

**San Jose City College**  
**ACADEMIC SENATE**  
**Approved Minutes**  
**November 5, 2019**

**Senators Present:** Judith Bell, Dedrick Griffin proxy for Michael Berke, Jose Cabrera, Bill Carlson, Guillermo Castilla, Carlos Chavez, Lezra Chenportillo, Jesus Covarrubias, Mary Crocker Cook, Jonathan Cronan, Chris Frazier, Michelle Gregor, Kathy Haven, Heather Jellison, Lorraine Levy, Alex Lopez, Scott Miller, Olga Morales-Anaya, Jennifer Nestojko, Wendy Pio, Doug Robb, Kidane Sengal, Patricia Solano, Bob Wing

Parliamentarian: Lorenzo Cuesta

Classified Senate: Andrea Lopez

Absent Senators: David Hammerbeck, excused

- I. The meeting called to order at 2:10pm.**
- II. Approval of Agenda – Approved as amended w/o objection**
- III. Approval of Minutes – Approved as amended w/o objection**
- IV. Public Comments**

1. ASG President, Anai Avelino, said they are preparing for elections in March. She asked for faculty support.

**V. Committee Appointments**

1. Evaluation Committees – **All approved w/o objection**
  - a. Will Reyes to evaluate Carlos Chavez (both Counseling)
  - b. Lila Chiem to evaluate Maricela Martinez (both Counseling)
  - c. Lila Chiem to evaluate Pamela Turner (both Counseling)

**VI. Action Items**

1. Request for the data findings of Program Viability for Journalism – Heather Jellison  
**Motion/S: To request the administration to report the data findings for Journalism program viability as soon as possible – Approved w/o objection**
2. State Chancellor's Memo regarding ESL & AB705/AB1805 Update – Heather Jellison  
**Motion/S: To support the Chancellor's memo regarding ESL & AB705/AB1805 – Approved w/o objection**  
Heather reviewed the memo.
3. Final review of Strategic Plan – Dr. Pratt and Dr. Lui  
**Motion/S: To approve – Approve w/o objection**  
Discussion: The Senate questioned how the 41 KPIs (Key Performance Indicators) would be measured, and how Milpitas growth would be monitored in light of the RAM. Joyce answered PIE would be responsible to identify the constituency groups rather than a sole person to monitor the KPIs. VP Pratt answered Milpitas is monitored within the annual strategic plan operational actions. Dr. Tran added Milpitas monitors itself in its own action plan as part of the SJCC strategic plan. Dr. Lui added that some KPIs monitor yearly/bi-yearly but all will be reviewed by 2024.

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

1. Division Dean Job Description Updates – Dr. Chaidez said in 2017 Vice Chancellor, Kim Garcia, proposed the creation of the Division Dean job description to distinguish between deans who supervise faculty and those who do not. The proposed revision adds the MA and related skills under educational and experience. They surveyed job descriptions in the bay 10 and found 6 required MAs, 1 required MA or equivalent, and 3 required MA and related (skills). They use a holistic, inclusive approach to evaluate the candidates. She reminded the Senate this is a draft of the job description and welcomed senate feedback.

Discussion/Suggestions:

- (a) How does this enhance student's educational environment? Hire someone like Stanford Research Institute to review the educational goals. Helping students achieve their goals is a priority. (b) Provide data/list about where dean's positions are posted. Dr. Chaidez will email posting locations. (c) It is compatible to keep academic standards and content knowledge with social justice/equity. (d) The proposed change seems to be blanket across all deans instead of keeping it specific to demonstrated needs. (e) The area of desired qualifications provides committees some flexibility to consider content

knowledge (f). Faculty makes curricular decisions. The job of an administrator is different from faculty (g) How can deans contribute to faculty growth if they are not area experts? (h) We should hire the best people and not eliminate them for missing content experience.

(i) When much course content knowledge is required, it discourages people who have strong administrative skills. (j) When the descriptions are so narrow, it limits the committee to fill positions.

(k) Using an equity lens really matters. (l) The ability to recognize good teaching/instruction is paramount. (m) Deans should not evaluate content expertise. (n) Need to use desired qualifications to untie screening committee hands. Alex said this will return with AP/BP 7211.

2. Intersession, Spring and Summer schedules – Dr. Pratt distributed an updated non-instructional assignments handout. There was a 10% downward adjustment this year. The overall schedule cost about \$800K per semester. She and Marilyn Morikang, Acting VP Administrative Services, reviewed the adjunct/overload cost sheet by semester handout. Vice Chancellor, Jorge Escobar added summer and intersession are budgeted as overload. Summer and intersession must be more productive because the cost are so high. Non-general funds, i.e. Guided Pathways, BSI, or Equity, must be maximized for the best schedule. Pratt and Morikang will present the cost sheet to the Finance committee.

3. Proposed Resource Allocation Structure for Operational Taskforce – Interim  
Vice Chancellor Jorge Escobar said one the objectives of the RAM was to connect the money to outcomes. The current district budget is \$127M with the same expense ratios from 5years ago. He reviewed the District’s Resource Allocation Operational Taskforce draft outlining the 13 members including the Chancellor as a non-voting member. The decisions must be mutually agreed upon between the Chancellor and the Academic Senates. The tentative budget is due to the Broad of Trustees in April. This taskforce composition draft was presented at District Council.

Senate Suggestions; Adding, “recommends,” to mutually agreeable at the top of the chart. The composition is unbalanced and needs more faculty and fewer administrators. Student representation is also key.

Jorge asked for continued support and he will take these recommendations to the District Council.

4. Proposal for Digital Media Arts Program – Jonali Bhattacharyya said currently Media Arts are under the Arts Department and she is proposing to move Digital Media Arts to its own department providing students with job and transfer possibilities. Among reasons for the new department is the growth of virtual reality program, Ui/UX, and mobile design. They will still rely on the Arts program for the foundational courses.

**Motion/S: To support – Approve w/o objection**

Judith spoke in great support for the new program. Jesus said there are possibilities of Digital Media Arts working with Music Technology to provide audio for gaming.

5. Progress of the flipped classroom model – **Tabled for a later date**
6. Academic Policies/Board Procedures (AP/BP) 3440 and 5141 – Dr. Rutland said there was no prior policy about emotional service/support animals on campus. With AP/BP 3440 students will provide doctor’s documentation about the need for the service animal.

**Motion/S: To approve (AP/BP 3440) – Approved w/o objection**

Discussion: Heather noted that employees with service animals must supply this documentation to HR. Bob added the Library also interacts with the public and asked how they would provide service animal documentation. Dr. Rutland answered the campus is public and the Library has the right to ask for documentation and decide about the animal. She said AP5141 is not new and it is important to have a policy in writing about course substitution/accommodation wavier. There had been a verbal agreement with the Math department previously.

**Motion/S: To approve (AP/BP 5141) – Approved w/o objection**

Discussion: Heather asked if the accommodations reduce student’s confidentiality. Dr. Rutland answered that she can explain the student’s functional need/impact while keeping their diagnosis confidential. Bob asked how the SJCC substitution would affect students as they transfer. Alex explained other colleges determine whether to accept SJCC substitutions.

7. The logo for low cost and no cost textbooks to be placed on schedule – Lorraine distributed the State Chancellor’s office recommended logo for low cost/no cost textbooks. The state Academic Senate recommends discussing low/no cost textbooks during the on-boarding process as well. There are current

classes with low/no cost textbooks not identified in the schedule. VP Pratt added there is a link on the website for no cost textbooks and she will look into providing this recommended logo.

**Motion: To include gathering this information in the subject area coordinator's job description – Approved w/o objection**

8. Finance Committee Budget Template portion of Program Review – Chris said the budget template document will not change this year. Guillermo asked to review the document 4-5 days before approval.

#### **VIII. Committee Reports (1 minute each)**

1. Presidents Report: Alex reported that he and Judith were on the President's search committee. The candidates will present in on-campus open forums on November 12-14<sup>th</sup>. The candidate's information is on the district website. He encouraged everyone to bring feedback. The Plenary starts on this Thursday. The resolutions were emailed on October 17. The call went out for two faculty members to help select the Multicultural Center design group.
2. Guided Pathways: Judith reported an upcoming retreat including students to develop structures for mapping. The scaled adoption plan is due March 1 and will require senate input.
3. SLOAC: Judith reported they are working out institutional SLOs (GESLOs) and need faculty input.
4. PE: Doug reported adding new classes in the spring, Pickle Ball on Monday/Wednesday at 9:15, First Aid, CPR and AED.
5. Counseling: Carlos reported working on Meta Majors and Guided Pathways at the last Counselor's retreat. Next retreat on November 22<sup>nd</sup>.
6. Art: Michelle reported a cross-disciplinary exhibition held in the Gallery featuring adjunct faculty, Mauricio Rodriguez's music and art by Emma Harris. Look for the upcoming email.
7. District Technology: Bob reported SJCC, EVC and ITSS are working on the new Library system and the new target date is the end of the semester.
8. Judith reported the new organization chart is nearly complete in eLumen. They are planning a demo summit by the 1<sup>st</sup> or 2<sup>nd</sup> spring meeting.
9. Classified Senate: Andrea reported with the new Division Dean discussions, the Classified Senate asks for equity support as the district reviews the new dean's administrative assistant job descriptions.
10. Finance Committee: Chris reported they have updated its goals and charge in alignment with next year's adoption of the RAM.
11. DE: Bob reported they are updating the handbook and workshops offerings continue.

#### **IX. The chair adjourned the meeting at 4:05pm.**