $483.43 through June 30th which didn’t include Phil’s claims for payment. There were election expenses of $245.14, and additional lunch meeting expenses from March 25. Phil requested a $300.14 reimbursement of these expenses.

Motion to accept the treasurer’s report – M/S/A

Motion to send out the opt out forms for the dues increase now before collecting dues in February -M/SA
5. Student Success Committee Recommendation

Motion to re-establish the Student Success committee as a standing committee of the senate – M/S/A

6. President’s Selection Committee Process /Rice (background - Phil said the senate submitted three names to serve on the president’s screening committee. 4 names were submitted for three slots. Vice-Chancellor Garcia incorrectly chose two of the three instead of sending them back to the senate for selection.)

Motion to vote to decide who we would like to send to the president’s hiring committee at the next meeting – M/S/A

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 – 6minutes each)

1. Senate recommendation to BOT on proposed administration redesign/Heimler said the redesign is about adding administrator’s positions and their assistants. The senate and the FA need to say that redesign money needs to go to restoring faculty positions. The senate will draft a motion to the BOT.

2. Facilities Audit report to the BOT/Crawford said the committee met with the President to review issues in the report and the process. The President said this will be the Chancellor’s call. The issue may be too late.

3. Full time faculty hiring procedures/Heimler said the executive committee met with the President to discuss the process. Amber McCall from the Program Review committee (PR) requested that the senate provide them with the list of departments requesting positions, and PR will provide the senate with the validated 2012 program reviews. They also request the senate and the PR create a supplement document for full-time positions which arise due to retirements, deaths or emergency leaves following the validated program reviews between March and the fall. Amber will send the validated program reviews to the senate. Senators want to decide on a rubric to prioritize the hiring. The discussion will continue at the next meeting.

IX. The chair adjourned the meeting at 4:15pm. All other items were tabled.*

4. Wine making class recommendation to BOT/Lazik

5. Chemistry lecture/lab recommendation/Adamczeski

6. Constitution revisions/Muench

7. Parliamentarian proposal/Gonzalez

8. Program Review procedures update/McCall – added to Info Item #3

9. Accreditation Commission resolution/Newton

10. EEO Diversity Plan Draft/Lundie

VIII. Committee Reports (1 minute each)

*Please note the November 19th meeting will be held in the Workforce Institute Board Room, T-112.