

San Jose City College
ACADEMIC SENATE

Approved Minutes
September 1, 2015

Senators Present: Madeline Adamczeski, Michael Berke, Dong Mei Cao, Janet Chang, Carlos Chavez, Jesus Covarrubias, Philip Crawford, Juan Gamboa, Fabio Gonzalez, Rachel Hagan, Iyun Lazik, Alex Lopez, Linda Meyer, Renza Nassab, Ada Weeks, Bob Wing, Cody Mowbray for Larry Harris (student rep.)

Parliamentarian: Lorenzo Cuesta

Senators Absent: Bill Carlson, Percy Carr, Valentin Garcia (excused), Michelle Gregor (ill), Isai Ulate (excused)

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

VII. Information item

1. Dean Kishan Vujjeni and Lynette Gray gave an update on the AB86 Adult Ed plan creating bridge Credit/Non-Credit programs in needed areas such as Medical Career, IT Career Prep and Advanced Machining Prep, to prepare students for advanced pathways certificated college programs. The Senate voiced its disapproval in the lack of faculty involvement in the selection of courses and development of these academic programs. The new Medical Career, IT Career Prep and Advanced Machining Prep courses are new credit/non-credit courses and have not yet been approved by the Academic Senate. The faculty members working on the curriculum have been selected by the deans in the various divisions. Deans Vujjeni and Cohen will request Board approval to continue on the Steering Committee at the next Board meeting.

IV. Public Comments

1. The Senate thanked Sam Ho for taking pictures at today's meeting.
2. Vice-President Duncan Graham said the Education Master Plan presentation will be at the College Advisory Council this Friday at 9am. September is the last month to give feedback. He encouraged all to attend the presentation. Fred with Cambridge West will call into the next executive Senate meeting. VPAA Graham will ask Dean Thompson to attend a Senate meeting to give an update on business partnering opportunities. Bob Pacheco, a researcher with the RP Group, has been hired to guide our efforts on the new accreditation standards. He's developing templates to be incorporated into SJCC's plan.

VI. Action Items

1. Program Review Forms & Timeline - Jessica Breheny reviewed the previous form changes.

Motion: To approve what was previously submitted (form) in the spring by the Program Review committee.

Motion Amendment: To add a line asking whether or not the previous budget requests were met – Approved by vote (All voted for the motion with the amendment except Rachel)

V. Committee Appointments

1. TRC Committees: Leslyn McCallum-ComStds (Administrator Appointee), Scott Miller-EMS (Faculty Appointee) for Shelley Giacalone (ComStds) – **Approved without objection**
2. Screening Committees
 - a. Associate Dean, Career & Technical Ed (4 needed) – Isai Ulate (Applied Sci.), Celia Cruz (Reading), Linda Ferrell (Acctg.), and Alex Lopez (Counselor) – **Approved without objection**
 - b. Supervisor, CTSS, SJCC (2 needed) – Janet Chang (Health Services), Bob Wing (Library) –

Approved without objection

- c. Cosmo Staff Assistant III (2 needed) - Sandra Honesto (Cosmo), Gina Del Rosario (Cosmo) –

Approved without objection

VII. Information items continued (possible Action Item)

2. Hiring Priority List - Iyun said Pres. Breland has indicated he would hire up to 5 full-time faculty members. The Senate will send an announcement to the campus with the Faculty Priorities Hiring form with the request that the completed form be returned by Sept. 22nd. The Senate will hear presentations and prioritize the list at the Oct. 6th senate meeting.

Motion: To use the presented form changing the return date to Sept. 22nd, the Senate presentation date to Oct. 6th and adding, "Has this position been previously requested;" – Unanimously Approved

3. Distance Ed – Heidi said this semester SJCC needs to decide whether or not to work with the Online Education Initiative. Michael said this state initiative would give students more access to all California Community college courses including courses closed at SJCC or student's previously failed courses. Heidi is creating a sandbox to sample some of the courses. Jesus asked the senators to talk with their department faculty for input.

4. PDD Re-cap – Jesus said the Senate led two sessions during PDD. The Senate orientation, facilitated by Jesus and Phil, provided a brief senate history and current discussions. Iyun and Heidi led the online education session. They discussed the accreditation standard for distance education and reviewed the faculty training requirement for online teaching. Both sessions were well attended and received positive feedback.

5. AS Mentorship Program Update - Iyun encouraged the senators to volunteer. The new faculty members were matched with a Senator mentor:

- a. Christine Trombly-Christen with Dong Mei Cao
- b. Olga Morales-Anaya with Alex Lopez
- c. Lezra Chenportillo with Carlos Chavez
- d. Meiko Daire with Rachel Hagan
- e. Margarita Mitevaska with Michael Berke
- f. Shelly Giacalone with Jesus Covarrubias

She encouraged the mentors to contact the new faculty and give them a campus committee overview, review the senate role, and invite them to attend senate meetings.

6. Enrollment Management – Michael attended the workshop on Aug. 5th & 6th. He emailed his report to the Senate (9/1 senate email). Of the 14 in attendance from SJCC, he was the only faculty. They discussed increasing program effectiveness, student educational plans, and how to attract and keep more students. Cody suggested sending student ambassadors to the feeder high schools. Alex said METAS has student ambassadors but also needs 4 college recruiters to go with the ambassadors.

7. District Senate Update – Jesus and Eric met with Chancellors Cepeda and Hendrickson over the summer. Chancellor Hendrickson suggested bringing this to the district council before taking it to the Board. Jesus will present a district senate creation update as an information item at their next meeting and then take it to the Board. They've requested .20 re-assigned time for the district senate president, office space in the district office and conference funds to send officers to the ASCCC.

8. Area Senator Responsibilities – Iyun shared her model for distributing senate meeting information to her department. She encouraged the senators to have regular communication to their departments in a timely manner. They should include the actions items, motions, discussions and information directly effecting their departments.

VIII. Committee Reports (Notes)

1. President's Report: Jesus said the Senate Executive team met over the summer. The Senate discussed online education at the summer retreat. EVC is discussing the budget funding allocation model as outlined by the SJCC Senate last spring. The Executive committee met with President Breland to discuss the hiring priority, enrollment and the budget. Phil attended the district budget meeting for Jesus. There's a concern that they're underfunding the adjunct faculty costs. Mike attended the last Board meeting in Jesus' place and gave the constituency statement and shared his attendance at the enrollment management workshop.
2. Committee Reports: Michael was selected as the accreditation Standard 3 tri-chair. Phil said the state chancellor taskforce is recommending the removal of the ACCJC. Cody said the ASG met last Friday to

attend summit training and discussed establishing a sense of community this semester. They will discuss parking and transportation at their next meeting. The Distance Ed and Tech committees need reworking. **The chair adjourned the meeting at 4:20pm.**