



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 (1st); Eric (2nd)

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 (1st); Charlie (2nd); 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 Fakhrudin

- 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 11th.
- 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 12th. 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 or 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 AIs 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 1st, Charlie 2nd. Grace motions to approve, Mike 2nd; approved unanimously.
- D) Proposed Title Change for Faculty Members (moved from discussion) – Eric motions to approve, Mike 2nd - 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 2nd – Approved unanimously.
- F) March 2025 PDD being fully online (moved from Discussion Items), Tejal motions to approve, Sravani 2nd – 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 1st, Mike 2nd, 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 1st, Charlie 2nd.
- E) March 2025 PDD being fully online – Eric motions to suspend Robert’s rules and move item to action, Mike 2nd.

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 – 1st 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 (1st); Michael (2nd)