



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, November 19, 2024

Mishra Conference Room

**Approved: Tuesday, December 3, 2024**

**Present:** Henry Estrada, Kelly Nguyen-Jardin, Dave Hendricks, Juan Gil, Laura Garcia, Tejal Naik, Sravani Banerjee, Melissa Hornstein, Michael Masuda, Nancy Lin, Eric Narveson, Charlie Kahn-Lomax, Grace Estrada, Binh Vo, Rahmon Pashtunyar, Maria Esperanza Outeirino-Feijoo **Absent:**

**Guest(s):** Baljit Nagi, Solana Gurrea

**I. Call to Order – 3:02 pm**

**II. Adoption of Agenda**

Agenda adopted unanimously with amendments; Grace (1<sup>st</sup>); Eric (2<sup>nd</sup>)

**Amendments: Information Items:**

- Line E) Women and Gender Equity Program Update – tabled – Sylvia Min is not able to attend.

**III. Approval of Minutes – November 5, 2024 – Tejal (1<sup>st</sup>); Grace (2<sup>nd</sup>); unanimously approved**

**IV. Public Comments (Limited to 3 minutes per person/ 5 minutes per item)**

*This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances. If Senate action is required, it can be placed on the agenda for the next meeting.*

- Henry welcomes Solana Gurrea and informs the Senate of her Temporary hourly part-time position as Program Assistant for the Academic Senate.
- Dave reminds the senate he will be taking over the District Academic Senate President position, he wants to reiterate that it's an opportunity to work together with the senate to find out key things that they can accomplish together. The position is only six months, it is limited time but he wants to accomplish things, he is open to suggestions.
- Michael communicates that the Arrow Club is presenting battle boots. Students have been working on this project throughout the semester. It will be in Gulo 2 center, from 12pm to 4pm. We are trying to make the Maker Space, that is a space where students can build things are work together, and this event shows the collaborative community that we are aiming towards.

**V. Committee Chair Reports (3 minutes per report as needed)**

- 1) **All College Curriculum:** Grace Estrada

- Only one more ACCC meeting: December 5. Reminder: guests can [Zoom in to ACCC](#) to present curriculum.
- Division-level training for Objectives and DEIA components in course proposals is being conducted: completed BWD, NAH, and MSE. SSHAPE/SSHAKA and LA are scheduled.
- Conversion to Maverick on December 16. Faculty are encouraged to experiment in the CurriQunet sandbox before then. Here's the [link to the CurriQunet sandbox](#). Your login is the same as the live system.
- A Program Viability Review is recommended for the BIM program and courses. This was triggered by the BIM program having multiple deferred program reviews and severely outdated curriculum.
- The [ASCCC Fall Curriculum Regional North Meeting](#) (Merrit College) was on 11/16/24.
- Takeaways from the meeting:
  - CCN Phase II templates may not be ready by January PDD – mid-semester workshops may need to be conducted
- Student reps should be encouraged to review student-facing elements of the COR
- Suggested elements in course proposals from Curriculum North and other discussions:
- Minimum qualifications for course instruction (distinct from FSA)
- Recommended class size and negotiated class size – on paper (ask Laura)
- Checkbox for when changes are made to address DEIAA needs

## 2) **Student Learning Outcomes:** Rahmon Pashtunyar

- 1269 SLOS are reported and up to compliance.
- The Curriqunet Maverick has been updated to a point where it is operable.
- Reminder that Curriqunet will move to Maverick on December 16<sup>th</sup>.
- A sample video of how to complete SLOs Assessments Reports was created yesterday and will be sent to SLOAC for review.
- This Friday, a representative will walk through the program, during our last SLO meeting.
- The committee will be working on the handbook this week, with hopes that it will be able to make it to the senate if things go well.

## 3) **Institutional Effectiveness:** Fahmida Fakhruddin

### **Building Information Modeling (BIM) Program Update**

- A program viability review of the BIM program was advocated for due to its negative impact on students and lack of updates.
- The review targets programs with outdated courses.

### **Upcoming Program Review Support Sessions**

- Two program review support sessions were announced (Friday, November 20th, and Monday, November 25th to help with program review data questions.

### **Mentor/Second Readers Feedback Timeline**

- Key dates and deadlines for mentor/second reader feedback on program reviews were explained (November 27th - March 21st).
- Members were assured they would receive a copy of the timeline and instructions.

### **Program Review Data Update**

- Most programs have received their program review data except for Umoja/AFFIRM, ASPIRE and Veterans programs due to missing information.

### Updating Questions in CPR and AURR

- Discussion focused on aligning program review documents with the new faculty hiring rubric, including:
  - o Clarifying the inclusion of previously removed information.
  - o Addressing the need for clear communication between committees.
  - o Allowing Deans to request faculty positions.
  - o Ensuring consistency between the rubric and program review processes.

Grace gives an update with the information she's obtained.

- Program Reviews are going to be due Wednesday November 27<sup>th</sup>. Support sessions are going to be offered on Friday November 22<sup>nd</sup> from 10:00 am to 12:00 pm, and Monday November 25<sup>th</sup> from 10:00 am to 12:00 pm. She will be sending out an email with a zoom invitation.
- Sravani received a different date, Henry suggests to look into it more and clarify, so he can as well send an email to all faculty members about deadlines.
- Henry mentions they sent out a rubric for all submissions of AURS and program reviews for people who are actually looking to add a faculty member. Henry is going to send an email inviting people to a zoom session this Friday 11/22 in case they have any questions on their AURS and their program reviews.

#### 4) Professional Development: Binh Vo

- The committee is working on finalizing the January Committee agenda to send that out to the entire campus. We are still accepting breakout proposals for that January meeting.
- Binh is meeting with the President's office and go over the whole group morning session.
- Breakfast and lunch have been settled, Sandwich for lunch and breakfast burritos.
- VP. Alexander would like to have 1 hour in the morning breakout session to do a presentation about the online bookstore. SJCC is having a meeting with the online bookstore vendor, but it is on their campus. Binh communicates that they will probably just do the morning presentation by VP. Alexander.
- The current budget is \$15,016. If there is any budget request, make sure you send them in as they are going to be first come first serve basis.
- There are two more meetings this semester, Thursday Nov 21<sup>st</sup> and Thursday Dec 5<sup>th</sup>.

#### 5) AB 928: Laura Garcia

- Laura started by sharing that all of the degrees that could be launched have been launched. Some of them are going to be reviewed in the first meeting of the spring semester.
- The only remaining three that still do not have templates from the state are the AST Chemistry, The Social Justice studies African American Studies, and the Social Justice Studies Ethnic Studies.
- Laura communicated that she was in a meeting with articulation officers where they said that there was a possibility that California Community Colleges would have to deactivate their AST Chemistry because we are unable to get it into 60 or less units with CalGETC. They still do not have a timeframe of when they are going to officially notify the colleges.
- For this reason, we are still holding they are holding changes to the AST Chemistry.
- Students still have the AA Chemistry; students will still have an option.

- Laura and Grace did a presentation on Friday 11/15 to the Chancellor with the District Office and Monday 11/25 they are presenting at College Council.

6) **AB 1111:** Grace Estrada

- A District-wide meeting about AB1111 and AB 928 was held on 11/15/24. Articulation Officer Laura Garcia and Curriculum Chair Grace Estrada provided an overview of the initiatives, our plan, and current stage of implementation.
- All 6 CCN Phase 1 courses (COMM C1000; ENGL C1000, ENGL C1001, PSYC C1000, POLS C1000, and STAT C1000) are on the BoT agenda tonight.

- CCN Phase II departments: ANTH, ART, ASTR, BIOL, CHEM, COMS, ECON, ENGL, FCS, HIST, MATH, and SOC
- The Academic Senate for California Community Colleges (ASCCC) has released important surveys related to Phase II of the Common Course Numbering (CCN) implementation. The Anthropology, Communications, Sociology, and Child Development surveys will close on **Wednesday, Dec 4**.
- ANTH associate faculty member Gustavo Flores was selected to attend the December convenings.

## Phase II Courses

Discipline	Meeting Dates	Times	Proposed SUBJ/DEPT	C-ID	Course Title	C-ID	Course Title	C-ID	Course Title	C-ID	Course Title
History	Oct 28, 29, 20	1pm-4pm	HIST	HIST 130	United States History to 1877	HIST 140	United States History from 1865				
English	Oct 28, 29, 20	1pm-4pm	ENGL	ENGL 120	Introduction to Literature	ENGL 110	Argumentative Writing and Critical Thinking Through Literature				
Economics	Oct 28, 29, 20	1pm-4pm	ECON	ECON 201	Principles of Microeconomics	ECON 202	Principles of Macroeconomics				
Art History	Oct 28, 29, 20	1pm-4pm	ARTH	ARTH 110	Survey of Western Art for Prehistory through the Middle Ages	ARTH 120	Survey of Western Art from Renaissance to Contemporary				
Biology	Nov 18, 19, 20, (21 extra)	1pm-4pm	BIOL	BIOL 110B	Human Anatomy with Lab	BIOL 120B	Human Physiology with Lab	NONE	General Survey Biology with no Lab		
Chemistry	Nov 18, 19, 20, (21 extra)	1pm-4pm	CHEM	CHEM 101	Introduction to Chemistry	CHEM 120S	General Chemistry for Science Majors Sequence A (one-year sequence and includes two courses)	CHEM 110	General Chemistry for Science Majors I, with Lab (first semester course of the one-year sequence)		
Math	Nov 18, 19, 20, (21 extra)	1pm-4pm	MATH	MATH 210	Single Variable Calculus I Early Transcendentals	MATH 211	Single Variable Calculus I Late Transcendentals	MATH 220	Single Variable Calculus II Early Transcendentals	MATH 221	Single Variable Calculus II Late Transcendentals
Astronomy	Nov 18, 19, 20, (21 extra)	1pm-4pm	ASTR	NONE	Astronomy with Lab						
Anthropology	Dec 2, 3, 4	1pm-4pm	ANTH	ANTH 110	Introduction to Biological Anthropology ( with lab)						
Communication	Dec 2, 3, 4	1pm-4pm	COMM	COMM 130	Interpersonal Communication						
Sociology	Dec 2, 3, 4	1pm-4pm	SOCI	SOCI 110	Introduction to Sociology						
Child Development	Dec 2, 3, 4	1pm-4pm	CDEV	CDEV 100	Child Growth and Development						

### 7) Distance Education (DE): Tejal Naik

- Tejal communicated they are looking at guidelines for asynchronous refresher training because it has been a challenge. If we offer training, it will be more flexible and better for faculty to assist.
- The committee is discussing moving the meetings in person instead of zoom. They have been having a hard time trying to get everyone to the meeting.

### 8) Campus Technology: Steven Mentor – no report

### 9) College Budget: Eric Narveson

- Eric mentions that at the last meeting they talked about implementing Co-Chair model for the committee, it would be a faculty and a classified, so that classified employee could put on their professional growth.
- They are going to discuss it further on the next meeting and maybe adopt it by next semester.
- The committee reasserted the charge.
- The committee is continuing the search about Fund12, Eric had asked the past Vice Chancellor how he had set it up, and what are the parameters.

- The committee agreed not to meet the day before Thanksgiving; the next meeting will be December 11<sup>th</sup>.
- Eric was in a Plenary Session two weeks ago, and he voted as a delegate on behalf of the District Academic Senate.

Henry communicates he talked to the Vice Chancellor in charge of administrative services that oversees the budget. Henry tried to access the funds and there was nothing in it, some more research is going to be done on it. Another thing is that the district is spending 900,000 a year to fund the foundation, and there are no viable returns demonstrated. Charlie and other senators demonstrated concern. Charlie is concerned about seeing no results after donating money to the foundation for over 20 years. Henry is going to do more research on this and report to the senate when he has more information.

- Henry expresses concern about building a Co-Chair committee, because of faculty load, he asks the senate to send him their input on the issue because he votes as at large and he wants to vote for what the majority wants.

10) **College Safety and Facilities:** Vince Cabada – no report

11) **Student Equity:** Victor Garza – no report

12) **District Academic Senate:** Kelly Nguyen-Jardin

- The Last meeting was on October 12<sup>th</sup>. VC Chandrasekar gave information about what Eric and Henry were discussing earlier.
- Mark Brandon, the chair of the AI Committee at City College presented information, and he suggested we do something similar, which we will discuss later today, under Discussion Items.
- There is an emergency resolution of hiring procedure for associate faculty. That will be in the Information Items today, and Henry will talk about that.

13) **District Budget:** Henry Estrada – no report

14) **District Council:** Henry Estrada

- The research team came and gave a presentation on numbers of the college including Enrollment and FTES success rates, degrees and certificates completions, and where the students from both colleges seem to be transferring.
- After COVID enrollment dipped for a while, especially from 2020 to 2022, and since then they started to climb back up.
- San Jose City College has a larger number of technical career educational programs in EDC, Evergreen tends to do better on number of ADT.
- Most of our students want to transfer to San Jose State University, Cal State East Bay, and San Diego State, and UC Berkeley and UC Santa Cruz.
- Review of the Board Policies on Participatory Governance. The District has hired an attorney to revise some of the language in the policies that currently exists, citing a lot of redundancy entry. The Academic Senate President from both EVC and SJCC as well as the Classified Senate President at SJCC, objected to some deletions from these documents.

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- 15) **College Council:** Henry Estrada – no report

## **VI. Academic Senate President's Report**

- Attended the Fall Plenary from Nov 7-9, and we had to vote on some resolutions, and the most significant one had to do with AB 1111, in particular
- Resolution 101.06 indicated that no implementation without articulation. There are issues creating the course templates and to establish something that we can work from. We have to make sure that these things are going to be articulated before we  
put them out there for students to take under the assumption that they are going to be able to transfer it anywhere.
- Another Resolution was to delay public facing implementation of common course numbering until transfer agreements are established.
- Until the articulation is done, we should delay the process. We will continue to work with it.
- As Grace mentioned, there was a presentation, that it was called by the Chancellor who summoned from both colleges the College Presidents, the Presidents of the Academic Senate, The Vice-President of instruction, the articulation officers, the chair, the coordinator, the chairs of the curriculum committees and the supportive classified staff. The Chancellor and the Board are now very interested in what is going on in the district, they got the word of how important and how problematic this could be moving forward.
- The plenary promoted the idea of exploring impacts of AI in higher education. The entire November rostrum is going to be devoted to the topic of AI, which is in part the reason that we, Kelly and Henry, finally decided that we have to get this into the discussion.

## **VII. Academic Senate Vice President's Report**

- Kelly thanks and welcome Solana, that is starting on 11/20 as a Temporary Program Assistant to the Academic Senate for 2 months. The permanent position is underway, we are waiting on HR to send applications.
- MSC will change as STEM division. It was voted on at the last meeting.
- Kelly suggests that the announcement for the CPL Coordinator position is to be sent out again.

## **VIII. Consent Items**

A) Equivalency Committee (ESL) – Leticia Burke and Richard Longacre

## **IX. Action Items**

## **X. Discussion Items**

A) AI Policy

- SJCC has a policy on AI, and EVC should start working on it so that we can figure something out with the district.
- Henry wants a collective document to be put together.
- Henry comments and shows the Senate the ASCCC AI Policy Framework. The ASCCC put together a document in Spring 2024, that tells the specifics of why this is being developed, questions to

consider, some sample college plans, some actual policies like for example, Stanford, Arizona State University, and others. Henry encourages the Senate to look over the document.

- Henry talks about the book "Teaching with AI" published by John Hopkins University. The book helped him reflect on how they can incorporate values and goals into the AI policies.
- Questions that are going to come up while building the policy are going to be, "what can we do with it? Where is it forbidden? Is brainstorming with AI, cheating?" Everyone should know about the limits of AI, we want transparency, we want clear rules.
- To try it, Henry took the book recommendations, his values and goals and created an AI generated policy to show the Senate, 1<sup>st</sup> he applied the logic that was described in the book, combined with the values and ideas that the ASCCC proposed and ask AI to come up with a



plan. This is not the document that is going to be used, but wanted to show what AI can do.

- Michael, gives an example of how he sees AI, he compares it to Physics Lab, the way that the lab is submitted by the students is "Title, purpose, procedure, data, analysis and conclusion." The purpose, procedure, data is worth 3 points out of 10, because in his understanding collecting the data is simpler, brainstorm is similar, you are coming up with ideas, but you can get it from anywhere. With Analysis, you have to think about it, so it is 4 points out of 10, because you are actually using your brain to look at what you collected together and come up with something different. In sort of AI, Michael thinks that that can be the direction, because AI could be helpful to brainstorm, but it won't be good to create your analysis and evaluation.
- Kelly recommends that a committee or a taskforce is formed to discuss this issue in more depth.
- The Senate agrees to form a Taskforce for now, that eventually will become a committee. Faculty interested: Henry, Grace, Binh, Melissa, Mike, Rahmon, Esperanza, Tejal, and Sravani.
- The core of the Taskforce will be this one, and an email asking if anyone else is interested will be sent.

## **XI. Information Items**

### **A) AP 4235 - Credit for Prior Learning – Laura Garcia**

- The Taskforce reviewed one of the documents that was produced by Palomar, and in the document included the tens that recommended the steps for creating the CPL Committee and process on our campus. The Taskforce agreed that the Committee will be formed in base with those 10 steps.
- Juan expresses interest in leading the CPL Committee, as the CPL Coordinator.
- Kelly suggested the CPL Coordinator announcement to be sent to faculty again.
- The Committee will start the work in the spring and go through the steps and see how they get it moving.
- The CPL is a faculty process, whether or not a course is eligible, so it has to be a faculty led process.

### **B) AP 4021 Program Viability Review – Grace Estrada**

- Grace brings this up in request if the IEC, because the BIM (Building Information Management) program had been deferring program review since 2018. IEC voted that if a program defers 2 times, they want the Viability Reviews to be initiated. Dean Fuentes announced that he would not be offering classes that are out of compliance.
- There is a faculty member that is interested in updating the course, but Grace thinks the Program needs to have a Viability Review initiated because there are over 100 pending faculty changes in curriculum, yet faculty is not following through with the proposals.
- It has to be initiated through Academic Senate President, and VP Pouncil, that way an Ad hoc Committee would actually be formed from the Senate.
- Graces adds, there no SLO assessment reports have been done on it. Classes keep getting canceled. All of these things kind of add up to that evidence. There are different outcomes from this, they could discontinue the program, or they can suspend the program. But the idea of this process is really to mitigate any harm to students. The outcome could be program continuance. Maybe there will be a faculty who will do the updates and do everything the classes can run, then

maybe it will be they can be continued. It can be revitalized, meaning there's a plan with the Dean and faculty to fix it.

- Melissa adds, one of the issues that they faced with AP 4021 at her previous college was that when you go through these revitalization process, the curricular process takes like 2 years.

#### C) Human Subjects Institutional Review Board (HSIRB) – Grace Estrada

- What is an Institutional Review Board (IRB)?
  - Institutional Review Boards (IRBs) are federally mandated, locally administered groups charged with evaluating risks and benefits of human participant research at their institution. To a greater or lesser extent, risks and benefits exist in any research with human participants. Federal law requires IRB review of all research with human participants, including potentially exempt projects.
- Who will be involved?
  - Typical IRB has at least 5 individuals: Scientists and non-scientists, diverse perspectives and disciplinary backgrounds, should include a student and one individual from outside of the institution.
  - Support from Deans and VPAA's of both campuses, this can be used for multiple disciplines, not just psychology.
- Benefits of an IRB:
  - Student-faculty collaboration on research.
    - Creating new research projects
    - Labs with student researchers ○ Important opportunities for students.
    - Close equity gaps between two-year and four-year college students
    - Prepare students for transfer and four-year coursework
    - Expand student research opportunities in classes
    - Be able to present at conferences and submit to journals
    - Enhance honors projects
    - Obtain marketable and professional skills (e.g., ethics, statistics)
- IRB Resources
  - Sample Community Colleges with IRBs
    - Chaffey College, [https://chaffeycollegeshpartnerships.formstack.com/forms/chaffey\\_collegeb\\_irb\\_application](https://chaffeycollegeshpartnerships.formstack.com/forms/chaffey_collegeb_irb_application)
    - Hudson County Community College, <https://www.hccc.edu/administration/institutional-research-planning/irb/index.html>
    - Irvine Valley College, <https://www.ivc.edu/research/irb> ○ Useful Guides on Starting an IRB
    - PsiBeta IRB Guide for Community College, <https://psibeta.org/wpcontent/uploads/2021/10/Community-College-IRB-planning-guide.pdf>
    - The Institutional Review Board: A College Planning Guide (APA), <https://www.apa.org/ed/precollege/undergrad/irb-college-guide>

#### D) Emergency Resolution: Hiring Procedure for Associate Faculty in AP 7120 - Henry Estrada

- This resolution was passed by the Academic Senate at San Jose City College and the president ask Henry to share it with EVC Academic Senate.
- There is no distinction in hiring processes for hiring full time and associate faculty. It has become a problem, for example, when Deans need to hire someone quickly, they do not have a content expert from that specific department to assess the individual's skills sets, knowledge base, and whether they have credentials or not.
- SJCC AS President came to Henry to comment that as of right now the way the process works is, if the faculty member receives an FSA, 1st they need the expert from the discipline to approve, and then the AS President signs it. The Senate at SJCC wants to change that. They would like that the Senate President of the college and the District Senate President, because when they sign off somebody to have that FSA, they qualify district wide.
- Senate members were handed a hard copy of the resolution, that contain links, and they are advised to read through it, and it will be brought back for discussion and possible action next meeting.

E) Women and Gender Equity Program Update – Sylvia Min – tabled

F) Brown Act: Physical Access to Agenda and Meeting Minutes - Henry Estrada

- The Senate was informed that as a part of the Brown Act, the Senate must have the agenda and the meeting minutes physically accessible to the public 72 hours before the meeting.
- Henry is working with the VP Pouncil to maybe deposit all the information at his office, so it is physically present on campus 72 hours before the actual meeting occurs.
- This applies to all Senate's sub-committees. While Henry is working with VP Pouncil to decide where it goes, the printed copies can be stored at the Senate Office.
- This item will come back to the next meeting as a Discussion Item.

## **XII. Announcements & Recognitions**

- Grace would like to recognize John Kaufman for his amazing show.
- Sravani comments there was an event done by Aspire Plus Program, it was students that started their journey as ESL students telling their success stories in the industry today.
- Next meeting is on December 3<sup>rd</sup>, and it will be the last meeting of the Semester.

## **XIII. Adjournment – 5:02 pm – Grace (1<sup>st</sup>); Michael (2<sup>nd</sup>)**