



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, September 3, 2024

Mishra Conference Room

**Approved: Tuesday, September 17, 2024**

**Present:** Henry Estrada, Kelly Nguyen-Jardin, Garry Johnson, Tina Iniguez (proxy for Laura Garcia), Tejal Naik, Melissa Hornstein, Michael Masuda, Nancy Lin, Eric Narveson, Dave Hendricks, Charlie Khan-Lomax, Grace Estrada, Binh Vo, Rahmon Pashtunyar

**Absent:** Juan Gil

**Guest(s):** Matais Pouncil, Antoinette Herrera, Angel Fuentes

**I. Call to Order – 3:03 pm**

**II. Adoption of Agenda**

Tejal (1<sup>st</sup>); Grace (2<sup>nd</sup>); Agenda adopted unanimously.

**III. Minutes from 5/7/2024 meeting** delayed until Sept 17, 2024, meeting

**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.*

Public comments:

- Senator Narveson had no objection to Tina Iniguez's role as a proxy for Senator Garcia but would like the Senate to have a policy or common practice for having a proxy instead of doing it informally. He suggested that the Senate discuss this item at the next meeting.

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

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

- Conducted a **PDD Workshop** on two updated components: Objectives and DEIA in Methods of Instruction -> will create a Canvas shell for instructional PDFs, Friday workshops
- The first **Tech Review** meeting was this morning. The time has changed to 10:30 AM - 12 PM
- There are 73 courses in "pending user change" status with some dating back to 12/20/22! I will be following up with the originators this week. We need to clear these ASAP to prep for AB1111
- The first ACCC meeting will be next Thursday. Guests will have the option to Zoom in
- The Sunset Policy (passed by the ACCC in October 2022) will be enforced:
  1. A list of CORs that are six years old or more, (for CE, two years of more), courses that have not been scheduled to be offered in the last three years, and courses that have not been offered in the last six years will be published as an information item on the first fall semester All College Curriculum Committee (ACCC) meeting agenda, putting department faculty on notice the course has been placed on the sunset list.

2. The date the course was last offered will also be included on the agenda. This list will also be sent to the division deans.
3. These out-of-compliance courses may be offered in the subsequent intersession of spring semester to allow students to complete any relevant awards.
4. During the subsequent academic year, these out-of-compliance courses will become deactivated by a vote of the ACCC.

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

- The committee's first meeting will be on Friday, Sept 13, 2024.
- Rahmon reported that he was still waiting for his NIA before doing any more work, and there were 127 reports in the queue waiting for approval.
- Meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month, 9am – 10am, with a Zoom option.

3) **Institutional Effectiveness:** Fahmida Fakhruddin

- There was no update since the committee did not meet on Monday, Sept 2 due to Labor Day.

4) **Professional Development:** Binh Vo

- The committee's first meeting will be on Thursday, Sept 5, to review its budget and one conference request. Binh will verify the committee memberships and locate former records.

5) **AB928:** Laura Garcia

- Tina Iniguez (as Senator Garcia's proxy) reported that Laura had a PDD workshop on Cal-GETC and AB928. Tina and Laura were working together to update program maps and to integrate Cal-GETC. They are ready to be implemented.

6) **Distance Education (DE):** Tejal Naik

- The committee's first meeting will be on Tuesday, Sept 10.
- There were over 100 attendees at PDD workshops on Thursday and Friday.
- IOTL workshops will be offered again throughout the semester. Schedule will be sent in mid-September after the committee's 1<sup>st</sup> meeting. Topics will be based on what the Divisions are looking for.

7) **Campus Technology:** Steven Mentor – no report

8) **College Budget:** Eric Narveson

- The committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month.
- Eric said that at the first meeting he'd listen to the committee members give input and reflect upon what the committee was working on last year. He will provide a brief report from the District Budget meeting he attended. At the 2<sup>nd</sup> meeting, the committee would get a budget report from VP Alexander.
- Both budget meetings should be online. Eric wished to have at least one in-person meeting.
- The committee will have the same amount of funding this year, which is \$208,000.

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

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

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

- The first District Senate meeting will be on Tuesday, Sept 10.

12) **District Budget:** Henry Estrada

- Budget cuts for SJECCD are in place for the 2024-25 Academic year
- \$1,290,822 for the District Office
- \$1,708,280 for San Jose City College
- \$1,992,348 for Evergreen Valley College
- A total of \$4,991,450 District-wide
- The SJECCD is expected to follow up with additional cuts for 2025-2027
- Evergreen Valley College's share is expected to be about \$700,000 over the next two years

13) **District Council:** Henry Estrada – Has not met yet.

14) **College Council:** Henry Estrada – Has not met yet.

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

- Because this was the first meeting, and most of the college and district committees have not met yet, Henry Estrada gave a historic overview of how modern community colleges senates came to be and the importance of the 10 + 1 in defining the role of the Academic Senate in participatory governance at community colleges.
- He then shared the following from the Academic Senate of California Community Colleges (ASCCC): A primary role of the local academic senate is to ensure that the laws, regulations and policies established by the state and by local boards relative to the senate (i.e., 10 + 1) are upheld. When those are violated, the local senate needs to take action, making certain its own actions are above reproach.

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

- Kelly thanked Garry and Tina for their leadership in the past years.
- Kelly congratulated and thanked the Student Services Professionals for successfully hosting activities for students in the first week of the semester.
- The Senate is re-designing the website and planning to have monthly newsletters.
- Kelly reminded Senators to encourage faculty members in their divisions to contribute to the Senate funds. The Senate uses these funds to provide scholarships to students and sometimes pay for conferences. Kelly will work with the Treasurer to do fundraising events.
- There is a plan to move the bookstore online. Details will be discussed further.

- The Early Alert Program has been suspended because there is no faculty coordinator. Details will be discussed further.
- A call for nominations and election for an At-large Associate Faculty Senator will take place in the next two weeks.

### **VIII. Consent Items**

A) TRC – Alessandro Bailetti-Saez – Darcy Ernst (Faculty) and Azita Tavana (Admin); Mentor: Lisa Hays

### **IX. Action Items**

A) SLOAC Handbook – Eric (1<sup>st</sup>); Tejal (2<sup>nd</sup>); Senators unanimously approved.

### **X. Discussion Items**

A) EVC Academic Senator Treasurer – Henry called Senators to volunteer to serve as Treasurer. The Treasurer would also be on the District Academic Senate which meets on the 4<sup>th</sup> Thursday of the month. Garry said that the Senate could function without its treasurer for now until we find a candidate.

B) District Academic Senators – EVC members are Henry Estrada, Kelly Nguyen-Jardin, Charlie Khan-Lomax, and Grace Estrada (Interim member appointed by the Senate until the Senate elects its treasurer),

C) District Senate President – Due to personal reasons, Garry Johnson had to step down as District Senate President in May 2024. The Summer Senators had voted to select Henry Estrada to be Acting District Senate President for Fall 2024. The Senate needs to select another Senator to take this leadership role in Spring 2025.

### **XI. Information Items**

A) AB 1111 – Grace Estrada: There are weekly 1-hour webinars each Wednesday in September to provide additional information and guidance on its implementation. The Phase 1 templates have been released and there will be a hands-on Friday workshop to support faculty implementing the course updates.

B) Proposed Title Change for Faculty Members – Melissa Hornstein

- Currently, the title for faculty is "Instructor." HR uses "Instructor" to post on job announcements.
- Melissa proposed the use of "Professor" to replace "Instructor."
- Options were mentioned: "Professor" for tenured faculty; "Assistant Professor" for tenure-track faculty; "Associate Professor" for Associate (Part-time) faculty; or "Professor" for all faculty without the distinction.

### **XII. Announcements & Recognitions**

- Next Academic Senate meeting: Tuesday, Sept 17
- Tina Iniguez: Transfer Day on Wednesday, Sept 18, 10 am – 12 pm, Gullo II
- Grace Estrada: Welcome Reception for President Lopez on Sept 16, 3 pm – 5pm, 2<sup>nd</sup> floor New Student Services Complex
- Eric Narveson encouraged Senators to serve on the state-wide Senate. Eric is a member of the ASCCC Curriculum Committee.
- Kelly Nguyen-Jardin: Emily Banh serves on the ASCCC Educational Policies Committee.
- Henry Estrada: Victor Garza Sr. (Dean Victor Garza's father) who recently passed was a great influencer in the Hispanic community and remarkable person.

### **XIII. Adjournment – 4:35 pm – Grace (1<sup>st</sup>); Eric (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, September 17, 2024

Mishra Conference Room

**Present:** Henry Estrada, Kelly Nguyen-Jardin, Laura Garcia, Tejal Naik, Michael Masuda, Melissa Hornstein, Nancy Lin, Eric Narveson, David Hendricks, Grace Estrada, Charlie Kahn-Lomax, Binh Vo, Rahmon Pashtunyar

**Absent:** Juan Gil

**Guest(s):** Matais Pouncil, Tina Iniguez

### I. Call to Order – 3:01 pm

### II. Adoption of Agenda

- Charlie's name is misspelled – to correct on the agenda and minutes
- Tejal: Under Consent Items (Line L), change MSE-Alternate to DE Coordinator/DE Chair
- Kelly:
  - Under Action Items (Line C), there's no need for an Election Committee anymore, as there's only one faculty member who applied for the At-Large Associate position.
  - Under Consent Items (Line G and H), add Claudia Schalesky and Liza Kramer for ACCC and IEC, respectively.
  - Under Information Items (Line C), change Henry Estrada to David Hendricks
- Eric: Under Action Items (Line C), Eric suggests changing Line C to confirm the only nomination, Dr. Deborah Gustlin for the At-large Associate Faculty Senate seat.
- Eric (1<sup>st</sup>), Tejal (2<sup>nd</sup>)

### III. Approval of 5/7/24 and 9/3/24 Meeting Minutes:

- Corrections on 9/3 Meeting Minutes:
  - College Budget Committee – Eric Narveson (Item V, #8): The correct funding amount is \$308,000, not \$208,000.
  - Kelly for AB1111 (Item XI, Line A): Add Grace's written report
    - Grace (1<sup>st</sup>), Eric (2<sup>nd</sup>)

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

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- No public comment

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

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

- Met on 9/12 for their first meeting. The committee passed 12 courses in one certificate.

- An ad hoc committee was formed to explore where to put the LGBTQ degree program. This committee consists of John Ruys, Eric Narveson, Dean Antoinette Herrera, Judith Girardi, Rahmon Pashtunyar, and Grace Estrada.
- Grace created a CANVAS Shell, where all ACCC resources are stored.

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

- Met on 9/13 for their first meeting. The committee started looking at goals for the year.
- SLO reports are halfway completed, and Rahmon anticipates that the rest will be done by Oct. 1<sup>st</sup>.

3) **Institutional Effectiveness:** Fahmida Fahkrudin

**Educational Master Plan (EMP) Implementation**

Department/Program Goals/Commitments to Action: Sheets for 2024-2026 are due to the IEC Chair on December 10, 2024.

Progress Update Report: Each division's progress update on completing key action plans for 2022-2024 is due to the IEC Chair by December 10, 2024.

**Program Reviews**

2024-2025 Cycle: Total 27 program reviews (21 comprehensive, 6 late instructional); Program review dataset is not yet ready but will be provided soon.

Program Review Support: Program Review Session held in August PDD; Six Program Review Support Sessions in September and October: September 23, 25, 27; October 8, 9, 10.

**Mentors and second readers:** Assigned for each program review.

**CurriQunet Update:** College Resource Allocation Rubric and Manager/Vice President prioritization have been added to the Comprehensive Program Review module.

4) **Professional Development:** Binh Vo

- The committee had their first meeting on 9/7. Unfortunately, the attendance was very low, which has been an issue for the committee. Because of this, Binh asked the committee members if he could be counted as a voting member.
- There's no budget yet set for the next PDD. Binh has a meeting with Kathy Tran on Thursday, 9/19.
- Feedback from August PDD
  - Insufficient number of food and water in the event. Attendance was done online. The committee will have a physical sign-in sheet available in the next PDD.

5) **AB 928:** Laura Garcia

- Currently on phase 3 in the 4-phase plan.
- There was a memo from the Chancellor's Office stating that ADTs that were updated last spring need to include the 6-per-6 common course numbers.
- During summer, there was a change in how students view degrees when they apply. The committee was mandated that students see ADTs first.

- The committee is currently working through AA and AS degrees that are needing to be revised again.
- 6) **Distance Education (DE):** Tejal Naik
- The DE committee has a couple of seat vacancies (Library and Classified).
  - The committee is working on the IOLT workshop.
  - There were a few workshop requests from faculty, such as how to create video and adding closed captions, etc.
- 7) **Campus Technology:** Steven Mentor – No Report
- 8) **College Budget:** Eric Narveson
- The committee had their first meeting via online on Sep. 11<sup>th</sup>. This meeting was exclusive to only committee members mainly, because they needed to sort out membership issues. In addition, this was a time to discuss members' concerns about last year's cycle.

- There are 2 vacant administrative seats.
- Some faculty had some confusion with representation and might not be familiar with how standing committees are structured. Eric explained that the Chair is elected from within the committee, and once this position is vacated, another individual is voted in (and Chair doesn't vote). This was happening in the last 2 Chairs in the committee.
- Next meeting: Wednesday, Sep. 25<sup>th</sup>. The meeting will meet online.

9) **College Safety and Facilities:** Vince Cabada – No report

10) **Student Equity:** Victor Garza – No report

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

- The District Academic Senate met on Sep. 10<sup>th</sup> and discussed budget cuts.
- Fabio Gonzalez (SJCC Academic Senate VP) brought up the issue of faculty hiring processes at SJCC. At least one Dean has interviewed candidates without at least one faculty member within the same discipline present. He wanted to check if this practice has been done at EVC.
- Another item that was discussed was the equivalency process. In the past, EVC or SJCC granted equivalency, which would be valid for both colleges. The Dean and Senate President sign the equivalency, but the District Senate President would now be included.
- President Estrada will look into sending the Senate leadership to be present at the management/division dean meeting to further inform them of this discussion about equivalency.

12) **District Budget:** Henry Estrada

- Has not met yet since the last meeting. Follow-up on this will be part of the Academic Senate President's report.

13) **13. District Council:** Henry Estrada

- Has not met.

14) **College Council:** Henry Estrada – College Council

- There have been multiple attempts to hire another Research Analyst. One was selected and forwarded; however, the District Office discovered that the candidate did not meet the minimum qualifications. The position is still vacant.
- The enrollment management team is looking to create a plan on how to optimize enrollments. Some of the discussions include bots/fraudulent students – signing up for several courses using different IDs and trying to collect financial aid, and how to handle the course waitlist.
- The college is looking into implementing a drop-for-non-payment policy. More information on this topic will be presented by VP Willis.



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

- There'll be additional cuts to make in the next 2 years.
  - In the year 2025-2026, the District Office will cut \$900,000 from its budget, EVC about \$516,000, and SJCC about \$512,000.
  - In the year 2026-2027, the District Office will cut \$927,000 from its budget, EVC about \$729,000, and SJCC about \$723,000.
  - SJCC President has been elected to serve as Deputy Chancellor of CCC, and an acting President would need to be hired during the interim.
  - Budget cuts are affecting the student clubs/organizations, who are either not getting any funding or receiving half only of the requested amount.
- Faculty Hiring Prioritization Committee will meet on 9/18.
- Enrollment Management Group is evaluating current practices on how section offerings are determined, finding a way to balance this with the available budget.

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

- President Estrada and VP Nguyen-Jardin met with EVC VP Pouncil on 9/13. It was discussed that intersession 2025, Spring 2025 schedule is similar to the last Spring, so there'll be no cuts.
  - VP Pouncil confirmed there are additional funds available to open more classes if courses get full.
- Special Assignments – David Hendricks will speak more on this topic.
- There is a full-time, classified professional working on the Early Alert program, but a faculty member is still needed. This assignment is a 20% reassigned time.
- There's a bill from ASCCC for membership dues due on 9/30.
- Adding two more items for the Consent Items:
  - Claudia Schalesky (LA) for All College Curriculum Committee
  - Liza Kramer (LA) for Institutional Effective Committee
  - Consent agenda has been changed – Eric (1<sup>st</sup>), Grace (2<sup>nd</sup>)

## **VIII. Consent Items**

- A) TRC - Mera Horne (ENGR) - Henry Estrada (Faculty) and Celso Batalha (Admin); Mentor: Jennifer Kurushima (2024-2025)
- B) Faculty Hiring Prioritization Committee: Hanh Deng (Counseling), Tejal Naik (Library/DE), Rich Longacre (LA)
- C) Graduation Committee: Will Thai (Counseling), Michael Ghebreab (MSE)
- D) Academic Senate: Sravani Banerjee (LA)
- E) Student Equity Achievement Committee: Scott Wilson (LA), Sithparran Vanniasegaram (MSE)

- F) Budget Committee: Lisa Hays (MSE), Henry Estrada (At-large)
- G) All College Curriculum Committee: Laimi Cong-Huyen (MSE), Claudia Schalesky
- H) Institutional Effectiveness Committee: Jack Ho (MSE), Liza Kramer
- I) Distance Education Committee: Michael Ghebreab (MSE)
- J) AFT 6157: Al Gonzalez (MSE)
- K) Student Learning Outcomes Committee: Sylvia Anderson (MSE)
- L) Campus Technology Committee: Charles Chau (MSE), Tejal Naik (MSE-Alternate), Manny Kang (MSE-Alternate)
- M) Professional Development Committee: Bob Lombard (MSE)
- N) College Safety and Facilities Committee: Bryan Pham (MSE), Adam Green (MSE-Alternate), Manny Kang (MSE-Alternate)

## **IX. Action Items**

- A) EVC Academic Senate Treasurer: David Hendricks
  - Eric (1<sup>st</sup>), Mike (2<sup>nd</sup>) – All in favor, 0 opposed, 0 abstain.
- B) Professional Recognition Committee: Vote for 3 members: Eric Narveson (SSHAPE), Michael Masuda (MSE), Jose de Jesus Sanchez (Counseling), Tram Pham (Counseling)
  - Eric Narveson, PRC Chair, provided some background on this committee.
    - PRC is not a college but a district committee. It is made up of 3 faculty and 1 administrator from each college, and 2 HR members in the district.
    - The purpose is to review and promote sabbaticals and review applications to move on salary's schedule. This assignment is paid out of the district, not the colleges.
    - There's no administrator on the committee from EVC and SJCC.
  - Eric Narveson, Michael Masuda, and Tram Pham were selected. All in favor, 0 opposed, 0 abstain.
- C) At-Large Associate Senate Election Committee
  - Appointing Dr. Deborah Gustlin (Art History). All in favor, 0 opposed, 0 abstain.

## **X. Discussion Items**

- A) SJECCD LGBTQ+
  - Per Interim EVC Pres. Noldon, there is a \$130,000 grant to be spent on developing a program on LGBTQ+ studies.
  - This development plan was prepared by Rene Alvarez (SJCC) and Raniyah Johnson (EVC) and was supposed to stretch from 2022 to 2027. The first 2 years were to spend on building and affirming an LGBTQ+ campus culture. The second phase (2024-2026) is to focus on creating a curriculum to go with the program.

- John Ruys wrote the course, but upon getting it CID'd, the State declared that Psychology would not be the appropriate discipline. It would be classified under Social Justice Studies or Sociology.
- President. Estrada will follow up on where or not the first phase of this project was handled by Student Services.

B) AB1111 – Faculty Lead

- Templates for 6 courses (ESL Composition, Critical Thinking, Elementary Statistics, Psychology, Political Science, and have been released. There's \$913,000 funding available, provided by the State, for this program.
- Laura Garcia and Eric Narveson endorsed Grace Estrada to be the faculty lead for AB1111.
- Per VP Pouncil, the possible workload for this position in the Fall 2024 would be roughly about 20% and an increasing percentage in the Spring term.

## **XI. Information Items**

A) Teaching and learning with AI – Henry Estrada – deferred to the next meeting

B) Curriculum changes – Delaying approval date – Laura Garcia

- As we gear up for the implementation of the Cal-GETC (California General Education Transfer Curriculum) in Fall 2025, we need to make some adjustments to our timeline for curriculum updates. For students starting their studies in Fall 2025, Cal-GETC will be their sole general education pathway. To ensure that our course information aligns with this new requirement, we are revising the deadline for submitting changes to courses that are part of degree, certificate, or general education programs.
- To streamline this process, we are proposing a limit to the types of changes that can be approved by ACCC with an effective date in the 2025-2026 academic year. Specifically, any changes to the below elements must be approved by the first ACCC meeting in February (February 13) to take effect for the 2025-2026 academic year. Courses needing these changes should be ready for Technical Committee review by September 24, 2024 in order to meet the first ACCC meeting in February. If they are not reviewed by then, their effective date will need to be postponed to Fall 2026 or later.

The affected course elements include:

- Course Title
- Units
- Catalog Description
- Prerequisites

In summary:

- **Affected Courses:** Any course revisions involving changes to course title, units, prerequisites, or catalog description, with an intended effective date in the 2025-2026 academic year
  - **New Deadline for Curriculum Changes**
    - **Tech Committee review:** September 24, 2024
    - **ACCC:** February 13, 2025
  - **Effective Date of Cal-GETC Implementation:** Fall 2025
- Eric suggested to suspend the rules and made the motion to move this item to Action.
    - 10 in favor, 1 abstain (Binh)
  - Action: To implement Laura's recommendation
    - Eric (1<sup>st</sup>), Charlie (2<sup>nd</sup>), 10 in favor, 1 abstain (Binh)

C) Special Assignments – Henry Estrada (changed to Dave Hendricks)

- There were a number of concerns and inconsistencies with how non-instructional assignments were being handled the last several years, more so at SJCC than EVC.
- The special assignments have a process in creating them, which has to be followed, but also evaluating workload and compensation amount.
  - If there's an imbalance, faculty can approach the administrator who initiated or has control over the assignment.
  - If there's no resolution, there's an ad hoc committee who will review and evaluate the issue. There could be a resolution to either increase compensation or reduce the job responsibilities.
- Within instructional code, teaching load (67% cap) are completely separate from anything outside of instructional responsibility.

## **XII. Announcements & Recognitions**

- Kelly encouraged everyone to check out and attend the list of events for Latinx Heritage Month.
- Mike shared that various student organizations are interested in having a Maker's Lab on campus.
- Grace requested the faculty to clear the unnecessary drafts in CurriQunet.

## **XIII. Adjournment – 5:04 pm / Nancy (1<sup>st</sup>), Charlie (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, October 1, 2024

Mishra Conference Room

**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

**Absent:**

**Guest(s):** Matais Pouncil, Antoinette Herrera, Howard Willis

### I. Call to Order – 3:00 pm

Henry welcomes Senator Juan Gil and Senator Sravani Banerjee.

### II. Adoption of Agenda

Tejal (1<sup>st</sup>); Laura (2<sup>nd</sup>); Agenda adopted unanimously.

### III. Approval of Minutes – Sept 17, 2024 – unanimously approved with amendments: Grace (1<sup>st</sup>); Tejal (2<sup>nd</sup>)

- Under Action Items (Line C), Eric suggests changing Line C to confirm the only nomination, Dr. Deborah Gustlin for the At-large Associate Faculty Senate seat.
- Under Committee Chair Reports (#3 Institutional Effectiveness), Kelly suggests including the report from the IEC Chair, Fahmida Fakhrudin.

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

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Public comments:

- Nancy Lin speaks on behalf of the Nursing Department on several issues with the new building such as: faculty are not being able to obtain the computer lab for exams; some of the rooms don't have enough capacity to fit all the class; some rooms have a lot of computers that are not working; rooms are double booked; some faculty don't have key to access all the rooms; some faculty don't have key to lock the skilled labs which have very expensive equipment. Henry will collect all concerns from divisions that have similar problems and report them to the President.
- Eric Narveson reminds the Senate of an item that he brought up at the Sept 3 meeting regarding a policy on Proxy.
- Sravani Banerjee praises the collaborative presentation by Dean Robert Gutierrez and McTate Stroman on October 1, 2024 @ 12:15 pm, "A journey through life and education experienced by two men of color."

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

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

- Grace met with her counterpart, the Curriculum Chair at SJCC, and found out that the Chair at SJCC receives 60% reassigned time while at EVC, the Chair only receives 40%. She floated the idea of requesting an additional 20% to VP Pouncil for the division chairs.
- SJCC is approaching AB-1111 very differently than we are, and we are ahead. SJCC is doing "modified course." Should EVC be doing this as a "modified course" or a "new course"? Grace believes that "modified course" is a better way to go.
- The committee did a workshop with the first 6 courses (COMM C1000, ENGL C1000, ENGL C1001, PSYC C1000, POLS C1000, and STAT C1000) in person, and it was successful. The courses were launched on time and will be reviewed at the next Tech Review meeting.

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

- The committee was able to come up with a few goals for 2024-2025. They include cleaning up the website. There are 3 SLO pages that have old data (2012 – 2017).
- The committee will learn how to use Maverik and update the Handbook.
- The committee is working on software that aggregates SLO reports – a list of what is in compliance and what is out of compliance.
- We have 2590 SLOs – 1360 of them are up to date – about 52%. There are about 40 in the queue.
- Guided Pathways funds, which we used to pay the associate faculty for their SLO work are exhausted. The Chair is wondering if he should do the SLO reports for departments that have no full-time faculty.

3) **Institutional Effectiveness:** Fahmida Fakhruddin

- There is no update since the committee hasn't met in October.

4) **Professional Development:** Binh Vo

- The committee met on September 9 and voted on the funding requests. One of them got rejected because the location is out of the country.
- The funding request is on a first come first serve basis, so faculty should submit their request as soon as possible. When the funds run out, the remaining requests will not be approved.
- The committee was asked by the Interim President to come up with a better way to do PPDs to save money. Perhaps only breakfast is offered in the 2 PPDs in August. The committee will discuss this topic at its next coming meeting.
- Binh thanks Eric and others for holding the Parliamentary Procedure Workshop on Friday 10/4/2024.

5) **AB928:** Laura Garcia

- We are on track with updating phase 3 of our AA/AS. With AB-928 and AB-1111 blending, we are trying to get the AB-1111 courses into the AA and AS revisions. We need to get those 6 courses approved by Curriculum first before we can start integrating them into the AA/AS degrees.
- We have 25 AA and AS degrees, and 4 of them have been launched.

6) **Distance Education (DE):** Tejal Naik

- The DE Committee didn't have a quorum at its meeting on Oct 8, 2024.

7) **Campus Technology:** Steven Mentor – no report

8) **College Budget:** Eric Narveson

- The committee met on Wed, Sept 24 on Zoom. VP Alexander presented our discretionary budget and explained some of the allocations from that discretionary budget. The discretionary budget is what's left over after salaries and benefits are paid.
- VP Alexander suggested that we start the RAM (Resource Allocation Model) again. Budget cut for 2025-2026 is about a little over \$500K, and for 2026-2027, it's about \$250K in addition to what we're already cutting.
- There are 3 items in the next meeting: 1) responding to what we were given last week from VP Alexander; 2) exploring the charge of the committee, perhaps expanding its responsibility beyond just divvying out \$308,000 in the spring for discretionary funds. Perhaps the College Budget Committee can be more of an advisory committee to the Administration. 3) Discussing the idea of co-chairs – one classified chair and one faculty chair.
- The District Budget Committee won't meet until Oct 24, 2024.
- The Professional Recognition Committee is a district-wide committee. The deadline for submitting sabbaticals is on Halloween (10/31). There are steps to follow: go through the Dean, the College President, the PRC, and HR. The contractual limit for sabbaticals is 10 for the district. The PRC tries to make it 5 (EVC) and 5 (SJCC), but it depends on who applies. This year's sabbaticals are 1 (EVC) and 9 (SJCC). Eric offers support to faculty who are interested in applying for sabbaticals.
- Henry comments that SJCC is interested in discussing the RAM now.

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

10) **Student Equity:** Victor Garza

- Dean Garza is looking for a faculty co-chair.
- In April and May, the committee conducted student focus groups with our Latinx students. A couple of years prior, we did our African American students, and we have populations identified in our student equity plan, and we are doing this every year.
- Dean Garza has been able to summarize a lot of dialogues and talk to 4 different focus groups, 90 minutes each. He is working on identifying themes now. He's also working with Dean Gutierrez to find support in getting data because we don't have a researcher on campus.

11) **District Academic Senate:** Kelly Nguyen-Jardin – no report

- The next District Senate meeting will be on Oct 8, 2024 @ 4:00 PM.

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

- The next District Budget meeting will be on Oct 24, 2024 @ 1:30 PM.

13) **District Council:** Henry Estrada

- The District Council met on Sept 26, 2024. Vice Chancellor Edwin Chandrasekar gave us a model for a strategic plan moving forward for the district. The VC was invited to the District Senate meeting on Oct 8 to give an update and to answer questions from faculty.

14) **College Council:** Henry Estrada

- The College Council met on Sept 23, 2024.
- The ILO revision was under the Action Items but was tabled due to the request from the Classified Senate and Associated Student Government (ASG). The ILO revision wasn't presented at the Classified Senate meeting, and the ASG wanted to know what the changes were, and Grace is there at the ASG meeting now.
- The College Council also approved a Drop for Nonpayment Policy. VP Willis will present it today.

- The College Council set goals for 2024-2025: 1) the first goal is to look into the needs of students; 2) the second goal is to look into the needs of faculty and staff.
- The College Council will finalize the Handbook.

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

- Faculty Prioritization Committee (FPC) – met on Sept 18 and confirmed the rubric to be used to score requests faculty positions. All members of the committee received copies of the AURRs or Program Reviews. The committee will work throughout the weekend to assess and rank the requests. The committee has decided that they will find a way to honor the 3 positions that were put on hold last year due to the budget deficit. A "Sense of the Senate" vote was conducted, and the result was that 9 out of 14 members of the Senate expressed the desire to list the last year's 3 positions on the top of this year's list.

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

- Rhya is no longer working for the Senate Office. Her last day was yesterday (9/30). The Senate Newsletter has been postponed.
- Update on the Associate Faculty Senator seat: unfortunately, Dr. Gustlin was not able to serve on the Senate after all, so we will start the process again tomorrow.
- A study by WalletHub, a financial Service Company, that ranked California's best community colleges was posted on the KTLA 5 website on Aug 13, 2024. The study looked at 77 community colleges and EVC was ranked #8 on the list. The study evaluated these 77 community colleges on the following 3 key dimensions: cost and financing, education outcomes, and career outcomes.  
<https://ktla.com/news/california/here-are-californias-top-77-community-colleges-study/>

## **VIII. Consent Items**

- A) Fall 2024 Tenured Faculty Evaluations from the MSE Division:
- Charles Chau – Preeti Srinivasan (evaluator)
  - May Chen – Lisa Pang (evaluator)
  - Laimi Cong-Huyen – Tech Ky (evaluator)
  - Alfred Gonzalez – Azita Tavana (evaluator)
  - Tech Ky – Henry Estrada (evaluator)
  - Tin Quach – Sylvia Anderson (evaluator)
  - Sithparran Vanniasagaram – Robert Knight (evaluator)
  - Preeti Srinivasan – Michael Ghebreab (evaluator)
  - Sylvia Anderson – Shanna Erickson (evaluator)
  - Azita Tavana – May Chen (evaluator)
  - Lisa Hays – Jennifer Kurushima (evaluator)
  - Shanna Erickson – Bob Lombard (evaluator)

## **IX. Action Items**

- A) Disabilities Support Program (DSP) Screening Committee: Martha Hardin (7 votes); Melody Barta (4 votes) – The Senate will inform the faculty.
- B) AB-1111 – Faculty Lead – Grace Estrada was unanimously approved.

## **X. Discussion Items**



A) Proposed Title Change for Faculty Members

- Henry – I did some research on it, and I discovered that about a dozen other community colleges up and down the State have changed the title to Professor.
- Melissa – Students are unsure what to call us. I get called “Mrs.” a lot. I’d rather be called “Dr.” and I feel really uncomfortable being called “Professor” because I’m not a professor. Calling someone Instructor “so” and “so” is very clunky.
- Binh – A consistent title may be helpful for our students.
- Henry – As we pursue action on this, we’ll have to write a resolution. We’ll have to get a group of people who will construct this resolution and put it before the Senate.
- Laura – We did a resolution to call Adjunct Faculty “Associate Faculty” a few years back, but it never took off. Thinking about this, we have to do it differently, other than write a resolution. People still call Adjuncts “Adjuncts” but not “Associate Faculty.”
- Eric – HR calls us “Instructor.” Eric’s question is “If we pass the resolution, do we need something from our sister college?” Get an agreement from the sister college and instruct HR.
- Henry – I will check with District Senate and HR.
- Grace – I am for everyone to be called “Professor,” and I am not for the hierarchy: Professor and Associate Professor.

B) Early Alert Faculty Coordinator Vacancy

- Henry – We put a lot of effort and a lot of money into setting this up, and it is very beneficial to our students. Are there any ideas for what we can do to incentivize this?
- Dave – At 20% reassigned time, it’s not attracting anybody. More compensation would lead to more people.
- Laura, Sravani, Kelly, Dave, Grace, Dean Garza: Tina was an exceptional coordinator.
- Laura: They did hire a new full-time classified support person.
- Henry: I’ll work with the Vice Presidents about this issue to see if we can negotiate on that.
- Dean Garza: The program will continue in the spring (2025) even if there’s no Faculty Coordinator.

## **XI. Information Items**

A) Teaching and learning with AI – Henry Estrada - tabled

B) Drop for Nonpayment – VP Howard Willis

C) OER Initiatives and ZTC Acceleration Grants – Tejal Naik

Link to Tejal’s Presentation: [OER Initiatives and ZTC Acceleration Grants](#)

## **XII. Announcements & Recognitions**

- Next Academic Senate meeting: Tuesday, October 15, 2024
- Kelly encourages faculty to attend the President’s Listening Tour.
- Dave encourages faculty to attend the Union BBQ – Saturday 10/12, 11 AM – 3 PM.
- Tejal – CVC is working on making sure that transcripts are free for students.

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



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, October 15, 2024

Mishra Conference Room

**Present:** Henry Estrada, Kelly Nguyen-Jardin, Dave Hendricks, Juan Gil, Tejal Naik, Sravani Banerjee, Melissa Hornstein, Nancy Lin, Eric Narveson, Charlie Kahn-Lomax, Grace Estrada (3:50pm), Binh Vo, Rahmon Pashtunyar

**Absent:** Laura Garcia, Michael Masuda

**Guest(s):** Matais Pouncil, Antoinette Herrera, Andrea Alexander, Robert Gutierrez, Sylvia Min, Liza Kramer, Vy Nguyen (student from the Racket Club), Toan Le (student from the Racket Club), Mai Anh Trinh (student from the Racket Club), Quang Le (student from the Racket Club)

### I. Call to Order – 3:05 pm

### II. Adoption of Agenda

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

**Amendments: Consent Items:** added Fall 2024 Tenured Faculty Evaluations

- Celso Batalha – Darcy Ernst (evaluator)
- Bonnie Brown – Preeti Srinivasan (evaluator)
- Robert Knight – Parran Vanniasagaram (evaluator)

### III. Approval of Minutes – Oct 1, 2024 – unanimously approved with amendments: Eric (1<sup>st</sup>); Charlie (2<sup>nd</sup>)

- Information Items: Sravani Banerjee praises the **collaborative presentation by** Dean Robert Gutierrez and McTate Stroman.

### 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.*

Public comments:

- Vy Nguyen, Toan Le, Mai Anh Trinh, and Quang Le, Student Club Officers from the Racket Club reported that:
  - The Racket Club is officially chartered.
  - The Club was allowed to use the gym with affordable fees to host badminton nights for students and community members in the past years. The Club collected a small fee from the participants, about \$5/person, to pay the college for renting the gym.
  - Earlier this semester, the Club Officers were informed that the rental fees of the gym have been increased drastically, and they can't afford to pay.
  - The students would like to inform the Senate and to ask the Senate for support.

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

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

- ILO definition modifications passed unanimously in College Council 10/14/24! This is the culmination of work that began in September 2022.
- Division-level training for Objectives and DEIA components in course proposals is being conducted: completed BWD and NAH. LA scheduled.
- Will attend CurriQunet Users Conference 10/17 – 10/18 to learn how to make the best use of Maverick to increase efficiency in our curriculum processes.
- Unanimous support in ACCC to enable Chair to deactivate programs and courses in departments that have no full-time faculty or associate faculty's participation
- Unanimous support in ACCC to implement subsequent phases of AB 1111 Common Course Numbering as "Modify Course" instead of "New Course" proposals

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

- 1139 SLOs in compliance as of 10/15/2024
- The new program for compiling SLO reports is almost complete, but a major issue is the program does not know how to differentiate new SLOs (yet to be taught) from SLOs that have been taught the first time, but not yet reported. Rahmon will seek out if there is a fix at the CurriQunet Users Conference this Week.
- A full report for each division will be sent out to the Deans on October 16<sup>th</sup>, 2024.
- The SLO Committee is making progress on changes to SLO pages on the website.

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

### **Educational Master Plan (EMP) Implementation**

- A reminder email was sent regarding the submission of Department/Program Goals/Commitments to Action Sheets for 2024-26 and divisional progress update reports on completing key action plans for 2022-24. Both are due December 10, 2024.

### **Institutional Set Standard and Aspiration Goal for Course Success Rates**

- The committee reviewed the institutional set standard and aspiration goal for course success rates for the past three years. A discussion followed regarding what the institutional set standard and aspiration goal should be for the current academic year.

### **Program Reviews**

- Program Review Support: 1) Three Program Review Support Sessions were held on October 8th, 9th, and 10th. 2) Four additional individual Program Review Support Sessions were held for those unable to attend the scheduled sessions. 3) A training session for new committee members was held on October 11th.
- Action Plan for the Building Information Modeling (BIM) Program: The committee discussed the need for a clear action plan for the BIM program moving forward. Due to ongoing challenges with faculty shortages and outdated materials, the program has requested to defer its program review again this year. The BIM program review was initially due in the 2021-22 cycle.
- Process and Framework for Programs with Out-of-Date Courses/Programs/Certificates: The IEC has been unable to approve some program reviews each year due to outstanding out-of-date courses/programs/certificates. The committee agreed on the need to establish a clear process and decision-making framework to address this issue.

## 4) **Professional Development:** Binh Vo

- The Funding requests budget update (budget remains at \$20,350): 4 new requests pending committee's approval
- Catering/food budget left: \$7,682.04 – the committee reached the consensus that we will continue to work with Fresh and Natural for the January 2025 PDD

- March 2025 PDD most likely will be done all synchronously online pending transparent communications amongst the AFTs, the Senate, the President's Office, and the entire campus community
- The Committee discussed alternative ways to re-imagine PDDs due to the budget cuts
- January 2025 planning is well underway: breakout sessions request form has been sent out, and the deadline to submit a request is November 20, 2024 so that we can organize breakout sessions in a timely manner to present to the President's Office
- The schedule looks very similar to last January PDD
- PD Committee membership update: Melody Barta from Business and Workforce and Jeanine Vaughn from Nursing and Allied Health
- All vacant positions are now filled

5) **AB 928:** Laura Garcia

- We have a total of 20 AA/AS degrees needing to be aligned with AB 928 and AB 1111.
  - One revision has been approved by ACCC (AA General Studies – Sociology)
  - Five more degrees were reviewed/approved by Tech Committee today
  - Another five have been launched and going through the necessary reviews before Tech Committee
  - Discipline faculty and the Articulation Office are working on the remaining degrees
- The High School Counselor Breakfast will be held on Friday, December 6<sup>th</sup>. A proposal to present Cal-GETC and Common Course Numbering to High School Counselors has been submitted. Both of these mandates will affect graduating high school seniors.

6) **AB 1111:** Grace Estrada

- Approved all 6 CCN Phase 1 courses (COMM C1000; ENGL C1000, ENGL C1001, PSYC C1000, POLS C1000, and STAT C1000) in ACCC. Now waiting to schedule them on the next Board of Trustees agenda.
- The Academic Senate for California Community Colleges (ASCCC) has released **important surveys related to Phase II of the Common Course Numbering (CCN) implementation**. As a reminder, the BIOL, CHEM, MATH, and ASTRO surveys will be closing on **Sunday, October 20th**. Contact me for links to the surveys.
- HIST, ENGL, ECON, and ART convenings on October 28, and 29 from 1-4 PM
- Need to consider update of courses with Phase I CCN prerequisites
- Planning for 2 January PDD workshops: STEM and Non-STEM Phase II courses

## 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	ARTH110	Survey of Western Art for Prehistory through the Middle Ages	ART120	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)	CHEM110	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

- The DEC committee prepared a one-page DE certification and DE eligibility requirements document (aligns with the DE MOU) that was shared with the Senators to take it back to their divisions to share it out to the faculty. The document was prepared to summarize, for quick reference, the DE requirements that were approved in Spring 2024. These requirements went into effect in Fall 2024.
- The IOTL workshops continue to be held weekly on Zoom, and faculty are encouraged to attend them to maintain their DE eligibility. Senators asked a few clarification questions regarding the initial certification, EDIT 22 update and whether faculty would be grandfathered for synchronous certification in Fall 2025.

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

### 9) **College Budget:** Eric Narveson

- The Committee met on Wednesday, 10/9, and now has full membership. While no action was taken, one discussion focused on exploring the charge of the Budget Committee, which should extend beyond just deciding on discretionary funds. Many committee members believe that the Budget Committee should have a voice in budget decisions and advise the administration accordingly.
- There was also a discussion about having co-chairs: a Faculty Chair and a Classified Professional Chair. Additionally, there was talk of exploring and bringing back the Resource Allocation Model.

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

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

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

- The District Senate met on Tuesday 10/8.
- Henry and Dave will share the role of the District Senate President in Spring 2025. The EVC Academic Senate will take action on this decision at its next meeting.

- SJCC has formed an AI Committee which consists of 15 members: 13 faculty members and 2 classified professionals. The AI Committee meets every two weeks and reports to the Academic Senate. The Chair and committee members do not have reassigned time as the work is part of their professional duties.
- SJCC Academic Senate President Heidi Kozlowski suggests that the District Office consider moving to an empty building at SJCC or EVC. This suggestion will be brought up at future leadership meetings.

13) **District Budget:** Henry Estrada

- The District Budget Committee did not meet. The next meeting is on Thursday, Nov 24.

14) **District Council:** Henry Estrada

- The District Council did not meet. The next meeting is on Thursday, Nov 24.

15) **College Council:** Henry Estrada

- The Council unanimously passed the Institutional Learning Outcomes Definition Modifications (from Grace Estrada).
- Tejal Naik reported on the OER Initiative for Cohort I and II Accomplishments.
- Faculty Prioritization Committee Recommendations were submitted to the Council for Information/Discussion by Henry Estrada and VP Matais Pouncil. They will be an Action item on the agenda for the next College Council meeting.
- President Lopez gave the Council an update on the College Budget. We are still expected to cut a total of about \$728,928 from the EVC budget over the years 2024-2025 (\$516,534) and 2025-2026 (\$212,394). President Lopez does not expect cuts to affect positions that are staffed.

## VI. Academic Senate President's Report

- Having submitted our Faculty Hiring Prioritization list to the College Council, the committee has scheduled two additional meetings. The intent is to use what we learned from our experience to make modifications to the rubric that are better aligned with the AURR. We will also be reconsidering the timeline for completing the process for faculty positions for the 2025-2026 academic year.
- The Enrollment Management Team has agreed to a timeline that calls for a completed Enrollment Management Plan for Evergreen Valley College by the middle of Spring 2025, and to be implemented for the Fall 2025.
- Henry shared remarks he made on AI at the District Academic Senate meeting on October 8<sup>th</sup>: AI is going to change working and thinking; AI is a tool that can elevate creativity and productivity for both students and faculty; faculty will need to adapt to this new reality by developing new policies, assignments and assessments; and our students will need to be able to work with AI's as partners and collaborators in the future. The District Academic Senate will be revisiting this topic at our next meeting on November 12, 2024.
- Henry also shared with the Board of Trustees that he had used AI to do analyze the 2024-2025 Adopted Budget for the San Jose Evergreen Community College District as compared to all the other California Community College districts. He discovered that, on average, most districts have a fund balance (reserve) that is between 5 and 15 percent, whereas the fund balance for SJECCD is about 22.75 percent. He also found that the whereas the average district allocates between 10 and 20 percent of their budgets to the District Office, SJECCD allocates about 30 percent. Henry added the caveat that AI's do occasionally make errors (called "hallucinations"), and that he would be following



up with a more careful analysis of selected California Community College Districts that are similar to the SJECCD.

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

- The Fall 2024 Plenary will take place from November 7–9, 2024. If Senators would like to attend, please email Henry and Kelly. Both in-person and Zoom options are available.
- There may be a need to reorganize the SSHAPE Division.
- President Lopez plans to expand the International Studies Program and form partnerships with local businesses to generate revenue.

## **VIII. Consent Items**

- A) Professional Development Committee: Melody Barta (Business Workforce), Jeanine Vaughn (Nursing)
- B) College Budget Committee: Tina Iniguez (Counseling)
- C) Fall 2024 Tenured Faculty Evaluations – Added
  - Celso Batalha – Darcy Ernst (evaluator)
  - Bonnie Brown – Preeti Srinivasan (evaluator)
  - Robert Knight – Parran Vanniasagaram (evaluator)

## **IX. Action Items**

- A. ACCC Chair's ability to deactivate programs and courses in departments that have no full-time faculty or associate faculty's participation – Tejal (1<sup>st</sup>); Eric (2<sup>nd</sup>); motion passed unanimously
- B. Implement subsequent phases of AB 1111 Common Course Numbering as "Modify Course" instead of "New Course" proposals – Eric (1<sup>st</sup>); Tejal (2<sup>nd</sup>); motion passed unanimously
- C. At-large Associate Faculty Senator – Election Committee: Sravani Banerjee, Charlie Kahn-Lomax, Tejal Naik, and Kelly Nguyen-Jardin – Eric (1<sup>st</sup>); Tejal (2<sup>nd</sup>); motion passed unanimously

## **X. Discussion Items**

- A) Academic Senate Policy on Proxy
  - Eric – Every one of the Senators has been voted into their seat by their division. However, the proxy may not be the person the constituency voted in. Robert's Rules suggest that proxy voting is generally discouraged. We should aim to amend our Bylaws regarding whether proxy votes should be allowed, and we need a two-thirds vote to approve the amendment. This matter will be taken back to the divisions to gather feedback from all faculty before amending our Bylaws. The Policy on Proxy item will be brought back to the Senate at a future meeting after Senators gather input from their divisional faculty.

## **XI. Information Items**

- A) AB 1705 – Deans Gutierrez and Herrera – [AB 1705 Presentation](#)
- B) Credit for Prior Learning – Laura Garcia and VP Pouncil - tabled
- C) Women and Gender Equity Program – Sylvia Min – [Women and Gender Equity Program Presentation](#)
- D) ASCCC Resolution and Resource Guide on Academic Integrity Policies for AI – Tejal Naik - tabled
- E) Online Bookstore – VP Alexander – [Online Bookstore FAQ & Overview Information](#)

## **XII. Announcements & Recognitions**

- Next Academic Senate meeting: Tuesday, November 5, 2024
- The women's soccer team is playing at 4 o'clock today, and the men's team is playing at 6:30 pm.
- The observatory is open tonight, 7pm to 9pm. The best time to see it is around sunset, 6:30 or so.

**XIII. Adjournment** – 5:04 pm – Grace (1<sup>st</sup>); Rahmon (2<sup>nd</sup>)





# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, November 5, 2024

Mishra Conference Room

**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):**

**I. Call to Order – 3:01 pm**

**II. Adoption of Agenda**

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

**Amendments: Consent Items:**

- Screening Committee – Interim Director of Student Development, Engagement, and Inclusion – Eric Narveson

**III. Approval of Minutes – Oct 15, 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.*

- None

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

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

- The Tech Review time has been changed to Tuesday afternoons from 1:30 – 3 PM (effective 10/29/24) in an effort to be more accessible to faculty.
- Only 2 more scheduled Tech Review meetings left: November 12 and 19
- We will likely have an ACCC meeting November 21 in addition to the remaining November 14 and December 12 scheduled meetings. 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. LA and SSHAPE/SSHAKA 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](#) (Merritt College) is on 11/16/24. Registration is free, but registering and failing to attend will result in a fine. The registration deadline is 11/13/24.

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

- 1222 SLOs in compliance
- With Curriqunet Meta upgrading to Curriqunet Maverick on December 16th, the committee is focusing their efforts on updating Website pages, the handbook, and Canvas Shell
  - There is a link to a test site (sandbox): <https://evc.sandbox.curriqunet.com>
  - The current goal is to present the updated handbook on the December 3rd Senate meeting, if we can get the work finished by then
  - Hope is that the handbook can be officially voted on by the senate early in the Spring semester
- Potentially will have a walkthrough a Maverick take place on November 22nd.

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

### **Institutional Standard and Aspiration Goal for Course Success Rates**

- The committee set the Institutional Set Standard at 74% and Aspiration Goal at 76% for 2024-25.

### **Program Reviews**

- **Review program review process and handoff to different committees**
  - The committee discussed improving the program review process, particularly the handoff to other committees like the Faculty Hiring Prioritization Committee. They want to ensure complete information is passed along to inform budget and hiring decisions. This includes clarifying the role of Deans in requesting faculty positions and potentially revising the AURR process to ensure fairness in faculty prioritization.
- **List of programs with deferred reviews**
  - Several program reviews in the Business and Workforce division are overdue, with issues including outdated courses and a lack of action from full-time faculty. Specifically, Building Information Modeling, Business Information Systems, Business Administration, and Medical Front Office programs all have incomplete reviews. To address this, the Dean will be contacted, and support will be provided to a part-time faculty member now responsible for the Business Administration review.
- **Action Plan for the Building Information Modeling (BIM) Program**
  - Due to ongoing challenges with faculty shortages and outdated materials, the BIM program has deferred its review again this year. To address this, the committee agreed to initiate a Program Viability Review to determine the program's future.
- **Establish a clear process and decision-making framework for programs with out-of-date courses/program/certificates**
  - The committee discussed the ongoing problem of outdated courses and programs hindering program review approval. To address this, they are working on a clear process for updating or deactivating these outdated elements, taking into account faculty availability and student demand. This includes initiating a Program Viability Review, empowering curriculum chairs to deactivate courses and prioritizing faculty positions for high-demand programs.
- **Program review feedback form**
  - The program review feedback form was reviewed and updated; the survey link will be sent to program review authors next week.
- **Reminders:** Email reminders will be sent for the following deadlines:
  - November 27th: Program review draft submission

- December 10th: 2024-26 Educational Master Plan (EMP) implementation sheet and progress update submission
- December 13th: Annual Update and Resource Request (AURR) submission

#### 4) **Professional Development:** Binh Vo

- The current budget is \$17,841.
- Three more proposals for conferences will be voted on at the next meeting.
- Binh suggests that faculty submit their funding requests as soon as possible, as the budget is being depleted quickly. Funding will be allocated on a first-come, first-served basis: \$1,200 for full-time faculty and \$600 for associate faculty.
- The PDC is gathering support from constituent groups to hold the March 2025 PDD entirely online via Zoom. Doing an alternate plan remains an option for faculty.

#### 5) **AB 928:** Laura Garcia

- **ADT Updates with Common Course Numbering**
  - Only one more that is currently pending division curriculum approval
- **ADT – still six pending the CCCCCO creating the template (TMC)**
  - AS-T Chemistry
  - AA-T Social Justice Studies – African American Studies
  - AA-T Social Justice Studies – Asian American Studies
  - AA-T Social Justice Studies – Chicano Studies
  - AA-T Social Justice Studies – Ethnic Studies
  - AA-T Social Justice Studies – Gender Studies
- **20 AA/AS degree updates**
  - 6 approved by ACCC
  - 8 were approved by Tech and now pending ACCC
  - 3 pending Tech
  - 1 pending Division Curriculum
  - 2 pending faculty – still in draft form

#### 6) **AB 1111:** Grace Estrada

- Approved all 6 CCN Phase 1 courses (COMM C1000; ENGL C1000, ENGL C1001, PSYC C1000, POLS C1000, and STAT C1000) in ACCC. Now waiting to schedule them on the next BoT agenda.
- Subsequent phases of AB 1111 Common Course Numbering will be conducted as “Modify Course” instead of “New Course” proposals (support from ACCC and Academic Senate).
- UCs have indicated that existing template are not sufficient for articulation – expectation that further course modifications will be needed
- 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 closed on Sunday, November 3.
- Faculty who will be nominated by 11/12/24 for December convenings: Gustavo Flores (ANTH), John Carrion (COMS), and Rahmon Pashtunyar (COMS).
- District-wide meeting about AB1111 and AB 928 on 11/15/24.

## 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	ARTH110	Survey of Western Art for Prehistory through the Middle Ages	ART120	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)	CHEM110	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

- The committee discussed the development of tools and policies to protect academic integrity. They considered incorporating the best practices alongside policies, and the idea of developing a handbook for these practices. We also discussed and agreed on the following DEC goals for the 2024-2025 academic year. They will be voted on finalized at the next meeting.
- Expand IOTL workshops – Asynchronous – we will be working on the guidelines - similar to curriculum development such as how much constitutes one hour, deliverables/objectives etc.
- Update Student Surveys for Online Courses.

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

### 9) **College Budget:** Eric Narveson

- The emergency meeting on Oct 16 was one hour on Zoom. VP Alexander showed how the college could meet the budget constraints for the next couple of years.
- The meeting on Oct 23 continued to discuss the budget constraints. We will use some discretionary money from the strong workforce budget and some from Covid block grant money to cover the shortfall. There is a vacant classified library position that will not be filled. The Dean of DE, Library, Adult Ed, Dual Enrollment, Noncredit position (Dean Kunkel's position) will not be filled.
- At the Oct 23 meeting, the committee voted to reaffirm the charge and scope of the Budget Committee.
- Eric mentions Fund 12 - called "a rainy-day fund – was set up by VC Doug Smith around 2016 and it has built up to about \$3.7 million.

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

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

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

- The District Senate didn't meet. The next meeting is on Tuesday, November 12, 4pm – 5pm at the District Office.

13) **District Budget:** Henry Estrada

- Eric Narveson included this in his EVC College Budget report.

14) **District Council:** Henry Estrada

- The District Council met on Oct 24.
- Members of the committee contributed to updating Charters 1 (District) and Chapter 2 (Board of Trustees) of the 2023/24 Cyclical Review of SJECED Policy and Procedure Program.

15) **College Council:** Henry Estrada

- The College Council met on Oct 28.
- The Council accepted the list of departments and programs that were presented at the previous College Council meeting by the VP Pouncil and me as Co-chairs of the Faculty Hiring Prioritization Committee. President Lopez said he would have a decision by the end of November on how many and which positions he has selected for the 2025-2026 Academic year.
- The Council also decided on three goals for FY2024/2025:
  - Update Participatory Governance Handbook (continued from FY2023/2024)
  - Develop an assessment for participatory governance committee effectiveness, to be included in our Participatory Governance Handbook
  - An Enrollment Management Plan

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

- This meeting happened to coincide with a national election that was being held on this same day. As was evident to all of us, the election brought with it a great deal of anxiety for the majority of people in our nation. Fortunately for us, our nation has significant guardrails in place to deal with whatever lies ahead for the next four years. For those of you concerned about Former President Trump gaining the Presidency and destroying our democracy, I believe there are sufficient checks and balances in our government to prevent that from happening in the next four years. And unless the 22<sup>nd</sup> Amendment to the United States Constitution is overturned, Trump can only be President for one more term. By the way, over-turning the amendment requires that 38 out of our 50 State Legislatures vote in favor of the change (and this doesn't seem likely). Moreover, his policies call for deporting illegal immigrants and higher tariffs on goods imported from all other nations. Taken together, these policies would result in the return of inflation, something no party seeking election to the Presidency can afford to have happen again.
- Independent of the election, I believe we have plenty of reasons to be optimistic. Especially over the next 10 years. Our economy is the envy of the rest of the world. And we are on the cusp of seeing major improvements for our nation (and the rest of the world) that will result from the convergence of exponential technologies, including increases in computer power, nanotechnology, AI, and our rapidly growing knowledge of biology and health science. For example, we have all heard of Ozempic and its use in combatting diabetes, and Wegovy for weight loss and obesity. Now, researchers have discovered related GLP-1 drugs that are showing promise in dealing with cardiovascular and kidney disease. Others are being tested to address Alzheimer's and addictions. We are poised to see dramatic improvements for more than a billion people worldwide. If we can avoid a catastrophic world war, we can expect many

such advancements for humanity as these exponential technologies converge and complement each other. That's worth cheering about!

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

- Kelly thanks and welcomes Esperanza to the Senate.
- By the Thanksgiving weekend, President Lopez will announce the number of faculty positions for 2025-2026 and which positions will be hired.
- Kelly shares some great news regarding the Vietnamese Translation & Interpreting Program. Two students from the Viet T&I Program have been accepted to the California Court Interpreter Workforce Pilot Program. The response letter from the Courts indicated that there were "over 1,100 applications," and only 164 applicants were selected."  
[California Court Interpreter Workforce Pilot Program](#)

## **VIII. Consent Items**

### A) Fall 2024 Tenured Faculty Evaluations from the Language Arts Division:

- Banerjee, Sravani - Saleem, Huma (Evaluator)
- Eckford, Elizabeth - Banerjee, Sravani (Evaluator)
- Rojas, Raquel - Saleem, Huma (Evaluator)
- Saleem, Huma - Mentor, Steven (Evaluator)
- Banh, Phuong Emily - Rachel-Cohen, Rachel (Evaluator)
- Burke, Leticia - Saleem, Huma (Evaluator)
- Cohen-Reyes, Rachel - Solorzano, Carmen (Evaluator)
- Longacre, Richard - Lim, Sherryanne (Evaluator)
- Nguyen-Wong, Hoa - Solorzano, Carmen (Evaluator)
- Solorzano, Carmen - Cohen-Reyes, Rachel (Evaluator)
- Schalesky, Claudia - Kramer, Elizabeth (Evaluator)
- Wilson, Scott - Marvin, Todd (Evaluator)

### B) Screening Committee - DSP Program Specialist – Boyang Grace Tong

### C) Screening Committee - Financial Aid Specialist II - Rahmon Pashtunyar

### D) Screening Committee – Vice Chancellor of Educational Services and Planning – Henry Estrada

### E) Screening Committee – Program Assistant – Academic Senate – Kelly Nguyen-Jardin

### F) Screening Committee – Interim Director of Student Development, Engagement, and Inclusion – Eric Narveson (added)

## **IX. Action Items**

- A. At-large Associate Faculty Senator – Maria Esperanza Outeirino-Feijoo – Henry and the Senate welcomes Senator Outeirino-Feijoo.
- B. District Senate President for Spring 2025 – David Hendricks – Charlie (1<sup>st</sup>); Grace (2<sup>nd</sup>); approved unanimously – David gracefully accepts the position.
- C. AP 4235 – Credit for Prior Learning Taskforce (moved from Discussion Items) – Taskforce Members: Juan Gil, Charlie Kahn-Lomax, Tejal Naik, Binh Vo, Laura Garcia are approved unanimously.

## **X. Discussion Items**

- A) Proposed Title Change for Faculty Members – Resolution – 1<sup>st</sup> reading. Melissa reads the draft of the resolution. Senators will bring it back to their division for input, and Henry will present it to the SJCC Senate Leadership and the District.  
[Resolution – Title Change to Professor Draft 11.05.2024](#)

- B) AP 4235 – Credit for Prior Learning (moved from Information Items) – Taskforce Members: Juan Gil, Charlie Kahn-Lomax, Tejal Naik, Binh Vo, and Laura Garcia

## **XI. Information Items**

- A) AP 4235 - Credit for Prior Learning – Laura Garcia – Kelly (1<sup>st</sup>); Eric (2<sup>nd</sup>) to move this item into the Discussion. We need to form a taskforce.
- B) ASCCC Resolution and Resource Guide on Academic Integrity Policies for AI – Tejal Naik  
[ASCCC Resolution on Academic Integrity Policies for AI](#)  
[ASCCC Resource Guide on Academic Integrity Policies for AI](#)

## **XII. Announcements & Recognitions**

- Next Academic Senate meeting: Tuesday, November 19, 2024
- Kelly encourages faculty to support theater students by attending “Shakespeare Escapes Here” on Nov 14, Nov 15 at 7pm and Nov 16 at 2pm and 7pm.
- MSE Division changed its name to STEM Division.

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





# 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				
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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 Berkley 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.

- 
- 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>)**



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, December 3, 2024

Mishra Conference Room

**Approved: Tuesday, February 4, 2025**

**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):** Matais Pouncil, Vinicio Lopez, Nasreen Rahim.

**I. Call to Order – 3:03 pm**

**II. Adoption of Agenda**

Agenda adopted unanimously with amendments; Sravani (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.
- Kelly motions to add to Discussion Items: SLOAC Handbook and March PDD fully online

**III. Approval of Minutes – Nov 19, 2024 – Tejal (1<sup>st</sup>); Charlie (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 informs the Senate that he is well after a medical emergency

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

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

- Final meeting Thursday, December 5, from 2pm to 5pm
- 74 proposals pending user update down to 32 – it means faculty are getting things done and doing a great job.
- Sunset policy is implemented for the first time this semester.

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

- SLO compliance: over 1,200 outcomes reviewed
- Maverick system transition is in progress. Committee went over the system in the last meeting and sent some tickets on things that need to be fixed.
- There will be a workshop on PDD in January 2025.

3) **Institutional Effectiveness:** Fahmida Fakhruddin

- A) Challenges of program review and curriculum upkeep at our college.
- Lack of faculty engagement and communication: Many faculties, particularly in larger departments, don't fully participate in program review or communicate effectively with each other, leading to incomplete submissions and redundant questions to administrators.
  - Quality of program review submissions: "Draft" submissions are often incomplete, hindering the review process and raising concerns about program quality.
  - Outdated programs and certificates: Some programs, like the Entrepreneurship certificate, are severely outdated, potentially harming students and the college's credibility. This raises questions about the effectiveness of current program review and viability processes.
  - Lack of clear consequences and enforcement: While program review is crucial for accreditation and resource allocation, there's a lack of clear consequences for non-compliance, making it difficult for deans to enforce deadlines and quality standards.
- B) Proposed Solutions
- Improved communication and collaboration: This include involving deans in initial program review meetings, assigning faculty leads, and fostering a culture of shared responsibility between faculty and administration.
  - Clearer expectations and support: Using terms like "complete draft," providing templates, and clarifying the connection between program review and resource allocation could improve the quality of submissions.
  - Stronger enforcement and disincentives: The Academic Senate and administration need to work together to establish clearer consequences for non-compliance, potentially including reduced workload or program elimination.

4) **Professional Development:** Binh Vo

- January PDD agenda is finalized and underway
- Moving March PDD online instead of in person
- No conference request since the last report
- Last meeting on Dec 5

5) **AB 928:** Laura Garcia

- Working on phase 3 of updates – updating our local degrees
- 6 degrees need to be updated; State has released only 5 templates, and we are working on those templates now
- We are still waiting for AST Chemistry

6) **AB 1111:** Grace Estrada

- Grace and Laura updated College Council at its meeting on Nov 25.
- Phase 1 was successfully submitted to the State 10 days ahead of the deadline.
- Phase 2 departments have a survey due December 4; Everyone should participate; Departments included are: Anthropology, Art, Astronomy, Biology, Chemistry, Communications, Economics, English, Family & Consumer Studies, History, Math, and Sociology.

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

- The committee wants to add AI into online teaching and learning environments. The goal is to enhance student engagement and support faculty in adopting innovative teaching methods.

- The committee is working on refining the DE certification process to ensure faculty are well prepared for effective online instruction.

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 concern 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 Berkley 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.

15) **College Council:** Henry Estrada – President Lopez reports.

- President Lopez provides an update on College Council and informs the Senate that they have been doing a great job. He is thankful and appreciates the work that is getting done by the Academic Senate. College Council Highlights for the semester:
  - College council is revising their handbook, it will be done late January at the latest.
  - A lot of work has been done with High Schools, revising and establishing relationships.
  - Enrollment management is a goal for 2025.
  - Hiring Positions: General Counselor, EOP&S Counselor, General English, and extend DE Coordinator 1 more year

## VI. Academic Senate President's Report

- Henry had asked the chair of each Committee to forward him accomplishments for the Fall of 2024, as well as their goals for the Spring of 2025.

### **All College Curriculum:**

- Fall 2024 accomplishments:
  - Making the curriculum process more faculty-friendly
  - Providing faculty with the option to Zoom in to represent courses.
  - Moving the Tech Review meeting time to be 1:30 – 3 PM so that faculty are more likely to be available to attend without disrupting prime-time classes.
  - Offering weekly Zoom drop-in times in collaboration with SLO Coordinator Rahmon Pashtunyar and often, Articulation Officer Laura Garcia.
  - Developing a Curriculum Canvas shell.
- Spring 2025 goals:
  - Develop a Curriculum Handbook and train Division Chairs to improve the efficiency of the curriculum review process.

### **Student Learning Outcome:**

- Fall 2024 accomplishments:
  - Learning and creating content ahead of CurriQunet "upgrade" to the Maverick System. Completing revisions to the SLO Handbook ahead of the conversion.
  - Creating a program that creates up-to-date SLO Assessment Reports within seconds.
- Spring 2025 goals:
  - For next semester, we will need to pivot and get ready for the CurriQunet/Canvas integration that is being worked on. This may require revising the handbook and creating new material once things get rolling.

### **Institutional Effectiveness:**

- Fall 2024 accomplishments:

- Established a Clear Process for Programs with Outdated Offerings: We developed a framework for addressing programs with out-of-date courses or certificates. If a program has outdated offerings and/or defers its Program Review for two years, a Program Viability Review will be initiated in the third year. This ensures programs remain current and relevant.
- Defined Institutional Standards and Aspiration Goal for Course Success Rates: Based on a five-year review, we set the Institutional Standard at 74% and the Aspiration Goal at 76% for 2024-25. This provides clear targets for improving student success.
- Spring 2025 goals:
  - Improve Communication and Collaboration in Program Review: We aim to enhance communication and collaboration by involving deans in initial program review meetings, assigning faculty leads, and fostering shared responsibility between faculty and administration. This will ensure smoother processes and higher-quality program reviews.

#### **Professional Development:**

- Fall 2024 accomplishments:
  - Advancing the goal to make March 2025 PDD all online to meet the catering budget constraint/limitation.
  - Maintaining all meetings so far with quorum to get things done.
- Spring 2025 goals:
  - Ensuring that the March 2025 PDD be online.

#### **AB 928:**

- Fall 2024 accomplishments:
  - Phase III Goal: Revise all AA/AS degrees to align with Cal-GETC, Common Course Numbering and recent Title 5 changes related to Associate Degree requirements.
  - Status: All 20 AA/AS degrees are either approved or in the queue to be approved by ACCC at the first meeting in Spring.
  - Creation of the Cal-GETC Certificate of Achievement with a Fall 2025 effective date.
- Spring 2025 goals:
  - Phase IV Goal: Identify and update all college materials related to general education
  - Orientation, website, advertising materials, program maps

#### **AB 1111:**

- Fall 2024 accomplishments:
  - Collaborating with AB928 lead, discipline faculty, and curriculum classified professionals to complete Phase I implementation in an efficient manner
  - Submitting Phase I courses to COCI on November 22, 10 days ahead of the statewide December 2 deadline
- Spring 2025 goals:
  - Successfully implementing Phase II templates by the end of Spring 2025 as planned

#### **Distance Education:**

- Fall 2024 accomplishments:
  - Integrated AI into faculty professional development by planning IOTL workshops that explore tools and strategies focusing on maintaining academic standards and promoting ethical AI use among our students, and faculty Show and Tell sessions that showcase how our faculty are using AI tools in creative and effective ways.
  - Refined processes for DE certification and maintaining eligibility to ensure clarity for

new and existing faculty through updated IOTL Canvas faculty resource course and comprehensive one-page summary.

- Spring 2024 goals:
  - Develop best practices on using Generative AI to help faculty tap into AI's potential to enhance teaching and learning and promote equity, inclusivity and ethical AI use in the classroom.

#### **College Budget:**

- Fall 2024 accomplishments:
  - Reasserting the committee's charge as an advisory body regarding budget matters.
  - The chair's memory of Fund 12 as a "rainy day fund" in the District Budget Committee.
- Spring 2025 goals:
  - To successfully distribute the discretionary funds allotted to the committee by the end of the semester, although we don't know the exact amount at this time.

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

- Kelly informs the Senate that she will meet with VP Council on Thursday 12/5 to move forward with the hiring process for the permanent Program Assistant position.

### **VIII. Consent Items**

- A) Screening Committee: Information Technology Support Specialist, DO - Jack Ho
- B) Screening Committee: Information Security Analyst, DO - Manjit Khan

### **IX. Action Items**

- A) Credit for Prior Learning Coordinator - Juan Gil - unanimously approved
- B) Human Subjects Institutional Review Board (HSIRB) - unanimously approved
- C) Ap 4021 Program Viability Review - Grace motions to amend item to vote whether the BIM (Building Information Modeling) program meets criteria for a Program Viability Review to be conducted. Tejal 1<sup>st</sup>, Charlie 2<sup>nd</sup>. Grace motions to approve, Mike 2<sup>nd</sup>; approved unanimously.
- D) Proposed Title Change for Faculty Members (moved from discussion) – Eric motions to approve, Mike 2<sup>nd</sup> - Approved unanimously.
  - This will be presented as a resolution at the next District Senate Meeting, by Henry Estrada.
- E) SLOAC Handbook (moved from Discussion Items), Kelly motions to approve the use of the updated SLOAC handbook, Charlie 2<sup>nd</sup> – Approved unanimously.
- F) March 2025 PDD being fully online (moved from Discussion Items), Tejal motions to approve, Sravani 2<sup>nd</sup> – Approved unanimously.

### **X. Discussion Items**

- A) Academic Senate on Proxy
  - Eric brings up a concern regarding Proxy in the Academic Senate, he wants the rules to be clear and there is no mention of it in the Academic Senate bylaws.
  - Melissa recommends that if the departments choose the senator, they should be the ones choosing the proxy.
  - Grace and Laura mention that having a proxy in Committees is very helpful, they do not want that to change.



- Eric will write a proposal and present it to the Academic Senate in Spring 2025.
- B) Proposed Title Change for Faculty Members – Resolution – Second Reading – Eric motions to suspend Robert’s rules and move the item to Action - Grace 1<sup>st</sup>, Mike 2<sup>nd</sup>, all in favor.
- C) Emergency Resolution: Hiring Procedure for Associate Faculty in AP 7120
  - Henry hands out a document, with a resolution that SJCC passed, “Emergency Resolution to Support the Establishment of a Separate Hiring Procedure for Associate Faculty in AP 7120.” SJCC Senate would like EVC Senate to come on board with this.
  - The Senate shares their concerns about not having Discipline Experts in the hiring process of Associate Faculty. When associate faculty is hired, they are valid to work District-wide, not just in EVC or SJCC, the senate wants to have the District Academic Senate’s President to be aware and have a say in the hiring process.
  - Melissa brings up the idea of having Faculty from the opposite college instead of the District Academic Senate President, as the President is not a discipline expert. Juan mentions that there are programs at EVC that do not exist in City College, and the idea of having the opposite college Academic Senate’s President sign is proposed.
  - The topic will come back at the next meeting to discuss further.
- D) SLOAC Handbook – Eric motions to suspend Robert’s rules and move item to action, Kelly 1<sup>st</sup>, Charlie 2<sup>nd</sup>.
- E) March 2025 PDD being fully online – Eric motions to suspend Robert’s rules and move item to action, Mike 2<sup>nd</sup>.

## **XI. Information Items**

- A) Canvas Credentials- Tejal Naik and Nasreen Rahim
  - Digital badging platform: integrated with Canvas to work seamlessly.
  - Micro-credentialing: Automatically issue badges for skills, achievement or competencies.
  - Enhances visibility: sharable, portable and verifiable.
  - Empowers Learners: Tangible proof of skills and knowledge.
  - Supports Equity: Highlights diverse talents and learning paths beyond traditional grades.
  - Tracks learning outcomes: Helps educators measure skill development and program impact.
  - Guided Pathways: Help students keep track of their education plan.
- B) Women and Gender Equity Program Update – Sylvia Min – tabled
- C) Faculty Position – Henry Estrada – 4 positions: General Counselor, EOP&S Counselor, General English, DE Coordinator

## **XII. Announcements & Recognitions**

- Next Academic Senate meeting: February 4, 2025 – 1<sup>st</sup> meeting of Spring 2025.
- Arrow Club is having a Christmas Party on December 5
- Holiday Celebration: December 10, 1pm – 3pm, in Symposium room

## **XIII. Adjournment – 5:12 pm – Grace (1<sup>st</sup>); Michael (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, February 4, 2025

Mishra Conference Room

**Approved: Tuesday, February 18, 2025**

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

**Absent:** Dave Hendricks, Charlie Kahn-Lomax

**Guest(s):** Angel Fuentes, Matais Pouncil, Sylvia Min, Andrea Alexander

**I. Call to Order – 3:01 pm**

**II. Adoption of Agenda**

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

**Amendments: Information Items:**

- Line D – ZTC 2025 Fund Allocation - Tejal

**III. Approval of Minutes – December 3, 2024 – Laura (1<sup>st</sup>); Rahmon (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.*

- Sylvia Min – Sylvia is speaking on behalf of the Graduation Committee. The graduation will be on Thursday, May 22, 6pm-8pm. The committee requests faculty who teach on Tuesdays and Thursdays to give their final exam on the Tuesday of the final week instead of Thursday, so students can attend the graduation.
- Tejal Naik - The SJCC librarian requested a HECVAT from Turnitin while reviewing the subscription and came across some accessibility concerns, serious. The matter was brought to our (DE Coordinator's) attention, and it may be serious enough to stop Turnitin subscription. Both VPAA's, and ITSS are looking into the matter.
- Angel Fuentes – Angel announces a free professional development opportunity called: Navigating AI Together – A Community College Unconference March 7, 2025, at Foothill College

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

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

- The first ACCC meeting will be on February 13. Reminder: guests can Zoom in to ACCC to present curriculum.
- During the last ACCC meeting on December 5, we discussed recommendations for changes to New and Modify course proposals:

o 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

o These changes were not supported by the ACCC members because of potential confusion that may be caused

- Due to issues in the Curriculum, SLO, and Program Review modules, conversion to Maverick was delayed and is now potentially February 6. 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 will be initiated for the BIM program and courses.

ACCC MEETING	COURSE UPDATES	NEW COURSES	PROGRAMS	DEACTIVATIONS	CONSENT	TOTAL
12-Sep	12		1	3		16
26-Sep	5	10	1			16
10-Oct	1	10	1			12
24-Oct	8		5			13
14-Nov	10	5	5	5		25
5-Dec	20	1	10	1	1	33
<b>TOTAL FALL 2024</b>		56	26	23	9	115

- This Spring, we are starting with the following:
  - o 14 courses and programs ready for ACCC; 30 ready for Tech Review
  - o 26 courses and programs pending curriculum coordinator action
  - o 10 courses and programs pending Dean approval (completed)
  - o 35 courses and programs pending division curriculum review
  - o 12 courses and programs pending user changes

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

- 1298 SLOs in compliance
- January PDD session went well! About 50-60 people were in attendance
- Curriqunet Maverick is still not live
  - o Small parts of the handbook will need to be updated. Other material will be updated once it goes live.
- There will only be a few SLOAC meetings this semester, as many Fridays have other events or holidays taking place. The first meeting for the semester will be on Feb. 28th.

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

- **Marketing & Website** - The college's marketing efforts have resulted in significant reach, including 2 million website views, 25,000 social media followers with 1 million impressions, and 1.5 million emails sent to current and former students. Given that 61% of students discover the college through Google Search, website improvements have focused on enhancing the event calendar and creating a new profile directory. Further improvements are being made to academic and major pages for a better user experience. The college is also working with a vendor to ensure consistent branding across outreach materials, offering how-to videos and flyer design services, and showcasing student success stories on YouTube.
- **Strategic Enrollment Management Plan** - The first draft of the Strategic Enrollment Management Plan, released on January 23rd, is open for feedback via a Google form until the final draft is

complete. The plan will be reviewed by various constituency groups and committees, with discussion focusing on the feedback timeline and ensuring broad stakeholder participation.

- **Program Reviews** - Several program reviews, including Entrepreneurship, Financial Aid and Outreach & First Stop, were submitted late. The Umoja program has yet to submit its review. The IEC discussed the review process, scoring, and feedback mechanisms. Concerns were raised about the absence of a designated individual to oversee Service Area Outcome assessment reports.
- **Curriculum & Maverick Update** - An update on the transition to Maverick, the new curriculum management system, was provided. The target implementation date is Thursday, February 6th. Discussion included potential system issues and the possibility of data loss for draft work.
- **Annual Update & Resource Request** - The college received 23 submissions for the annual update and resource request. All submissions have been reviewed, missing information has been collected, and the requests have been forwarded to the Vice President of Business Services

4) **Professional Development:** Binh Vo

- No new funding request
- First Spring 2025 PDC meeting two days later on February 6, so no new report yet
- President Lopez reported to the Board that the January 2025 PDD was a success; he congratulated the PDC and thanked us for our work
- March 2025 PDD (alternative plans one) will be completely online, and Binh has started planning for it but will need to committee to vet on and decide the web agenda in addition to calling for breakout session proposals
- Binh asked about the PIC subcommittee to approve alternative plans

5) **AB 928:** Laura Garcia

- We are officially in Phase IV of our AB 928 efforts. This includes updating all student facing materials (i.e. online orientation, websites, catalog, program maps).
- 5 of the last 6 ADT's needing to be updated are pending Tech Review next week. There is still no word on if the AS-T Chemistry template will be released with a Cal-GETC update.

6) **AB 1111:** Grace Estrada

- The Academic Senate for California Community Colleges (ASCCC) has released important surveys related to Phase II of the Common Course Numbering (CCN) implementation. The following surveys are now open and will close on February 7, 2025.
  - Biology CCN Course Template Post-Development Survey (Anatomy & Physiology)
  - Chemistry CCN Course Template Post-Development Survey
- We do not have any of the Phase II templates yet. Given the February 7 deadline for the last Phase II feedback surveys, we are hoping for mid or late- February template availability. Once the templates are released, we will schedule in-person workshops for the selected discipline faculty. For more information visit the ASCCC Common Course Numbering Development and Faculty Engagement webpage.

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

- DEC hasn't had a meeting yet - our first meeting is next Tuesday. However, I would like to take this opportunity to remind faculty - please share this with your respective divisions - To ensure they are

clear to teach online, we recommend completing their refresher training one term before their eligibility expires. So, for example, if their eligibility expires in Summer or Fall 2025, they should complete their refresher training this semester - in Spring 2025.

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

9) **College Budget:** Eric Narveson

- The committee has not met this semester, but he's met with VP Alexander. There are 23 AURR requests.
- The discretionary fund will be no more than \$308,000 like last year. VP Alexander will give a number next week.
- The property tax data point isn't coming until another week or so.

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

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

12) **District Academic Senate:** David Hendricks

- DAS has not yet met this semester. Dave thanks Henry for taking on the role of DAS President in Fall 2024 and for helping to set the agenda for Spring 2025.
- The renaming of faculty members from "Instructor" to "Professor" - The EVC Academic Senate created and supported this resolution and the members of the SJCC Academic Senate are taking it up. Once we have support from both of the campus Academic Senates, we will put this forward to the District to bring about the title change for both campuses.
- The enrollment management issues - the most pressing of which is the continued presence of fraudulent enrollments. Dave asks Senators to speak within their Divisions to get a sense of how the colleagues are faring this semester. Dave will ask SJCC Senate to do the same.
- Plenary Attendance in April – each campus has funds to send a number of Senators.
- Institutional Research Board – Each Senate is working to evaluate how best to support the creation of a District Institutional Research board.
- FSAs, Equivalencies, Emergency Hiring - Another set of issues that the DAS will be tackling is trying to bring more rationality and consistency to practices surrounding each of these issues.

13) **District Budget:** Henry Estrada/Eric Narveson

- Vice Chancellor Chandrasekar is going to create a handbook for the district budget.
- The district spends an enormous amount of money on water and electricity.
- The goal is to do more saving, about \$500,000
- The plan is to replace the solar panels with more sufficient ones.

14) **District Council:** Henry Estrada

- The District Council did not meet.

15) **College Council:** Henry Estrada

- VP Alexander presents the virtual online bookstore information. She will present it again soon in the Information Items section.
- VP Pouncil presents the Strategic Enrollment Management Plan update.

- The President is looking into the possibility of moving the College Council meeting to once a month for 2 hours instead of twice a month for 1.5 hours.
- College Council passes the institutional set standards with an aspirational goal of 76% (from 74%).

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

- AURRs and Program Reviews have been submitted and processed. We will initiate the Faculty Prioritization process later this spring.
- The Senate will continue to be involved in the Strategic Enrollment Management Plan.
- The AI taskforce will meet later in the week or next week.
- The issues regarding the Facilities Rentals - Faculty and student organizations are being charged for facilities on campus after hours. We are working with VP Alexander to find solutions. We will invite VP Alexander to address these issues at the next Senate meeting.

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

- Dave is attending the SJCC AS meeting as the DAS President.
- Kelly thanks the Senators and Committee Chairs for helping out.
- The screening committee for the Assistant position has selected a candidate, and HR is working with her on the paperwork, aiming for a start date of Feb 24.
- Spring 2025 Plenary is from Thurs 4/24 – Sat 4/26 in Irvine, CA. Senators who are interested in attending email Henry, Kelly, and Dave.
- Senators whose term ends in May 2024: Laura (Counseling), Sravani (LA), Michael (STEM), Eric (SSHAPE), Charlie (Faculty At-large), and Binh (Associate Faculty At-large). Faculty and Associate Faculty at-large seats may need formal election, and it will happen in April.
- Requests for faculty representation for 2 positions: Police Dispatcher and Program Coordinator, Umoja-Affirm were sent out, and the Senate will vote at its next meeting.

## **VIII. Consent Items**

## **IX. Action Items**

- A. Academic Senate Policy on Proxy – unanimously approved with minor changes – Eric (1<sup>st</sup>); Tejal (2<sup>nd</sup>)  
 EVC Academic Senate Policy on Proxy  
 Senators may assign a proxy (substitute) once per semester.  
 Proxy voters must be members of that senator's constituency group.  
 The Academic Senate President must be informed of a proxy voter's attendance at least 6 hours prior to the beginning of the Senate meeting.  
 To be added to the Senate By-Laws  
 Passed 4 February 2025

## **X. Discussion Items**

- A) Spring 2025 Plenary – Senators who are interested in attending email Henry, Kelly, and Dave by 2/18.
- B) Emergency Resolution: Hiring Procedure for Associate Faculty in AP 7120
  - The meeting discusses the need for a formal process to hire associate faculty, with concerns raised about the potential impact on the hiring process and the flexibility needed for emergency hires. The Senate agrees to have a collaborative discussion with different constituencies, including management, to better understand the issue and find a solution. The discussion also

touches on the issue of associate faculty not being interviewed before being added to the pool, with the suggestion that interviews should be conducted to ensure the right candidates are selected. The discussion was tabled for further discussion.

C) Strategic Enrollment Management Plan

- The Senate discusses the ongoing development of the strategic enrollment plan, emphasizing the importance of feedback and contributions from the college community.
- Faculty should share comments and feedback using the form in the email that VP Pouncil sent out on Jan 23, 2025.

## **XI. Information Items**

A) Online Bookstore – VP Alexander

- It is important to submit book adoptions by March 17th.
- VP Alexander and her team are working on the contract with the new vendor. Updates will be reported at future meetings.

B) Certificate in LGBTQ Studies - Laura

- The certificate is in draft form. Laura discusses the challenges of articulating courses for a Gender Studies certificate, noting that at least 51% of the courses need to be articulated in a gender studies major at a CSU or UC. Laura and Charlie have drafted the certificate but are pending articulation.

C) Women and Gender Equity Program Update – Sylvia Min

- Sylvia explains the change from "women's history" to "womyn's herstory" to be more inclusive.
- Events in February and March featuring academic senators:
  - a. Women and Financial Literacy – Wednesday, February 12, 2025, 2 pm - 3 pm in MS 101
  - b. Opening Reception for Wandering Threads – An Art Exhibition by Connie Begg – Tuesday, March 4, 2025, 12:15 pm – 2:00 pm in EVC Art Gallery, 1<sup>st</sup> Floor of the Visual Arts Building
  - c. Women in Nontraditional Careers: Technology & Engineering by Melissa Hornstein – Thursday, March 13, 2025, 12:15 pm – 1:00 pm – Location: TBD
  - d. Women's History Month Book Discussion and Tea – by Sravani Banerjee – Thursday, March 20, 2025, 12:15 pm – 1:45 pm in Gullo II
  - e. Women's History Gender Inequality and Why Gender Equity is Important Today – by David Hendricks, Wednesday, March 26, 2025, 12:00 pm – 1:00 pm in LA 101
  - f. Women's History Month Poetry Jam by Leaf-by-Leaf Magazine – Monday, March 31, 2025, 12:15 pm – 1:00 pm in Gullo II – Women Poets from the LGBTQ+ Community: Gloria Anzaldua, Nikki Giovanni, and Mary Oliver

D) ZTC 2025 Fund Allocation – Tejal Naik

- The OER initiatives, cohorts 1 and 2 saved students around \$500,000 annually.
- We created manuals and ancillaries, which at the time CCC was not supported. They only supported the book creations but not ancillaries.
- The Chancellor's Office offered funding for creating ZTC pathways.
- Tejal requests faculty to look at their degrees and certificates to see if any are ready for ZTC.

## **XII. Announcements & Recognitions**

- Henry announces that Grace's mom has passed away, and her dad has also been sick. He will be leaving for the funeral, but the Senate's functions will not be affected.

- The next meeting is on February 18, 2025.

**XIII. Adjournment** – 5:05 pm – Rahmon (1<sup>st</sup>); Eric (2<sup>nd</sup>)





# Evergreen Valley College

## Academic Senate Meeting Minutes

Tuesday, February 18, 2025

Mishra Conference Room

**Approved: Tuesday, March 4, 2025**

**Present:** Henry Estrada, Kelly Nguyen-Jardin, David Hendricks, Juan Gil, Laura Garcia, Liza Kramer (proxy for Sravani Banerjee), Melissa Hornstein, Michael Masuda, Nancy Lin, Eric Narveson, Charlie Kahn-Lomax, Grace Estrada, Binh Vo, Rahmon Pashtunyar, Maria Esperanza Outeirino-Feijoo

**Absent:** Tejal Naik

**Guest(s):** Matais Pouncil, Balamurali (Bala) Kappagantula, Prashant Shinde, Sam Morgan

**I. Call to Order – 3:02 pm**

**II. Adoption of Agenda**

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

**Amendments:** Eric moves to delay Action Items A and B until all Senators are present.

**III. Approval of Minutes – February 4, 2025 – Eric (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.*

- Dave informs the Senators that there is approximately \$8,000 available for the Spring 2025 Plenary and encourages them to attend, either in person or online.
- Binh expresses interest in attending virtually and receives approval.

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

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

- The ACCC had its first meeting on February 13. All items on the agenda passed and will now go to VP Pouncil and be sent to the State Chancellor's office for approval.  
Reminder: guests can [Zoom in to ACCC](#) to present curriculum.
- The Committee discussed recommendations for changes to New and Modify course proposals:
  - Suggested elements in course proposals from Curriculum North and other discussions:
    - Minimum qualifications for course instruction (distinct from FSA) - ASCCC advises against it
    - Recommended class size and negotiated class size – will confer with the AFT
    - Checkbox for when changes are made to address DEIAA needs (not necessary)
- The next ACCC meeting on February 27 will start at 2PM for Maverick training with a

- CurriQunet liaison. Anyone interested in joining us can Zoom in or attend in person.
- Grace, Henry, and Eric will be attending the in-person Regional Curriculum meeting on March 15 in Merced College;

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

- 1316 SLOs in compliance
- First SLOAC meeting will be on 2/28 in Mishra
- Curriqunet Maverick should be live "Soon." There are two bugs that need to be fixed, and then we should go live.
- SLOAC office hours will be on Fridays, from 1:30-2:30pm

3) **Institutional Effectiveness:** Fahmida Fakhruddin

- Since Monday, February 17 is a holiday, the committee did not meet.

4) **Professional Development:** Binh Vo

- The current PD budget is \$4,216. Four conference requests have been submitted and will be reviewed at Thursday's meeting. Any requests submitted after that may not be approved.
- Binh encourages faculty to consider hosting sessions for the fully online March 14 PDD. Historically, there were three sessions, each 90 minutes long. The committee is now discussing four 60-minute sessions; however, some programs have requested a 90-minute session. The committee will discuss further and find a solution at its next meeting.
- The committee would like the President and his cabinet to provide updates at the March PDD.
- The committee will begin planning the August PDDs soon, and Binh is concerned about funding for food.
- The committee will update the handbook.
- Alternate plans for the March 14 PDD should be submitted by March 7.

5) **AB 928:** Laura Garcia

- COMM C1000 (formerly COMS 020) was approved for Cal-GETC area 1C (Oral Communications).
- **Degree Revisions Pending ACCC Approval**
  - AA-T Social Justice Studies – Chicano Studies
  - AA-T Social Justice Studies – African American Studies
  - AA-T Social Justice Studies – Asian American Studies
  - AA-T Social Justice Studies – Ethnic Studies
  - AA-T Social Justice Studies – Gender Studies
- **ADT's – pending the CCCCCO creating the template (TMC)**
  - AS-T Chemistry

6) **AB 1111:** Grace Estrada

- No updates – templates have not been released yet.

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

- Last Tuesday was DEC 's first in-person meeting and we had a total of 3 members (including the chair) attend in person - the rest attended on Zoom. Two of the members – both part-time faculty – stepped down since they would not be able to meet the on-campus attendance requirement. We have the following seats that need to be filled: BWF, LETC (Library), Associate Faculty, At-large, and

Classified.

- The DEC has adjusted its meeting time to better accommodate members' schedules. This was business from last semester. With classes ending at 3:05 pm for many of the members, we would be unable to meet quorum until 3:15. Meetings will now be held from 3:15 PM to 4:45 PM instead of 3 PM.
- The DEC approved the schedule of IOTL workshops series for Spring 2025 and I emailed it to all faculty last Friday. It can also be found on the homepage of the faculty resource IOTL Canvas course. We will have weekly one-hour Zoom workshops either Thursday evening or Friday afternoon. These workshops count towards DE refresher training and faculty need to attend at least 4 to meet the requirement.

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

9) **College Budget:** Eric Narveson

- The committee met last week to prepare its meeting schedule.
- The discretionary fund will be \$285,000 this year – last year was \$308,000.
- The committee will meet again next week to review the AURRs and the method to evaluate them.

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

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

12) **District Academic Senate:** David Hendricks

- The District Academic Senate met on February 25.
- We discussed the work of the District Waitlist Taskforce. The District believes that placing a waitlist cap would help solve waitlist issues, but we are skeptical of this approach because the fundamental problem is fraudulent students. The District needs to address the issue of fraud first.
- The SJCC Senate is discussing the proposal to change the title from 'Instructor' to 'Professor.'
- Dave encouraged Senators to attend the Spring 2025 Plenary.
- The DAS is gathering input from both Senates on hiring and qualification issues. We need to clarify policies on FSAs, Associate Faculty hiring, and equivalency processes under both normal and emergency circumstances. A key consideration is improving coordination between area experts at both campuses to create District-level hiring pools, which could help pre-vet candidates and reduce the need for emergency hires

13) **District Budget:** Henry Estrada/Eric Narveson

- Vice Chancellor Chandrasekar informed the District Budget Committee that the next property tax data point will be 4.7%, an increase from 4.0% last fall.

14) **District Council:** Henry Estrada

- The District Council did not meet.

15) **College Council:** Kelly Nguyen-Jardin

- College Council met on Monday, the 10<sup>th</sup>
- Tejal presented the Zero Textbook Cost 2025 Fund Allocation
- College Council meeting schedule was discussed:
  - Starting February 24, College Council will meet once a month on the fourth Monday from 2:00 PM to 4:00 PM, with the second Monday of the month reserved for backup meetings.

- Meetings will include constituent reports as part of the agenda, with a maximum of three minutes per report.
  - Associate Student Government
  - Classified Senate
  - Academic Senate
  - VP Academic Affairs
  - VP Administrative Services
  - VP Student Affairs
  - President
- In his report, President Lopez mentioned that he accepted the Classified Senate's Prioritization list, but he would not hire any positions on the list (24 positions). He also stated that he had granted the request for a one-year temporary English position for the Enlace program, as this position had been vacant for 2 years and the number of students in the program has dropped drastically since the full-time faculty member left.

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

- The report from the VP of Academic Affairs indicates that our headcount has increased from 8,650 to 8,745, a 1.1% rise. The number of sections has grown from 783 to 798, a 2% increase. FTES was 15.5 in 2020 and is currently 13.
- Henry encourages faculty members to read and provide suggestions on the SEM. Faculty who wish to submit comments anonymously can send them to Henry by Wednesday, February 19.
- Regarding fraudulent enrollment, Henry suggests that the district invest in effective technology to prevent it.
- Henry and Grace will attend a conference on AI in San Diego this weekend, and Henry will share the information he learns with the Senate at the next meeting.
- AI Taskforce will meet on Wednesday, February 19, 2pm – 3pm, in Mishra.

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

- The Program Assistant, Donna White, will start next Monday, the 24<sup>th</sup>. We'll ask her to email the Senate her hours and contact info after we meet with her on the 24<sup>th</sup>. Her first Senate meeting with us is on Mar 4<sup>th</sup>.
- We've received more than 3 faculty members who would like to serve on the EOP & S Counselor position. The deadline is this Thursday, February 20 @ 5 PM, and we'll vote on it on Mar 4<sup>th</sup>.

## **VIII. Consent Items**

- A) Professional Development Committee – John Stratton (Nursing & Allied Health)
- B) Spring 2025 Tenured Faculty Evaluations from the Business & Workforce Division
  - a. Melody Barta – Evaluator: Bob Brown
  - b. Bob Brown – Evaluator: Melody Barta
  - c. RJ Ruppenthal – Evaluator: Mike Risso
  - d. Mike Risso – Evaluator: RJ Ruppenthal

## **IX. Action Items**

- A) Screening Committee – Program Coordinator, Umoja-AFFIRM – Vote for 1 – Faculty: Caritha Anderson, Preeti Srinivasan, Harvey Gipson – Senators voted for Harvey Gipson.

- B) Screening Committee – English Faculty – Vote for 3 – Faculty: Sravani Banerjee, Bobby Seals, Sterling Harwood, Sylvia Min, Patricia Tirado, Todd Marvin, Raquel Rojas, Maria Esperanza Outeiriño-Feijoo – Senators voted for: Sravani Banerjee, Raquel Rojas, Maria Esperanza Outeiriño-Feijoo.
- C) Sub-Professional Development Committee Members – Alternate Plans – Henry Estrada, David Hendricks, Eric Narveson, Rahmon Pashtunyar, and Matais Pouncil.

## **X. Discussion Items**

## **XI. Information Items**

- A) Waitlist and Unit Caps – Balamurali (Bala) Kappagantula, Director of Enterprise Application Services, ITSS
  - What are peer institutions implementing?
    - Los Rios CCD: 20
    - CCSF: 10
    - Orange Coast CCD: 30
    - San Bernardino CCD: 20
    - Santa Monica College: 25%
  - Proposed Waitlist CAP at SJCC & EVC
    - Section waitlist cap of 25
    - Waitlist limit: Maximum of 18 units (Fall and Spring) and 10 units (Summer)
    - Implementation timeline: Summer 2025 and forward

## **XII. Announcements & Recognitions**

- Charlie announced Black History Month events
- Binh announced Tet Festival on Thursday 2/20
- Next meeting: March 4, 2025.

## **XIII. Adjournment – 4:55 pm – Dave (1<sup>st</sup>); Eric (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Draft Minutes

Tuesday, March 4, 2025

Mishra Conference Room

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

**Absent:**

**Guest(s):** Matais Pouncil, Angel Fuentes, Mark Bernbeck, Judith Girardi, Andrea Alexander, Victor Garza, Sylvia Min (Zoom), Manuel Gamboa (Zoom), Kimberly Gagante (Zoom), Maryam Farshadfar (Zoom), John Kaufmann (Zoom)

**I. Call to Order – 3:02 pm**

**II. Adoption of Agenda**

Grace (1<sup>st</sup>); Tejal (2<sup>nd</sup>)

**III. Approval of Minutes – February 18, 2025 – Eric (1<sup>st</sup>); Grace (2<sup>nd</sup>); unanimously approved with amendments.**

**Amendments:** Grace provided correction on the ACCC meeting, held on February 27.

**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.*

- Prof. Bernbeck and students from the Automotive Program were featured in a KPIX video newscast showcasing the EVC Automotive Program. Kelly congratulated them.
- Sylvia spoke about her concerns regarding facility fees for her Art 76A portfolio class. She has not had to pay a fee in the previous 8 years.
- Manuel Gamboa – spoke to his concern regarding facility fees, and that families aren't available for student activities before 5:00 PM.
- Maryam Farshadfar has had difficulty for the last 10 years to get her piano tuned for regular maintenance. She receives no budget and has been told to submit the request in SLO Assessments.
- Kimberly Gagante spoke about the importance of the portfolio exhibit and concern about losing it over the \$600 facility fee.

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

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

- Grace and Henry attended the AI Academy the week prior. They learned about using AI in curriculum planning, shared printed report.
- The Maverick training module is ready but has a couple of issues with Program Review and Assessment which is why it has not yet been released.
- Discussed recommendation to add to the curriculum, modify course and new course.
- Proposal to add recommended class size and negotiated class size. On the main

page you would need to justify the class size, while the negotiated class size would be on the Dean's page. VP Pouncil shared the process of negotiating class size.

- Vicki has asked that a process change which will include all your division reps talking to colleagues prioritizing curriculum. With common course numbering there is a large volume, and we are not going to be able to process everything as quickly as we use to.

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

- Our first meeting was held Friday, February 28. We spent part of the meeting affirming what we want to accomplish during the semester. Due to several conflicts over the semester, we only have 3 meetings left. We will do our best to complete our goals for the year during that time.
- There are still one or two bugs that we are trying to fix before we launch fully with Curriqunet Maverick.
- We are also starting to meet and discuss integration with Canvas and what that will look like. We have looked at Gavilan as a model to get an idea of what they are doing for a similar integration.

3) **Institutional Effectiveness:** Fahmida Fakhruddin

- The Strategic Enrollment Management (SEM) - Committee is working to finalize the SEM document and incorporate feedback from governance committees for submission to the Board of Trustees by the third week of March. The focus is closing equity gaps, aligning with AB 928 and Cal-GETC, supporting students services and reducing average number of units for program completion.
  - Program reviews were recommended for Administration of Justice, Anthropology, Library and paralegal. A new program review template for the library is under development. The committee will review and update template questions for instructional, student service, and administrative units as well as resource request forms.
- CurriQunet Maverick transition is pending resolution of the program review module and SAO reporting.

4) **Professional Development:** Binh Vo

- The web agenda for the March PDD will be finalized at the next meeting on March 6.
- There is enough help to have three rounds of 60-minute breakout sessions with the best choice for this to be done completely online.
- The committee has put a pause on additional PDD submissions as they review the budget for funding.

5) **AB 928:** Laura Garcia

- Along with the curriculum committee they put through the last five degrees.
- 28 ADT's were updated with 1 still pending. When Phase 2 and Phase 3 courses come through all degrees will be updated.
- First training with counselors was 2 weeks ago.
- All day retreat March 12 will focus on training all counselors and AAR Staff on outreach on Cal-GETC and common course numbering will be introduced.

6) **AB 1111:** Grace Estrada

- Phase 3 courses have been released. We do not offer 17 of the courses.
- Laura created the EVC CID Crosswalk based on common course numbering.
- Common Course Numbering – 1<sup>st</sup> part all faculty needed to participate in the survey to share what we think should be in the template. Six faculty from the entire community college system will be selected for the convening. Stipend, several hours over 3 days, for the selected faculty
- We are compensating faculty for implementation hours, which is 4 hours, including a hands-on workshop.
- Forty-four of our degrees will be impacted by Phase 2.

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

- Committee met February 24 and approved one, maybe 2 workshops to be offered asynchronously for faculty to attend. A Zoom recording of one workshop will be posted, with higher assessment afterwards.
- Offering breakout session on DVD which will be on the Icon team.
- Discussion on fraudulent enrollment and a few tweaks that faculty can make to their 1<sup>st</sup> week assignments or assessment.
- Working on language for decertification for temporary or emergency hires.
- We update the handbook every spring and will bring that to the Senate.
- We updated the online faculty observation which was approved by the Union and in effect since last spring. We are currently looking to update and align student surveys with the new observation form. This process will take a couple of semesters as it then goes to both college Senates and then the Union.

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

9) **College Budget:** Eric Narveson

- The committee met last week online, a short meeting.
- Received instructions on the AURR (Annual Update and Resource Request).
- The discretionary fund will be \$285,000 this year – last year was \$308,000. Total requested for this year is \$578,336 from 14 departments, down from 19 departments last year.
- Next meeting March 12, open to the public.
- There is no representative from Language Arts, Eric has a dual role as SSHAPE but would be best to have a SSHAPE representative.
- Discussion on rainy day funds and discretionary funds.

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

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

12) **District Academic Senate:** David Hendricks

- Meeting next week at SJCC.
- Looking at hiring practices. Understanding current practices and best practices.

13) **District Budget:** Henry Estrada/Eric Narveson

- Did not meet since last Senate meeting, no report.

14) **District Council:** Henry Estrada



- There is concern about immigration enforcement on campus. Follow these steps – ask to see identification, do not let them in your classroom, direct them to the President's Office or Campus Police.

15) **College Council:** Henry Estrada

- College Council met on February 24
- Updated meeting schedules for 2024-25 and 2025-26 were approved.

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

- Concern about blocking of federal grants such as Pell Grants, Federal, supplemental and educational opportunity grants and federal work study programs which could impact our students.
- Vice Chancellor shared ITTS to deal with bots and fraudulent students. Looking at setting caps on waitlist. Institutional Effectiveness Council also presented they are working with AR and Financial aid to determine if someone is fraudulent. Also looking at Drop for non-payments and keeping a record.
- Goals are to reduce equity gaps, increase new, continuing and returning student support programs, and reduce number of units taken as only 60 needed to graduate. Faculty should look at blocking courses outside of the 9-12 timeframe.

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

- Welcomed Donna White to the Senate.
- Congratulated 5 faculty who achieved tenure: Senator Grace Estrada (Psych), Tina Abraham (Nursing), Michael Cortese (Automotive), Bhawana Mishra (Philosophy), and Manuel Rosas (CADD).
- Thanked Tina Iniguez for leading the Early Alert Program again.
- Thanked Dean Fuentes for providing funding for Henry, Kelly, Tejal, and Nancy to attend the Spring 2025 Plenary.
- Senate Office is moving from Acacia to the Library Building. Donna's office is in LE-212, with Senate Leadership meeting in LE-214.
- Reminded Division Senators to check 2025 Summer and Fall schedules – the Senate Leadership has been told that there would be no cuts to classes.
- Deadline to submit applications for the Stanford Fellowship is April 1. Sravani talked about her experience as a fellow during the pandemic in 2020.

## **VIII. Consent Items**

### **IX. Action Items**

- A) Screening Committee, Counselor EOP – Vote for 3. Faculty selected are Delia Galvan, Tram Pham and Charlie Kahn-Lomax.
- B) Vote for Grace to serve on District Senate, motion approved - Rhamon abstained.

### **X. Discussion Items** (limited to 3 minutes per item)

- A) Academic Senate District Members – Charlie will need to resign her seat as she cannot attend in person. Grace was nominated by Charlie, 2<sup>nd</sup> by Kelly. Motion was moved to Action, Eric (1<sup>st</sup>), Charlie (2<sup>nd</sup>)

- B) Emergency resolution hiring procedure for associate faculty at AP. David spoke to the current policy that part time hiring is the same process as for full-time faculty. Current policy is cumbersome and not currently being followed. SJCC has a resolution, it could be a place for us to start. Recommends minimum qualifications and an initial interview for vetting then put in a pool and how can we keep the pool fresh (current). Senators to review the City College resolution on associate faculty hiring and provide feedback.

## **XI. Information Items**

1. Facilities Policies – VP Andrea Alexander. Currently any event held after 5:00 PM or the weekend is required to pay fees for janitorial at a minimum of 3 hours per union contract. VP Alexander to work on developing a new facilities use policy that allows for more evening events while considering budget and staffing constraints. VP Alexander to create a working group to manage a budget for evening and weekend events on campus.
- A) Student Equity Plan 25-28 – Dean Victor Garza gave a very detailed report showing us NOVA, and the 5 metrics sections. Victor to continue working on the Student Equity Plan and collaborate with various departments and committees to address disproportionate impact on student populations. Dr. Takamoto will help with researching our data. We have not made progress in 6 years. The plan needs to be submitted by October and submitted in November of 2025 to the Board of Trustees.

## **XII. Announcements & Recognitions**

- Eric Narveson to give a lecture on "What is fascism and how does it work?" on March 20th
- Mike - March 13 Eclipse viewing nighttime viewing
- Sravani – book discussion and tea for Women's History month. March 20
- Laura - Grad Fair tomorrow & Thursday
- April 9, building ceremony
- Next meeting: March 18, 2025.

## **XIII. Adjournment – 5:13 pm – Grace (1<sup>st</sup>); Charlie (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Minutes

Tuesday, March 18, 2025

Mishra Conference Room

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

**Absent:**

**Guest(s):** Matais Pouncil, Tejal Naik, Vince Cabana

**I. Call to Order – 3:01 pm**

- II. Adoption of Agenda** unanimously adopted with amendments; Erik (1<sup>st</sup>); Grace (2<sup>nd</sup>)
- Grace moves to remove Item C – AB 1111 Update, as she will include the update in her committee report.
  - Kelly moves to add a CPL (Credit for Prior Learning) report by Committee Chair Juan Gil.

**III. Approval of Minutes – March 4, 2025 – Eric (1<sup>st</sup>); Kelly (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.*

- Sravani Banerjee shared a flyer for Scholarships for Women by AAUW-SJ, deadline of 4/15/2025.

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

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

- ACCC meeting was on Thursday, March 13.
  - New elements to CurriQunet course proposal templates:
    - Negotiated Class size on the Codes and Dates Page
    - Recommended Class Size and rationale/justification on the Units/Hours page
  - Conducted a Maverick Preview and Course Proposal Overview workshop on PDD (March 14). All senators were provided the PDF of the workshop slides via email.
  - Attended ASCCC Curriculum Regional Meeting on Saturday, March 15 in Merced.
    - Materials have been uploaded to the ACCC Canvas shell
    - There will be new elements to the COR based on Title 5 updates
      - Title
      - Student Learning Outcomes
      - Representative textbooks

- Discipline or disciplines assigned to the course (minimum qualifications)
    - Held emergency ACCC meeting to modify courses on the Fall schedule whose prerequisites were impacted by AB1111.
    - Division deans will be asked to prioritize curriculum proposals with only four ACCC meetings left this semester.
- 2) **Student Learning Outcomes:** Rahmon Pashtunyar
- There are ~1300 SLOs in compliance currently. There are 2600 ~SLOs at our school, with about 500 of them yet to be taught.
  - Maverick is not live yet, but hopefully "soon."
  - Three meetings are left for our committee, with our next meeting on March 28th.
- 3) **Institutional Effectiveness:** Fahmida Fakhruddin
- A copy of the full report was provided to all senators.
  - **Umoja Farm Program** Review is deferred to the next cycle, as the draft was not submitted by the deadline due to ongoing employment changes within the program.
  - **Health Science and natural Science Program review** to be broken out as separate programs. Currently costs and cost center are all under Biology and when an AUR is submitted it is difficult to know which of the three Biology programs the costs are aligned to.
  - **Service Area Outcome (SAO and Assessment Reporting Process)** more information will be provided to the Senate as it becomes available after a new SAO Coordinator is confirmed.
  - **Program Review Recommendations:**
    - The committee approved the program reviews for the following areas: Admissions and Records, Financial Aid, Honors, Library and Outreach, Veterans, Division Office Business and Workforce, Division Office Language and Arts, and President's Office.
    - The committee approved the program reviews for the following Instructional areas contingent upon updating outdated courses/certificates and completing outstanding SLO/PLO assessments by Friday, March 28th: Accounting, Administration of Justice, Anthropology, Entrepreneurship, ESL, Ethnic Studies, Family and Consumer Studies, Nursing, Paralegal, Business Administration, Computer Aided Drafting and Design (CADD), and Service Learning.
    - Grace brought up a concern that none of the academic programs passed without contingency. We are having difficulty with part-time faculty are not providing full-time faculty with the SLO Assessment, which is a contractual responsibility.
- 4) **Professional Development:** Binh Vo
- PDD was Friday, March 14, feedback has been positive so far.
  - Next meeting is March 20, and will begin the August PDD. HR is asking for a morning session for mandatory HR Training.
  - No remaining funds.
  - The committee is having membership issues with two committee members consistently absent from several meetings in a row. They have been able to reach quorums so far.
- 5) **AB 928:** Laura Garcia
- Attended retreat for all counselors and A&R Staff to learn what Cal-GETC is. Over the next few years, we will need to guide continuing students on which general education pattern is

best as they will have 3 options. Students starting Fall 2025 will only have one option: Cal-GETC.

- Expecting a memo from Chancellor's office for guidance on AS-T Chemistry. There may be a template that allows 66 units instead of the 60 that has been used. Unsure if we will get the memo in time to update the degree for Fall 2025. We may need to suspend for a year if we don't get guidance in time.
- June 1 is the deadline for the college to sign the memo saying we are compliant with AB 928 and all ADT Degrees are compliant. Once we understand what we will do with Chemistry we could move forward with signing the memo.

6) **AB 1111:** Grace Estrada

- Curriculum leadership will be presenting at a District-level meeting on March 27.
- The Phase II-A in-person template implementation workshop is scheduled for Friday, March 28.
- We are offering 4 hours of compensation for each CCN course template implemented. This includes
  - Working with discipline faculty to determine which local elements of the existing COR to keep.
  - Attending the CurriQunet implementation workshops during which the CCN updates should be drafted.
  - Launching of the course proposals and representing the courses at Tech Review and ACCC.
  - Making any other required changes to the course proposal.

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

- Committee met and started talking about best practices for AI.
- The committee is struggling with membership; 2 members will not be able to be on the committee next year. We are concerned about quorum and have twelve seats on the committee.

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

9) **College Budget:** Eric Narveson

- The committee met last week, for the first time in person this year.
- Fourteen AURRs to review, we only got to 7 of them. The balance will be reviewed on March 26.
- No District Budget meeting since last Senate Meeting.

10) **College Safety and Facilities:** Vince Cabada

- Provided updates on signage. New parking lot signs for speed bumps and stop signs went up in March. Pickleball and Tennis Courts along with the grass field in Central Green and the sand base will start to go up. This is based on feedback and some community members regarding tents and personal equipment being set up for long periods of time when they should be using the reservation system.
- The second campus safety tour was completed, identified fire extinguishers and other signs identifying safety equipment.
- Vince will look into the policy of scooters on campus and report back.

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

12) **District Academic Senate:** David Hendricks

- Discussion of fraudulent students. The discussion has been previously driven by the wait lists

rather than the registration process and financial aid process. ID me is still an issue as student data from high schools and middle schools is being used to create false student profiles.

- The resolution to change the name from Instructor to Professor has now passed both Academic Senate's and the District Academic Senate, so it will be pushed formally at the district level.
- We want to revamp hiring practices as there is currently a mismatch between Administrative Policy and what Deans are actually doing when hiring Associate Faculty.
- Discussion on creating a comprehensive AI Academic Integrity Policy for the district.
- Ongoing concern over the number of sections being cut.
- Discussion on signing off on equivalency at the college level, as it has district-wide implications. Suggestion to have both college senate presidents sign off, but there was no clear resolution.

13) **District Budget:** Henry Estrada/Eric Narveson

- Did not meet since last Senate meeting, no report.

14) **District Council:** Henry Estrada

- Did not meet since last Senate meeting, no report.

15) **College Council:** Henry Estrada

- Did not meet since last Senate meeting, no report.

16) **Credit for Prior Learning (CPL):** Juan Gill

- Met on February 20 via zoom. Future meetings will be on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month from 10:00 am to 11:00 am via Zoom.
- The Mission and Timeline for the committee was established.
- EVC is behind on CPL but we hope to quickly catch up and be up and running by the end of Spring 2026.
- We currently have 12 members and hope to recruit more members from different areas of the college.
- My counterpart at SJCC has been helpful with guidance. We will continue to work with them to establish a program at each college and at the district level.
- We will draft a review chart for faculty to consider offering the 5 different CPL options. We want to build a process to begin helping students now and not wait until Spring 2026.

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

- The board met at SJCC and they showcased their student services program.
- Announced new Vice Chancellor of Educational Services and Planning, Dr. Jeremy Brown. He brings institutional research and also enrollment management experience with him.
- The board will meet April 8 at EVC.
- The chancellor's Office sent a communication regarding 1705, which was provided to all Senators via email.
  - There are many changes in math and English for transfer requirements. Anyone who has graduated from high school will need to start with a transferable course.
  - Laura Garcia requests that Counseling be provided with an updated flow chart by April 26.
  - Laura Garcia suggested that the district super codes need to be removed for proper class placement and avoid bypassing counselors.

- Henry suggests we need to put more resources into tutoring and reducing class size to better assist students to succeed.

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

- Kelly welcomed Judith to the Senate, thanked Tejal for her service, and congratulated Binh and the PDC on a successful PDD on March 14.
- Kelly noted some confusion regarding the process of approving alternate plans and suggested that the PIC begin the process earlier next year. The working lunch session during the March 14 PDD went well. Kelly thanked Binh, Rahmon, Will, Lisa, and Tejal for hosting the session. The topic of an Associate Faculty member holding Senate leadership roles, such as Academic Senate President, was brought up during the session. Kelly asked the Senate to consider the idea, and we will revisit this topic in a future meeting.

## **VIII. Consent Items**

- A. Henry Estrada will be the representative for the Facilities Master Plan.

## **IX. Action Items**

### **X. Discussion Items** (limited to 3 minutes per item)

- A) AP 4020 - Program and Curriculum Development – Melissa Hornstein
- Melissa emailed Senators and a handout was shared. Melissa would like to rewrite the AP to make the process clearer. It was discussed that this has to be worked on with SJCC as we are a multi-college district. Melissa to bring back AP 4020 Program and Curriculum Development for further discussion at the next meeting.
- B) Institutional Review Board (IRB) EVC Co-chair at District-level – Grace Estrada
- SJCC has a co-chair, we need someone to step up from EVC, they would need IRB training. Meetings are as needed.
- C) AB 1705 – David Hendricks
- Challenges posed by AB 705 and AB 1705, which have eliminated many developmental courses in math and English. Concerns about students lacking necessary skills for college-level courses, particularly in calculus and English composition. What are potential solutions, including supplemental instruction, non-credit options, and support services like tutoring and online learning modules. There is the need for compliance with state law while still finding ways to support struggling students. David will continue gathering input on AB 705/1705 implementation challenges and potential solutions.

## **XI. Information Items**

- A) Review updates to DE Handbook – Tejal Naik
- Updates to the DE handbook, including new emergency hire procedures for online teaching. New or emergency hires can teach online for one semester if they have basic online training, while concurrently taking EDIT 22 for certification. Reviewed regulation updates and discussed proctoring software for online courses.

## **XII. Announcements & Recognitions**

- Grace - tech review for curriculum, twice faculty did not show up. Pay attention to your email or proposal goes to end of the stack. Senators should make this announcement at their division meetings.
- Tejal - PDD, AI session, 80 attendees.
- Shirvani- 3/20 book discussion with tea and cookies.
- Mike - Arrow Club soldering workshop 1:45 March 20
- Erik - What is Fascism - 2:00 3/20 MS102 and via Zoom, March 20.
- Kelly – Kudos to VP Willis and Student Services for Grad Fair. Kudos to Rahmon for food distribution.
- David - 3/26 - Importance of Women's Rights.
- Laura - 75 students indicating graduation but did not petition. This Friday is the deadline for petition.
- Henry – some faculty didn't submit the SLO reports and Census reports on time.
  - Steve Wozniack was the commencement speaker in 1997, possible request for upcoming 50<sup>th</sup> commencement.

**XIII. Adjournment** – 4:57 pm – Dave (1<sup>st</sup>); Charlie (2<sup>nd</sup>)





# Evergreen Valley College

## Academic Senate Minutes

Tuesday, April 1, 2025

Mishra Conference Room

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

**Absent:** Judith Girardi

**Guest(s):** Tejal Naik and Nasreen Rahim (in person), Matais Pouncil and Steven Mentor (via Zoom)

### I. Call to Order – 3:01 pm

### II. Adoption of Agenda unanimously adopted with amendments; Grace (1<sup>st</sup>); Eric (2<sup>nd</sup>)

- Rahmon Pashtunyar via Kelly makes motion to add to discussion the ability to add a second at-large committee seat for SLOAC.

### III. Approval of Minutes – March 4, 2025 – Eric (1<sup>st</sup>); Grace (2<sup>nd</sup>); unanimously approved with amendments;

- Minor edits from Laura Garcia on AB 928.
  - Attended retreat for all counselors and A&R Staff to learn what Cal-GETC is. Over the next few years, we will need to guide continuing students on which general education pattern is best as they will have 3 options. Students starting Fall 2025 will ~~not be impacted~~ only have one option: Cal-GETC.
  - Expecting a memo from Chancellor's office for guidance on AS-T Chemistry. There may be a template that allows 66 units instead of the 60 that has been used. Unsure if we will get the memo in time to update the degree for Fall 2025. We may need to ~~deactivate~~ ~~suspend~~ for a year if we don't get guidance in time.
- Minor edits from Rahmon Pashtunyar regarding SLOAC numbers.
  - There are ~1300 SLOs in compliance currently. There are 2600 ~SLOs at our school, with about 500 of them yet to be taught.
  - Maverick is not live yet, but hopefully "soon."
  - Three meetings left for our committee, with our next meeting on March 28th.

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

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- Dave Hendricks – work was done last Friday on updating common course numbering and it went beautifully, and the guidance and format was appreciated. Many thanks to Grace.
- Sravani Banerjee acknowledged the work done by Sylvia Min and those that participated in Women's History month, Sylvia is an excellent coordinator.
- Grace Estrada – there is discussion that one of our PD days be set aside for collaboration on SLO assessments, so that associate faculty can join as they are not required to attend division meetings. This is with the PD Committee.

- Sravani discussed the English Department having a retreat off campus on a PDD. The English Dept has 9 full time faculty and about 25 associate faculty.
- Tejal – there was no physical quorum; she proposed a workaround for compliance in DE Committee Meetings with a proposal for a HyFlex meeting structure. They have four vacant seats, 2 would be able to attend online under the HyFlex module. This will be moved to a future meeting for further discussion.

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

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

- Most recent ACCC meeting was on Thursday, March 13, 2025.
  - Discussed mirrored courses – adjust SLOs?
  - Also discussed similar courses between COMSC and CIT -> meeting with deans and faculty to reduce potential student confusion.
- Courses that are not compliant will not be offered – Vicki will provide a report of courses that will lose compliance in the 2025-2026 and 2026-2027 academic years.
- We are prioritizing curriculum review and improving process by efficiency.
- Division deans will be asked to prioritize curriculum proposals with only three ACCC meetings left this semester.

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

- Met March 28, most of the meeting was spent on what materials need to be brought up-to-date, what needs to be brought over, what we can have ready to go when QurriQunet is ready.
- CurriQunet update – we are their number one priority, they just finished a merger and will be focusing on us. I received notification on Monday that they found the bug and have a fix, it is now in sandbox, and I will test in the next couple of weeks.
- SLO Compliance, I am comparing 2024 to 2025 and making a list of classes where there is no SLO report and reaching out to faculty. If there is no response after a week I will be seeing the Dean of that department. We are currently at 60% in compliance with SLO's.

### 3) **Institutional Effectiveness:** Fahmida Fakhruddin - no Report

### 4) **Professional Development:** Binh Vo

- The English Department has requested August 21, to have a retreat. I am researching now and there is no language in the AFT Contract that would bar this. Next step is for the Coordinator, Liza Kramer, to submit a proposal to the PDD. I hope to have this by our next meeting to discuss for the fall. This would be a division decision, not a Senate decision.
- It was appreciated that Grace, Henry, and Rahmon showed up at the last meeting for public comment and guidance.
- We have an issue with attendance and participation which Kelly's guidance is appreciated.
- There is no more funding for future requests.

### 5) **AB 928:** Laura Garcia

- AB 928 says Cal-GETC should be student facing by fall 2025. The district has not updated the technology to add a "hyphen" so that courses can be properly read, **Cal-GETC:3A**. VP Pouncil has reached out to the district twice with no response. Grace and Laura presented to Vice Chancellor

Edwin and her team last week on AB 1111, but we think they did not understand the issue. Ruth Villaseñor at the Technical Committee suggested that pressure needed to be put on the district from elsewhere. We are asking the Senate to assist.

- VP Pouncil shared that Laura has been working on this since October, and that the district has been aware since that time with no response. VP Pouncil congratulated Grace and Laura on their successful update to the District Office on AB 1111.
- The South Bay City's Articulation Officer and I have worked to update AP 4100, our district policy on the minimum requirements to receive an AA degree. There have been changes since last year's revision. As we finalize this update, what is the next step? Henry advised working the SJCC, running it through both Senates and then sending a resolution over to the Chancellor's office.
  - The revision is to the requirement that students have a C or better in the Golden 4, with flexibility in the other courses. Our understanding had been that the entire CSU and UC systems were reverting to C or better for everything. The CSU systems will still accept D grades in some courses. We want to revise our AS program to allow for D grades, still holding on to the Golden 4 with a C or higher.
- CSU is not adopting Cal-GETC. If you start at a CSU as a freshman, you can follow the old CSU GE pattern indefinitely. Transfer students can only use Cal-GETC.

6) **AB 1111:** Grace Estrada

- Curriculum leadership presented at a District-level meeting on March 27 – recognized the huge amount of work required to comply with the state mandate.
  - Grace recognized Laura, Rahmon and Vicki for their work.
- The Phase II-A in-person template implementation workshop was held on Friday, March 28 – ART (2), ECON (2), ENGL, HIST (2) - Thanks to Laura, Rahmon, and Vicki.
- CCN Pre-convening Surveys available until April 15.

- |                                  |                               |
|----------------------------------|-------------------------------|
| 1. Accounting                    | 2. Administration of Justice  |
| 3. Art History                   | 4. Biology- Microbiology      |
| 5. Human Anatomy and Physiology  | 6. Business                   |
| 7. Chicano/a Studies             | 8. Child Development          |
| 9. Communication Studies         | 10. Early Childhood Education |
| 11. English As a Second Language | 12. History Courses           |
| 13. Kinesiology Courses          | 14. Mathematics               |
| 15. Philosophy                   | 16. Political Science         |
| 17. Psychology                   | 18. Sociology                 |

7) **Distance Education (DE):** Tejal Naik – no report, did not have quorum

8) **Campus Technology:** Steven Mentor

- Four goals this year for CTC. All agenda items are linked to the four goals.
- I have been working with the campus researcher, we have completed the CTC AI Survey of EVC students which will go live next week, [Qualtrics Survey | Qualtrics Experience Management](#) We will need faculty to help, maybe give extra credit for students to complete.
- Proposed April 11, for Artificial intelligence Summit for faculty.
- Budget requests, \$0 for funding this year. Waiting to see the requests that have come into VP Alexander so they can get a sense for next year what was requested and costs.
- No training has been conducted for faculty this year on cyber security. We are waiting for the district technology to move on this, as it is fairly inexpensive.

- Technology plan, we have data from the district's technology consultants from last year. SJCC kind of put something together, it is very minimal, but we have no funds for this.

9) **College Budget:** Eric Narveson

- Our last meeting was March 26, in person. We completed the remaining AURR's, which have now all been given ratings. We have created a document with pros and cons which we will present to the college council with our report.
  - There is confusion about what to fill out and what to do. There is conversation about creating a Canvas page for the Budget Committee to help them fill out the AURR. Tejal is assisting with this. It would help faculty, but what about classified and administrators.
- We have received Program Reviews from Library and Language Arts, about half of what has been screened out. We should get more later this week. We are on task and on time.
- Remaining meetings are April 9, April 23 and May 14. If needed, we may be able to have an additional meeting.
- \$285,000 in funding, we keep 10-15% as a cushion so that funds are available if the estimated cost of the approved request fluctuates. We should have our report out at the end of the month showing what has been awarded. Asking Dean's and requestors to indicate what is mission critical, as 3 times more requests than funds available have been received. We are looking for alternative funding for some requests.

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

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

12) **District Academic Senate:** David Hendricks

- Our next meeting is next Tuesday on our campus.

13) **District Budget:** Henry Estrada/Eric Narveson

- The last meeting was March 27.
- Chancellor Edwin talked extensively about his new agenda which is broken into four big tasks. Administrative Operational Excellence, started last December running through September this year.
  - He is looking at how the district operates and trying to address overspending, such as phone bills, power bills, and legacy contracts. Next year he will be looking at the fiscal side of Police and HR Departments which are at the district level.
  - Second on his list is enrollment management; reducing waitlists, dealing with bots, looking into room scheduling software and an analysis of drop for nonpayment. This will run from May of 2025 to October 2026.
  - Academic Program Revitalization starting October 2025 through fall 2026.
  - Alternative Revenue Options (non-academic), private grants, facility revenue, naming rights.
- Property tax 3.5%, CalPers went up 0.3%, insurance premiums are about 10%-15% higher. International student money is ~million dollars as is the Sabbatical budget.
- Dave Hendricks asked if the district office was looking into their costs, which are not on the list and were raised as a concern.

14) **District Council:** Henry Estrada

- We contributed to the updating of the Bylaws, Policy and Procedures and General Institutional Critical Reviews.

15) **College Council:** Henry Estrada

- Victor Garza gave a report on the Student Equity Plan.
- Fahmida gave a presentation on the twenty-two Programs that were up for approval, 10 were not yet approved, contingent on completing SLO's. Henry will be getting the word out to faculty that this is part of their duty to complete.
- Data analysis of fraudulent students at both colleges. 77% of the students involved are in fully synchronous courses, especially those not requiring prerequisites. SHAPE is hit the hardest. They are looking at the new Drop for non-payment Policy which was recently revised, along with other possibilities.

16) **Credit for Prior Learning (CPL):** Juan Gill

- Thank you to those present for their hard work in the CPL process.
- There is an issue with AP4235 which is policy and has been submitted to the district for review with no response yet. Emails were sent to the Administrative Procedure Committee at the district and to both VP's of Academic Affairs.
  - Provisions were prepared in 2023, reviewed by SJCC before the end of 2024, also reviewed by each Academic Senate and colleges before the end of 2024, with an email sent to the district as a follow up on December 3, 2024. We are now asking the Senate President to assist with this.
- We have started to draft the policy implementation for EVC, which is on target to be completed by the beginning of May. We have formed work groups from Counseling, AR, discipline faculty and the Veteran Center with each group tackling an area of the draft and I will meet with each group individually.
  - We will have EVC review the draft and invite feedback from SJCC before it is sent to the district.
  - We will have breakouts at the fall PDD so we can get additional feedback and hope to implement by the end of fall.

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

- Recognized Laura Garcia and Grace Estrada for their excellent presentation at the District. Positive reviews from the Chancellor and President. Great work to the team.
- The task force on AI will come out tomorrow.
- President Lopez wants us to continue the Strategic Enrollment Management Plan and work with the District Budget committee so that we have as much completed as possible when the new Vice Chancellor comes on board. VP Pouncil asked me to Chair the remainder of the meetings through the end of the year.
  - Meeting with new researchers tomorrow so we can put more emphasis on data driven aspects of enrollment management.

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

- We have an At-Large Senate seat open, nominations are due today by 5:00 PM, we currently have one nomination. If no additional nominations come in we will add as a Consent item on May 6.

- We do need to form an election committee, although I don't anticipate that we will need an election. Thanks to Charlie, Sravani, and Rahmon, for volunteering for this committee.
- Pleased to announce that Sravani will continue to serve as Senator representing Language Arts for the next two years. Congratulations and thank you.
- Eric and Dave are working on filling the seat for SSHAPE. The deadline is Friday, and there is currently one nominee.
- Laura and Michael, please do the same for your division so we can make an announcement at the May 6 meeting. STEM also needs to follow this process.
- Binh's seat is up for Associate Faculty. Per Senate Bylaws, the election shall be the 1<sup>st</sup> week of the fall semester or in early September. The election is done this way to ensure the Associate Faculty has a teaching assignment for the academic year.
- I will share data in May on the numbers of sections and classes offered in summer and fall 2025 compared to 2023 and 2024.
- Today is the last meeting in April due to Spring Break.
- Curriculum timeline takes too long, we need to work on this. The average is 18 months to 2 years.
  - Laura explained that she is only allowed to submit to the UC system once a year.
  - Grace shared that they are looking at combining the Dean's review and the Division's review, with the Dean's attending the curriculum review. More communication and reminders to work on a handbook as well.

## **VIII. Consent Items**

## **IX. Action Items**

- A. Screening Committee for English (Enlace) – Vote for 2
  - 14 votes, Mirella Burton and Liz Eckford were selected.

## **X. Discussion Items** (limited to 3 minutes per item)

- A. AP 4020 – Program and Curriculum Development – Melissa Hornstein
  - Would like to rewrite AP 4020 so that it shows who is supposed to do what, when, in what order and what happens next, as shown in the flow chart provided from her previous college to the Senators at the previous meeting. This project was undertaken to avoid programs just for the sake of a grant, but that had low enrollment and offered little value. Grace's work on program viability ties in well with AP4021 at Hartnell, using the same personnel for both projects.
  - Next step is a committee or task force to make the flow chart and a process that works. There is an agreement that this work should be done at EVC then brought up to the District Senate and back down to SJCC.
  - Motion by Melissa to merge the two committees, 2<sup>nd</sup> by Grace.
    - Members to include Melissa, Grace, Eric, Dave and Tejal.
- B. Cal-GETC – Ethnic Studies – Laura Garcia
  - Articulation officers are asked to bring a resolution to the Spring Plenary and hoped to vote yes. The resolution is saying that we want the State to put in a rule that says, if our ethnic studies course is articulated to a CSU or UC course that is approved for the ethnic studies general education area by default ours should also be approved. It should not be denied. We are currently being held to a higher standard. Dave and Eric will be voting for us at the Plenary.
- C. Criteria for Program Viability Review – Grace Estrada
  - Connected to Melissa's topic, in exploring other colleges only one had a timeline. The suggestion is the committee meets for 3-5 months for an overview of the process and collect data, followed by a

meeting with program leads. It would be about 5 months to do the analysis and collect data. We want this to be time bound.

- We need to make processes efficient as we build them, as there may be different timelines needed for grant requests.

D. SLOAC Committee Member Seat At-Large – Rahmon Pashtunyar

- At the end of 2024 the counseling position on the committee ran out of their term, it has been vacant since that time, even after reaching out to Dean Garza on January 8. Can we turn this into a second at-large seat? Henry advises we would need to change our bylaws to approve this request. Charlie will ask at the next division meeting and work to get a representative. Eric advises that if they cannot get a representative the Senate could go out to the full faculty and ask for someone to sit in on behalf of that division without converting the seat to at-large.

## **XI. Information Items**

- A. SWF Round 8 Spend-down Plan – Angel Fuentes – not present, tabled for future meeting
- B. Cal-GETC Ethnic Studies Courses – Laura Garcia. Motion from Kelly to remove from agenda as duplicate item, 2<sup>nd</sup> Laura
- C. Digital Literacy (DLIT) Certificate – Tejal Naik and Nasreen Rahim
  - A. The DLIT was developed by the Educational Instructional Technology Department through a grant from the California Apprenticeship Initiative Care Grant to address the need of foundational digital skills.
    - A. Certificate of competency 8 Units, with eight 1 Unit courses. Two paths, credit and non-credit. Three to four weeks per course.
    - B. Potentially could be used for PDD with Senate approval.

DLIT 101/501 – Introduction to Digital literacy

DLIT 103/503 – Microsoft 365

DLIT 105/505 – Virtual Online Conferencing

DLIT 110/510 – Introduction to Google Apps & Adobe PDF

DLIT 102/502 – Basic Computer Devices

DLIT 104/504 – Intro to Online Learning

DLIT 107/507 – Mobile Devices

DLIT 111/511 – AI Basics for Digital Literacy

- D. Faculty contribution for scholarship – Henry Estrada. Will be looking into funding, Henry will send an email.

## **XII. Announcements & Recognitions**

- VP Pouncil - acknowledge William Schultz, the coordinator of our Honors program and his hard work, along with Eric Narveson on his lecture.
- Grace – Curriculum Institute is in July in Ontario, CA.
- Mike - apologizes for the soldering event at the same time as Eric's speech.
- Sravani - Instructor Conference next year end of July in Spokane, WA and it counts towards training.
- Henry – District Senate meeting at EVC on 4/8, followed by the Board Meeting and EVC showcase.

## **XIII. Adjournment – 5:07 pm – Grace (1<sup>st</sup>); Charlie (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Minutes

Tuesday, May 6, 2025

Mishra Conference Room

**Present:** Henry Estrada, Kelly Nguyen-Jardin, David Hendricks, Juan Gil, Sravani Banerjee, Melissa Hornstein, Michael Masuda, Nancy Lin, Eric Narveson, Charlie Kahn-Lomax, Grace Estrada, Binh Vo, Rahmon Pashtunyar, Maria Esperanza Outeirino-Feijoo, Judith Girardi

**Absent:** Laura Garcia (called in for Action Item)

**Guest(s):** Tejal Naik, Matais Pouncil, Robert Gutierrez, Antoinette Herrera, Angel Fuentes, Sam Ho

**I. Call to Order – 3:05 pm**

- II. Adoption of Agenda** unanimously adopted with amendments; Charlie (1<sup>st</sup>); Sravani (2<sup>nd</sup>)
- Henry requested to remove AI from Action, defer to next meeting.

**III. Approval of Minutes – April 1, 2025** – Grace (1<sup>st</sup>); Rahmon (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.*

- Eric Narveson, re-elected to Senate by his division (SSHAPE), Fall 2025 – Spring 2027.
- Sravani –regarding the Advisory Board for the Women's and Gender studies. The AAW partnership was just renewed which opens up \$6 Million in scholarships, grants and free webinars for all EVC students. Sravani thinks we should increase the reassigned time to 40% for the coordinator.

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

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

- Last ACCC meeting will be on Thursday, May 8, 2025
  - 21 items on the agenda (3 course updates, 11 new courses, and 7 programs).
  - Draft of four-chapter ACCC Handbook with 5 appendices completed and will be reviewed by ACCC members.
- Courses that are not compliant will not be offered – Vicki will provide a report of courses that will lose compliance in the 2025-2026 and 2026-2027 academic years and sent to deans by the end of May.
- ACCC Chair will provide a report to College Council on May 12.

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

- Currently at 79% SLO Compliance.
- Will be reviving the 100% club, hopefully in time for the last president's report/Council Meeting.
- During the last SLOAC Meeting, the committee voted to advocate for the postponement of CurriQunet Maverick to August, before the semester starts, as it is too late in the semester.



- The committee also voted to be included in conversations with their relevant Deans, generally when monthly reports are being given.
- SLOAC Coordinator position has not been reaffirmed yet, but will likely be after the next meeting.

3) **Institutional Effectiveness:** Fahmida Fakhruddin

- The program review for the Library Division Office's administrative program is currently on hold. This pause is due to the absence of a permanent Library Dean and recent organizational restructuring, which has placed library services under different deans (Robert Gutierrez for core library functions, Antoinette Herrera for tutoring/learning). Instructional program reviews for the library are not affected by this hold.
- Results of the 2024-2025 Program Review Feedback Survey were reviewed. A 54% participation rate was achieved (13 out of 24 program reviews). The compiled report includes quantitative data, such as charts on the ease of completion, and qualitative suggestions for improvement.
- The 2025-2026 program review timeline was approved. It will be updated to incorporate the distribution of SLO/curricula status reports to authors within the late May and late August communications.
- The committee reviewed its goals for the current academic year. Three goals have been successfully fulfilled, and one remains in progress.
- The committee has completed its annual self-evaluation.

4) **Professional Development:** Binh Vo

- The committee is planning the Fall 2025, PDD and has a draft web agenda.
- The committee pushed out the session proposal form last Friday and would like to receive the submissions to vote on by the last committee meeting on May 15. At this meeting the committee will reflect and vote on the request on the 2-hour Collaboration and Reflection on Data event, which has come from various public comments; Rahmon, Grace, and Henry. This request is currently scheduled for Friday PDD 8/22 for 2 hours, right before lunch. It is hoped that the request is approved.
- The committee would like to request an increase in funding from the President's Office next year as seven requests have come in since this year's budget was depleted a month ago.

5) **AB 928:** Laura Garcia – no report

6) **AB 1111:** Grace Estrada

- Final surveys are sent and faculty have been contacted.
- Reminders will be sent as it can be confusing with the 3 different existing surveys.
- We are way ahead of many colleges. Phase 1 is completely done, and Phase 2 will be done by this Thursday.

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

- The committee has three goals for the academic year; policy for generative AI, updating student surveys for online classes, and creating asynchronous training.
  - Refresher training requirements have been approved.
  - With so much happening in AI there will be one grade book and then one offered in the summer so faculty can stay synchronous. This should help faculty complete any missing hours with 2 hours offered in the summer.
  - Eligibility is going well using Canvas for faculty to submit evidence.

- Distance Education in the fall with topics to include AI and 2 sessions on saving Zoom recordings.
- 8) **Campus Technology:** Steven Mentor – no report
- 9) **College Budget:** Eric Narveson
  - Approximately \$268,000 of the \$285,000 was allocated based on the method of evaluating AURRs and program reviews. A reserve was kept for an increase in prices since the requests were made last fall.
    - This budget was presented to College Council, which is required of the Budget Committee, for its first reading. There were no questions so it will go to the next College Council meeting for approval.
- 10) **College Safety and Facilities:** Vince Cabada – no report
- 11) **Student Equity:** Victor Garza – no report
- 12) **District Academic Senate: David Hendricks**
  - Several big items have been completed since the April 8, meeting. This includes sign-offs by area experts, Academic Senate, President from the hiring college and the District Academic Senate President for the equivalency forms.
  - Works still needs to be done on aligning hiring procedures for associate faculty to align with administrative policy due to a current mismatch between the two.
  - Special Assignments which originates out of SJCC due to a concern that there is no collegial consultation on special assignments where faculty were administering educational programs which falls under the 10 plus one. There is a request that each Senate start talking about special assignments and the role the Senate should play under collegial consultation, especially where they directly affect academic programs.
  - Two resolutions that came out of ASC Plenary were approved -
    - SJCC Mark Branum endorsed creating an AI Toolbox, similar to the CSU system.
    - Preston Pipel advocated for pay parity between lab and lecture assignments
  - Laura Garcia's request that we endorse the resolution as triple C about the CSU campuses accepting Ethnic Studies under the Cal-GETC agreement was passed by 3 votes.
  - Dual enrollment was discussed as the District Senate has not been approached on this issue but it does fall under educational program development the district should include faculty for the collegial consultation in how that program is being put together regarding the appropriateness of faculty and material taught. Both campuses need to think about this and our role.
- 13) **District Budget:** Henry Estrada/Eric Narveson
  - The committee met May 1, looking at an upcoming budget that should come out on May 15, with the committee able to review May 13 or May 14. The committee will meet on May 15, to go over 4<sup>th</sup> quarter report.
  - The district is looking at cutting costs and is looking at high cost of printers based on usage. There may be up to 50 copiers/printers in the District Office. Looking at scaling down and efficiency. They are also looking at the Fresh and Natural contract at both campuses.
  - Head of the Foundation, Amy Pizarro gave a report on the status of the foundation when she was hired last summer. The District is keeping the foundation afloat by putting money into it, ~800K per year. We are two years into a five year plan, where Amy will have control of three years, she plans to have the Foundation able to pay for itself and more. Eric will invite her to the Budget Committee in the Fall and explain how our process works and build a relationship by being on their agenda so perhaps we can provide input for supplemental budget requests in the future.

#### **14) District Council: Henry Estrada**

- The District Academic Senate President had a conversation with the Chancellor about dual enrollment and the way we need to think about incorporating faculty perspective into this program.

#### **15) College Council: Henry Estrada/Kelly Nguyen-Jardin**

- All but six program reviews have passed.
- The Vice chancellor of Technology shared that the measures they have put in place seem to have limited the number of bad actors with summer enrollment. There have not been a lot of faculty complaints regarding waitlists. The new process requires more interaction to enroll. There will still be drops for non-payment, but caps are in place.
- The Participatory Governance Handbook was approved. The handbook will let everybody know who the governance committees are and what their involvement is.

#### **16) Credit for Prior Learning (CPL): Juan Gil**

- Board Policy AP4235
  - City has initiated conversations with the Chancellor's office to regain attention to this matter.
  - The Chancellor mentioned no board vote may be necessary.
- Resources are required in the following areas:
  - Course Articulation – Must be done through the MAP system (funding will depend on list of courses articulated). This can begin as soon as May and carry through the summer.
  - Starting with JSTs
  - Enrolled Veterans (provided by Veterans' Center)
    - 2019-2020: 263
    - 2020-2021: 203
    - 2021-2022: 218
    - 2022-2023: 146
    - 2023-2024: 211
    - 2024-2025: 210
  - Total: 1251 students since fall 2019 could have been evaluated for a CPL option.
- Veterans' specialist has begun uploading JSTs to MAP site.
  - Existing 40 courses with "CPL" or "CBL"
- CPL has to be reworked entirely to reflect the specific type of CPL option being offered
  - All classes in the catalog must be considered for CPL & articulated
- CPL coordinator must meet with faculty to seek their approval.
  - Once the CPL process is established, the Coordinator will supervise each and every CPL application.
- CPL must be evaluated for every educational plan.
  - The coordinator is working on funding options
  - RJV – 42,000 for 2 years. Working with Cabrillo College
  - Mini-PRT (Partnership Resource Team) – 100,000 for 1 year with College of the Canyons
- College Catalog Updates
  - Evaluating possible updates for the 2025-2026 Catalog.
  - The coordinator will seek to rearrange CPL Options under one drop-down Menu.

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

- Met with the new Vice Chancellor of Educational Services and Planning and discussed enrollment management.

- After feedback from faculty an additional role has been added to the plan to support career education as it is prominent in Vision 2030 which addresses going after non-traditional students. Prior Learning will have a big role as well.
- Received feedback from Tejal on the guidelines for AI and teaching and learning so we will move this to action at the next meeting and provide the document for Senators to review prior.

**VII. Academic Senate Vice President's Report – no report**

**VIII. Consent Items**

- A. At-Large Senator – Tina Iniquez (Spring 2027)
- B. Distinguished Faculty Award Announcement - Rahmon Pashtunyar and Steven Mentor

**IX. Action Items**

- A. AI Policy – tabled
- B. AP 4100 – Laura Garcia - We have made revisions to align our policy with the CSU systems; changes start Fall 2025, listed below. Eric 1<sup>st</sup>, Charlie 2<sup>nd</sup>, unanimously approved.
  - A broader definition of how students can maintain continuous enrollment. It will allow students to use any attendance at a community college or UC to maintain their catalog rights.
  - Allowing D grades for our local degrees to align with the CSU system.
  - Provides stability around math courses and what qualifies as general education. We will allow vocational degrees to have more flexibility.

**X. Discussion Items (limited to 3 minutes per item)**

- A. DE Handbook – Tejal Naik – move to Action next meeting.
- B. Resources for New Hires – Rahmon Pashtunyar
  - Improve onboarding experience for new hires (adjuncts, tenure-track faculty, classified staff).
    - Reduce confusion and workload during first semesters.
  - Technology challenges
    - Inconsistent and confusing classroom tech.
    - Lack of instructions or signage for equipment, comparison with SJSU's clear signage and guides.
    - Suggestions: Laminated user guides, clear signage, centralized tech resource list.
  - Printing and access issues
    - Unclear printing procedures
  - Adjunct center underutilized, access requires key fob request, access barriers for adjuncts.
  - Faculty responsibilities
    - Lack of clarity on non-teaching duties.
    - Need for a simplified guide (5-10 page "New Hire Handbook"), distributed at orientations, PD days, and dean's offices.
  - Mentorship and orientation
    - Inconsistent mentorship programs and a need for practical orientation sessions.
  - Final thoughts and next steps
    - Support for creating a concise new hire guide
    - Improve signage and tech support visibility
    - Explore mentorship options for adjuncts
    - Re-evaluate current orientation processes

**XI. Information Items**

- A. EEO & Diversity Plan Implementation Update – Sam Ho

- Title 5, Section 53003 mandates each district to maintain a district-wide Equal Employment Opportunity (EEO) and Diversity Plan.
    - Ensures compliance with non-discrimination laws and supports diverse representation to better serve students.
  - Each district must have a Diversity Advisory Committee with representatives from all four constituency groups. President Henry Estrada has recently attended several meetings.
  - The current EEO Plan, approved by the Board of Trustees in June, is in its second year, focusing on training.
    - Training topics include diversity, equity, inclusion, anti-racism, accessibility, and intersectionality.
    - Trainings are planned for Fall, Winter, and Spring Professional Development Days (PDDs).
  - EEO Representative Training is being promoted.
    - EEO reps serve on screening committees to ensure fair and lawful hiring practices.
    - Goal: Train 30–100 reps to support approximately 100 annual hires across faculty, administration, and classified staff.
  - A district-wide EEO Diversity Climate Survey is planned for Spring to assess progress and identify areas for improvement.
  - Affinity groups and the committee collaborate on board resolutions recognizing cultural heritage months and awareness initiatives.
    - Examples include Pride Month, Asian Pacific Heritage Month, Latinx Heritage Month, and others.
  - Emphasis on continued input and collaboration to uphold district values of opportunity, equity, and social justice.
- B. AB1705 – Deans Herrera and Gutierrez AB 1705 Overview:
- Focuses on equitable placement, support, and completion in transfer-level English and math within students' first year.
  - Standardized testing eliminated; guided self-placement tools developed, including ESL and noncredit options.
  - Funding and Implementation:
    - Evergreen received \$421K in 2023 (usable through 2027) to support AB 1705 initiatives.
    - Funds used for activities like English Communities of Practice and math faculty retreats.
  - English Department Initiatives:
    - Co-requisite model (community-centered learning) continues.
    - Shift in focus to English 1C due to increased demand and curriculum changes (AB 928, AB 1111).
    - Faculty compensated for collaboration and data analysis using AB 1705 funds.
  - Math Department Initiatives:
    - Developed Math 20 (College Algebra for Liberal Arts) and revised placement tools.
    - Removed prerequisites for same-track students per AB 1705.
    - Counseling feedback integrated into placement tools.
  - Summer Academies:
    - 20-hour programs in English and math with team-building and active learning.
    - Includes grab-and-go lunches and a graduation ceremony.
    - New counseling component added to develop 1-year education plans before fall.
  - Counseling and Support Courses:
    - Counselors encouraged to promote support labs for gateway courses like calculus.
    - Strategic enrollment planning includes early success in key courses to support timely program completion.
  - Reporting and Planning:

- Ongoing data reporting to the state.
  - Feedback and suggestions welcomed for integration into the enrollment management plan.
- C. SWF Round 8 Spend-down Plan – Angel Fuentes
- Concurrent Enrollment Pilot:
    - Career Planning 13 course offered to 8th graders at Mt. Pleasant Elementary School District.
    - Pilot was successful and engaging, with students presenting final projects on career paths, salaries, and educational timelines.
  - Strong Workforce Program Overview:
    - Annual update provided on how Strong Workforce funds were allocated and spent.
    - Funds must be used or forfeited by year-end; all requisitions were due by April 30.
  - Program Purpose and Structure:
    - Supports Career and Technical Education (CTE) programs.
    - Funded at the state level (~\$240M), split 60% local and 40% regional.
    - No direct student aid allowed; funds used for classroom equipment, technology, curriculum development, and professional development.
  - 2023 Funding Highlights:
    - Evergreen Valley College received approx. \$1.2M in local funds.
    - Additional allocations made to departments including Nursing (\$102K), Language Arts & Library (\$118K), Science & Engineering (\$92K), and Marketing.
    - Investments included equipment for CAD, automotive, and other CTE areas.
    - Annual funding is consistent (~\$100K+), with spending tracked from October to September fiscal year.
  - Future Outlook:
    - Anticipated 90% funding allocation for next year due to potential state budget cuts.
    - Continued legislative authorization of the program is pending.
    - Departments will be contacted in early 2025 to propose new funding uses.
- D. Online Bookstore – VP Alexander.
- Summer adoptions were delayed due to IT issues and outdated faculty records (some dating back to 2018). A manual collection of summer adoptions was completed via area deans. The Fall book adoption portal will be released shortly; faculty will receive a link and instructions.
  - Portal and Process Updates. The new adoption portal uses VitalSource and is accessible via EVC credentials. Only faculty with scheduled classes for summer or fall will see relevant courses at this time. The Portal includes how-to videos, FAQs, and a toll-free support number (available 24/7).
  - Website and Support; the EVC Bookstore website has been updated with adoption process info and student FAQs. Additional support materials and documents will be uploaded. Select faculty and admin assistants have been given early access to assist others.
  - Portal link instructions will be sent out once the website is updated. The focus remains on completing book and course material adoptions before addressing merchandise or other items.
- E. Printer Update – VP Alexander
- The district is addressing budget deficits and reviewing high-cost areas, including printing. EVC has the highest number of printers in the district, many of which are underutilized and costly.
  - Some printers cost over \$100/month to maintain but are used for less than \$20 worth of printing. Many printers are oversized for current needs, especially post-COVID with reduced printing.
  - We are transitioning to a new vendor and downsizing printer models to reduce costs. New printers will be smaller, more efficient, and cost-effective.
  - Inventory is being conducted now to track printer locations and usage. Printers with minimal usage or in inefficient locations are being removed.

- Orders must be finalized before July 1 to avoid 25% tariff increase, with printer replacements occurring over the summer to ensure readiness for the Fall semester. Priority will be given to essential areas: library, faculty offices, and adjunct spaces.
- New printers will support "PaperCut" for flexible, networked printing. Student printing will be upgraded for better reliability and quality. Associate faculty and student access will be preserved; no reductions in key access areas.
- Preventative maintenance plans are being updated to include new printers.

## **XII. Announcements & Recognitions**

- VP Pouncil - acknowledge William Schultz, the coordinator of our Honors program and his hard work, along with Eric Narveson on his lecture.
- Henry recognized faculty selected to participate in the Convening; Grace Estrada, Maryam Farshadfar, Emon Graves and Lisa Pang.
- Michael shared that Friday is the next and maybe last sky viewing event as Rick's contract ended and he may not be with us next year.
- Dave commends ASPIRE for the Vietnam War event.
- We are starting an adult education teacher credential program in collaboration with Santa Clara Education.

## **XIII. Adjournment – 5:19 pm – Dave (1<sup>st</sup>); Grace (2<sup>nd</sup>)**



# Evergreen Valley College

## Academic Senate Minutes

Tuesday, May 20, 2025

Mishra Conference Room

**Present:** Henry Estrada, Kelly Nguyen-Jardin, David Hendricks, Juan Gil, Laura Garcia, Sravani Banerjee, Melissa Hornstein, Michael Masuda, Nancy Lin, Eric Narveson, Grace Estrada, Binh Vo, Rahmon Pashtunyar, Maria Esperanza Outeirino-Feijoo, Judith Girardi

**Absent:** Charlie Kahn-Lomax

**Guest(s):** Dean Fuentes, Tejal Naik, Vince Cabana and Steven Mentor

**I. Call to Order – 3:01 pm**

**II. Adoption of Agenda** unanimously adopted with amendments; Grace (1<sup>st</sup>); Eric (2<sup>nd</sup>)

- Sravani moves to table Discussion Item A – Increase reassigned time to 40% for the Women’s and Gender Studies Coordinator position - until Fall
- Kelly moves to table Information Item A – Cal LAW Pathways – to Fall.
- Eric moves to bring the resolutions to the beginning of the meeting.

**III. Approval of Minutes – May 6, 2025** - Kelly moved to table until the fall; 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.*

- Grace Estrada shared that it was an incredible showing for the Facilities master Plan meeting, despite the last-minute date change. Key leadership spoke up and student leadership really stepped up. Grace thanked President Lopez for ensuring the date change when it was pointed out to him that the original date on June 2, was after the semester ends. Mike Masuda gave a fantastic speech in support of the museum.

**X. Discussion Items (limited to 3 minutes per item, moved up on the agenda)**

- Resolution for Dr. Steven Mentor for 29 years of service and leadership brought forward by Eric Narveson and Sravani Banerjee, read by Sravani Banerjee. Moved to Action, Kelly 1<sup>st</sup>, Eric 2<sup>nd</sup>

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

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

- Top two accomplishments
  - Achieved goal of completing the ACCC Curriculum Handbook (goal for Spring 2025).
  - Made curriculum process more efficient – reduced one review level by combining Dean’s review with the Division Curriculum review.



- 2) **Student Learning Outcomes:** Rahmon Pashtunyar
  - Despite not going live with CurriQunet, we are ready to go on Day 1 with just minor adjustments.
  - Creating the data aggregating program this year has been really helpful, and development continues so that when it is ready it will really streamline the process for the school.
- 3) **Institutional Effectiveness:** Fahmida Fakhruddin
  - IEC accomplishments for the 2024-25 cycle
    - Successfully implemented a clear process and decision-making framework to efficiently address programs, courses, and certificates with outdated curriculum.
    - Streamlined the program review process and submission with CurriQunet, improving user experience. The 2024-25 program review feedback survey (59% participation rate from 22 participants) revealed that 61% (13 out of 22 respondents) found both the CurriQunet submission and the overall program review process easy or somewhat easy.
  - Goal for the next academic year (2025-26 Cycle) actively support academic programs in fulfilling their program review approval requirements to measurably reduce the number of instructional programs with outdated curriculum, ensuring all are current and compliant with review cycles.
- 4) **Professional Development:** Binh Vo
  - The March PDD was held exclusively online and received positive feedback.
  - The Fall PDD is moving forward for August. We have successfully uploaded, through campus wide collaboration, on program health check and reflection on data.
  - We are working on a request to increase the budget. We also need to work on goals based on the entire year, not just by the semester.
- 5) **AB 928:** Laura Garcia
  - The main goal was to revise every single degree offered at EVC; this was achieved.
  - The final report was submitted to the Chancellor's office yesterday. We completed the degree revisions to align with AB 928 and 1111. Budget reports are done, and this should be the last formal report.
- 6) **AB 1111:** Grace Estrada
  - Top two accomplishments
    - Successfully implemented Phase 2A templates by the end of Spring 2025 as planned.
    - Having four EVC faculty selected for summer convenings.
- 7) **Distance Education (DE):** Tejal Naik
  - Asynchronous Module Trainings were established. The first two will be offered this summer session; one on AI and one on Playbook in Canvas. This is a pilot, so we hope to further expand it.
  - We are working on best practices based on the Foundation of the Humans Network, as suggested by the chancellor's office.
- 8) **Campus Technology:** Steven Mentor
  - An AI survey of students was completed; feedback to follow.

- A refresh cycle for the school is needed as there are several things missing in the report.
- This year's charge was to get recommendations and technology requests. The committee was told by the VP that there were no requests submitted; however, when disbursements came in, we saw that people did get technology, and we never saw the requests.
- More robust cyber security training needs to happen next year.
- We are still waiting to hear from the district on what they plan to do about fake students (bots).
- The committee voted in Sylvia Min to be the next Chair; however, it is VP Pouncil that needs to start the process. The process should be started now and not in the fall as faculty load could prevent someone from serving.

9) **College Budget:** Eric Narveson

- The committee is more efficient in how things are done this year. With our self-imposed deadline, we passed the discretionary funds and distributed them using the method we set up as a rubric. We gave out 10% less this year over last year.
- Continued work to learn who to talk to outside the budget committee, meeting with people and maybe getting more money or redirect funds to us.

10) **College Safety and Facilities:** Vince Cabada

- Fire extinguisher signage and storage visibility were a priority this year.
- Parking lot signage was a student concern, which we addressed with new and updated signs.
- Next year committee members will be asked to be more vocal about bringing division concerns back to the committee.

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

12) **District Academic Senate:** David Hendricks

- The official recognition of the title Professor for our faculty was passed.
- The Equivalency Form was updated to include signatories from multiple people, including the District Academic Senate President going forward.
- Looking ahead to next year and rethinking the role that faculty should play in special assignments as part of our advisory function in the 10+1. In addition, the district looks to create a new dual enrollment program, what is appropriate for middle and high school students.
- Dave was elected by SJCC to be the District Academic Senate president for the next year to ensure consistency going forward.

13) **District Budget:** Henry Estrada/Eric Narveson

- The May 15 meeting focused on the preliminary look at the tentative budget report.
  - 83% of next year's budget is spent on salaries and benefits.
  - District wide salaries are categorized as classified or faculty; Administrators are not listed or broken out. They base it on what system you pay into when you retire. Henry asked why it can't be broken out by instructional and administrative and was told that it is possible but not required to do so. Henry will continue to push for this data.
  - The presumed budget was based on a 3.5% property tax data point, which came in slightly higher at 4.88%.
  - Henry discussed the difference between a basic aid district which relies on property tax and the apportionment district which relies on the number of students enrolled. EVC is funded locally as a basic aid district.

14) **District Council:** Henry Estrada – no report.

15) **College Council:** Henry Estrada

- Henry presented the plan on Strategic Enrollment Management (SEM), which was revised from the preliminary version shared in March to include specific, actionable, attainable, time-bound goals with a 2-year plan for implementation. The plan was approved by the College Council.

16) **Credit for Prior Learning (CPL):** Juan Gil

- With college wide participation and collaboration, we built momentum as more in-person meetings were held.
- The Veteran's Center has uploaded 151 service transcripts with roughly 400 hits on possible articulation or possible courses. We researched back to 2020 and found we could have served ~1,500 students. The statistics are showing us this is a larger project than anyone imagined.
  - Currently in talks with VP Pouncil to see if we can partner with Norco College to assist us in articulation implementation policies so we can hit the Fall semester up and running.
- EVC was asked to participate through the Kinesiology Department in the development of further articulation suggestions for the rest of our colleges.

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

- The AI Policy will be up for Action later today.
- An area of focus will be working to address past and continuing questions on dealing with gender inequities in presenting accommodations from the Academic Senate. Criteria will be established for selecting people for honors or special responsibilities or assignments to ensure all is equitable.
- A second area of focus next year will be to try and make the case for the enrollment strategy plan moving forward.

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

- Kelly extended her sincere thanks to Mike and Charlie for their time and contributions to the Senate; they will be missed.
- Kelly welcomed back to the Senate, Tina, Alejandro, Laura, and Eric.
- Kelly shared Tina Nguyen's report with a comparison between last summer and this summer's enrollment, which is pretty close.

## **VIII. Consent Items**

- A) Membership confirmation – Eric Narveson (Spring 2027) and Alessandro Bailetti Saez STEM (Spring 2027).
- B) Mike Masuda – stepping down.

## **IX. Action Items**

- A) Resolution for Dr. Steven Mentor, Kelly 1<sup>st</sup>, Eric 2<sup>nd</sup>, unanimously approved.
- B) AI Policy - Binh 1<sup>st</sup>, Mike 2<sup>nd</sup>, passed unanimously.
- C) DE Handbook updates, Sravani 1<sup>st</sup>, Grace 2<sup>nd</sup>, passed unanimously.
- D) Summer Senate membership includes Binh, Rahmon, Laura, Dave, Henry and Kelly. Sravani 1<sup>st</sup>, Grace 2<sup>nd</sup> unanimously approved.

- E) Screening Committee – DSP Program Assistant: Himani Tiwari and Huong Pham – Himani was selected.  
F) Resolution for Arturo Villarreal, Grace 1<sup>st</sup>, Sravani 2<sup>nd</sup>, unanimously approved.

## **X. Discussion Items (limited to 3 minutes per item)**

- A) Dual Enrollment Collegial Consultation – Henry Estrada
- Considerations: appropriateness of the classes, who is teaching in our discipline, minimum qualifications of those teaching, faculty not trained or prepared to teach at a lower level which has different needs/concerns. We need a thoughtful dual enrollment program that protects faculty while serving students.
  - Some STEM classes may be great to get students involved as early as possible, but some social science courses may not be advisable due to age.
  - Eric shared a positive experience with a history course currently being taught at a high school. The instructor is a high school first instructor, then meets EVC with minimum qualifications, so this has worked very well.
  - As part of Vision 2030, the Governor wants high school students to graduate with a minimum of 12 college units. College counselors are not trained in how to deal with high school dynamics. Having discipline faculty involved first and then providing feedback in courses provided at high schools is preferable.
  - Expectations for high school teachers should be clear, especially regarding finals and what may be conflicting schedules with the high school. Students in a college English class should be proficient in English for this to succeed.
- B) Direction of PDD – Henry Estrada, this needs to move towards being constructive and interactive with campus-wide collaboration.
- C) Resolution for Arturo Villarreal brought forward by Eric Narveson and Frank Espinoza in recognition of 36 years of service. Move to Action, Eric 1<sup>st</sup>, Grace 2<sup>nd</sup>.
- D) Feedback on Senate leadership.
- Students feel disconnected and the student government is disconnected from the Academic Senate. Student morale is low; we need to connect the student government with the Academic Senate. Their voices are not being heard. Where is our outreach to the student body?
    - Kelly suggested attending student government meetings. Rotating Senators or Committee Chairs to be present; however, they meet at the same time as our Senate.
  - Henry is getting a good grasp of what is going on. Keep telling the Senate what you see and know. Be an activist president next year, we are excited and ready to share our support.
  - Shared governance is appreciated, and communication has been wonderful and improved.
  - We need more written processes.
  - Perhaps instead of just committee reports, ask what do you need from us. What can the Senate leadership do for you?

## **XI. Information Items**

- A) ZTC Grants – Tejal Naik
- We have received three grants since 2022.
  - Implementation Grant of \$180K, first progress report on how funds were used submitted in January, with the second report due December 2025.
  - Acceleration Grant initially awarded \$60K with the first progress report submitted in January. We were granted an additional \$130K in December 2024, with the second report due in December 2025. We will be using some of the \$190K towards NIAs for Psych and Chem faculty and OER/ZTC Lead.

- Impact Grant/ZTC Allocation: \$320K. Report on which new ZTC pathway we will develop and how the funds will be proportioned was submitted on May 1, 2025.
    - A \$210K backfill towards Psych and Chem pathways with the balance of \$110K used to convert Communication Studies ADT to ZTC.
- B) Potential changes in the semester typically offered list – Laura Garcia
- We are still trying to get a final list of what semesters are at a minimum. We are supposed to be offering courses in a way that allows students to graduate in two years, which aligns with the ACCJC Standards. We should be offering courses that align with those standards.
  - We are trying to get this changed from a table in the catalogue to be assigned to each course description. This will be worked on over the summer, with the Dean's having one last chance to revise, up until May 30. The minimum must align with your program map. It helps counselors when they design Ed Plans. You can offer more often, but we need to see the minimum offered.
- C) Process for courses out of compliance – Grace Estrada
- More than half the programs failed in LEC because courses were not compliant. Vicki provided a list of courses that will be out of compliance within the next two academic years. The list was sent to the Deans and Division Chairs today so they can notify responsible faculty with a cc to Grace.
    - The new process was passed unanimously by the Committee. The process is as follows; by the 14<sup>th</sup> week of the semester the Curriculum Coordinator will provide the Chair with this report, by the last week of the Spring semester the Chair will send the information to the Deans and Division Chairs. Faculty can work on this over the summer. If it hasn't launched by the 1<sup>st</sup> week of the fall semester, there will be an email from the Chair as a reminder. By the last week of September, the Division chair will remind them. If nothing has happened by the last week of October, the Senate President will give them their final warning that their course will not be offered in the following Fall Semester.

## **XII. Announcements & Recognitions**

- Academic Senate Dues Request – Henry Estrada. We will have a new contribution process in place by the fall PDD.
- Mike thanks the Senate for allowing him to serve as he steps down due to family obligations.
- Next Academic Senate meeting: Tuesday, September 2, 2025 – first meeting of Fall 2025.

## **XIII. Adjournment – 5:17 pm – Dave (1<sup>st</sup>); Mike (2<sup>nd</sup>)**