

San Jose City College
ACADEMIC SENATE

Approved Minutes
September 16, 2014

Senators Present: Madeline Adamczeski, Michael Berke, Percy Carr, Janet Chang, Jesus Covarrubias, Philip Crawford, Rachel Hagan, Iyun Lazik, Linda Meyer, Margaret Muench, Leslie Rice, Isai Ulate, Ada Weeks, Robert Wing, Mark Zheng

Parliamentarian: Lorenzo Cuesta

Senators Absent: Carlos Chavez*, Elena Dutra*, Juan Gamboa, Valentin Garcia*, Fabio Gonzalez*, Eve Mathias, Renza Nassab, Larry Harris (student rep.) *Attended CSU counselor training

I. The meeting was called to order at 2:15pm.

II. Approval of Agenda as amended – Approved without objection

III. Approval of Minutes as amended – Approved without objection

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 at a subsequent meeting.)

1. VPAA Graham said he and VPAS Escobar are aware of the issues with the 100 and 200 building renovations and are working with the CTE faculty and Gilbane to move forward on the issues priority list. He and Ingrid Thompson, Dean of Business and Workforce Development, met with the Carpenters Union which is very interested in having SJCC as the LEA for all of the carpenter's apprenticeships for northern California.
2. Senator Carr said he and Debbie Huntze-Roony will split their time on the senate. The football team won their game last week. One of his former basketball players, Rodney Terrell, is a heart specialist at Stanford, and another Landon Edmond, is an attorney. Their athletes are making strides for themselves and SJCC.

V. Committee appointments

1. DAC: Joseph King, Gary Ledesma – **Approved w/o Objection**
2. Program Review: Heidi Kozlowzki – **Approved w/o Objection**
3. DE: Heidi Kozlowzki and Celia Cruz – **Approved w/o Objection**
4. Student Success: Fabio Gonzalez – **Appointed by vote**
Voting for the appointment: Margaret, Iyun, Rachel, Ada, Bob, Leslie, Percy, Madeline, Janet, Isai
Voting against were: Mark and Phil
5. PRC: Alejandro Lopez – **Postponed to get clarity about the seat from Fabio**
6. D.O. Confidential Executive Administrative Assistant: Celia Cruz – **Approved w/o Objections**

VI. Action Items

1. Enrollment Advisory group (Margaret) –**M/S/A**
Motion that the Academic Senate will establish an enrollment advisory ad hoc committee to address issues of student enrollment and the class schedules; The AS office will solicit interested members from the senate and faculty at large to serve on the ad hoc committee and the executive committee will appoint a volunteer to call the first meeting.
Discussion: President Breland said they will have an operational/management team looking at how students are served from a business perspective. He would welcome a senate advisory team to speak to educational

components but it will not be integrated with the operational team. Margaret said it will be up to the committee to discuss strategies and issues to determine its scope of influence.

Janet abstained; all others voted for the motion

2. AB86 Faculty Reps on Steering Committee (Crawford/Rice) –M/S/A

Motion to have the senate approve a letter to the Board of Trustees (BOT) requesting their support of the addition of 2 community college and 2 adult education faculty members to the steering committee for the AB86 consortium for our area.

Discussion: Leslie said the steering committee in a letter from Kishan Vujeni and Bob Harper (Director of Campbell Adult Education) declined the addition of faculty members to the steering committee. Phil said the state senate isn't happy about the lack of faculty on the committee but it's a regional issue. Janet suggested going back to the source of the money to request the addition of faculty to the committee.

Voting for the motion: Rachel, Ada, Michael, Leslie, Percy, Mark, Madeline, Janet, Phil, Isai, Bob Margaret voted against the motion and Iyun abstained

3. Re-design Ad-hoc Oversight Committee (Rice) –M/S/A (unanimous)

Motion for the senate to create a re-design ad hoc committee to oversee the district's re-design plans for SJCC and the district office.

Discussion: In phase one of the re-design 1.3M went to the district, 350,000 to each college and SJCC received 4 positions. Phil suggested requesting an agenda item to the BOT to add full-time faculty to the redesign plan.

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. Faculty Hiring Update: Margaret said the timeline was set, and the applications/requests were sent to the faculty and no submissions have been received yet. The deadline for the submissions is September 23rd. The submissions will be placed in a Dropbox and Lenora will send the access to all senators to review the submissions. Jessica Breheny will make sure the right program reviews get posted. Voting and presentations will be on October 7th.
2. 360 Supervisory Evaluation Update: Phil said the district changed the administrator evaluation procedure without senate approval. The administrator may now select which faculty evaluates them. He will bring for senate approval a 360 administrator evaluation (for those who have served a year or more) to be distributed to all faculty in an administrator's division.
3. By-Laws update: Margaret said they haven't met yet.
4. AB 86 Sacramento Summit, Oct. 6-7th : Phil received a late announcement to attend this summit and volunteered. Leslie said there were two processes to select faculty to attend this, self-nomination and AS president selection.
5. Faculty Eval. Committee/TRC composition: Madeline said there's ongoing confusion in approving faculty on evaluation (EC) and tenure review (TRC) committees. She cited the AFT contract article 22.3.1 phrase, "competency in the field," and said the senate could use the AFT's language in articles 20.6 and 22.3 to align its decisions with the contract. It was suggested that the senate may write its own guidelines to determine how strict or loose to judge competency in the field and that the senate should work closely with the AFT to keep this decision within the senate as this is a 10+1 issue. Some would like to see more specific language. The senate needs to stand for a high academic standard. She will bring an action item for next meeting.
6. MyClassText Platform (Bob Knight) -**Unavailable**
7. AS and Student Success: Margaret offered an invitation to discuss ways for the senate to be proactive in leading initiatives to promote student success. Some suggestions were having senators share best practices in the senate meetings or brown bag lunches at the professional development center. Other suggested fixing the EC/TRC faculty appointment issues, hiring more full-time faculty with time to help students one-on-one, or creating a list of about 10 items that support success to deliver to the administration. This should be an action item for next meeting.
8. Program Review / CROA difficulty: Leslie said there is still a problem with getting accessible basic data and receiving the power to access our own data for program reviews. The CROA (access software) workshop wasn't effective. President Breland said the deans would gather and distribute the program review data.

VIII. Committee Reports (1 minute each)

1. Senators update
 - a. Leslie questioned where we are with accreditation and where the faculty tri-chairs are meeting. She thanked Ron Levesque for bringing 32 Japanese students and 5 staff to SJCC and for involving ESL, Ethnic Studies, Workforce, and the President. The student ID machine ran out of blanks last week and new blanks have not shipped yet.
 - b. Bob said the lack of student ID cards impacts the library as well because students cannot access the SJCC library at night or use the MLK library for extended hours without ID cards.
 - c. Rachel said counselors are conducting study skills workshops and they will send the dates. She has nursing preparation workshop flyers to post in classrooms.
 - d. Iyun said 160 community college students attended the SACNAS regional meeting here in August. Leslie gave to 2 outstanding workshops. NASA, USDA and Lawrence Livermore Labs scientists and former students attended. Activities included internship and female scientist panel discussions, study skills and writing workshops.
 - e. Phil reported from the statewide Academic Senate in San Diego. He provided them with documents about the US Department of Education's audit of the ACCJC. Phil is on the accreditation subcommittee.
 - f. Jesus wants to link to better with the statewide senate. He wants to develop a process to grow the senate leadership with the budget in mind. He encouraged the senators to go to the ASCCC.org website for useful information. The state senate is working on a different course identification numbering system. The DO is moving downtown and there are concerns with the parking and the cost of the move.
2. The Executive Committee meets this Tuesday at 1:30 and then meets with the President following. All are welcome to attend the Executive Committee meeting.
3. Re-assigned time Committee: Phil said they haven't met.
4. Distance Ed: Dorothy Pucay reported 11 faculty members met yesterday. They may be adding 2 more members. They will meet 1st and 3rd Monday monthly for now. They reviewed the charge. They will determine recommendations for a policy statement. The Academic Affairs office reported that of 648 courses 122 have DE supplements. They will select a chair next time.
5. SLO: No report
6. Student Success Committee: Leslie communicated with Jennifer Nestojko. They will meet this Thursday and they're working on the student equity plan, the summer bridge, first year experience and the male summit.
7. Facilities - Report on renovation of building 100 and 200: Isai reported contents of building 100 and 200 were packed in storage containers or moved to building 300 over the summer. Isai offered to give tours to view the new machinist and technical equipment. He thanked purchasing, Gilbane, the board of trustees, administrators (Takeo, Seher, Jorge, Duncan Ingrid and President Breland), and Chancellor Cepeda. Leslie asked if the new equipment and classes would be promoting through positive ads. Phil reported that the safety and facilities committees have combined, created a new charge, and have set new member numbers. The student health director occupies one of the faculty seats because of her office. Phil will remind them that faculty seats need to be appointed by the senate.
8. IPCC: Linda said they haven't met yet.
9. Finance Committee: No report
10. Program Review: Linda said they will meet this Thursday and report next time.
11. Basic Skills: No report
12. Technology: No report – Phil asked that the Technology committee coordinate with the DE committee because there's overlap.
13. Strategic Planning: Leslie said they will meet next week.
14. CPC: Margaret reported they're reviewing their charge and who should approve the charges. They discussed changing the CPC name.
15. DAC: Leslie reported the first district council meeting will be this Thursday. She will add re-design to the agenda. If you have other senate discussed agenda items for the DAC send them to Leslie.

IX. The chair adjourned the meeting at 4:20pm.