District Academic Senate Minutes

Tuesday, February 11th, 2025. Room 112, District Office

Present:
John Banks (SJECCD Treasurer & SJCC Academic Senate Treasurer)
Henry Estrada (EVC Academic Senate President)
Fabio Gonzalez (SJCC Academic Senate VP)
David Hendricks (SJECCD District Academic Senate President & EVC Academic Senate Treasurer)
Charlie Kahn-Lomax (EVC Academic Senate)
Heidi Kozlowski (SJECCD Academic Senate VP & SJCC Academic Senate President)
Kelly Nguyen-Jardin (EVC Senate VP)

Guests: Grace Estrada, Maristella Tapia.

CALL TO ORDER 4:00

I. **ADOPTION OF AGENDA** Heidi 1st; Henry 2nd
    1. Addition/Deletion/Corrections
    2. Approval of Agenda

II. **APPROVAL OF MINUTES** Heidi 1st; Henry 2nd

III. **PUBLIC COMMENTS (Each public comment is limited to two minutes)**

This portion of the meeting is reserved for any item not on the agenda. The law does not permit action or extended discussion of any item 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 congratulated David on his taking on the Presidency of the DAS.

IV.INFORMATION/DISCUSSION ITEMS

1. Enrollment Management: Regarding Fraudulent Enrollment and Proposed Waitlist Caps.

There is a Wait List Task Force that met last week to discuss fraudulent enrollments. The District is considering the number of people on a waitlist as well as limiting the number of waitlists that a student can be on. Heidi had forwarded information from Dean Sam Morgan at EVC that showed a strong correlation between being on a high number of waitlists by a student and fraudulent students. Limiting the number of waitlists that a student can be on may make sense. However, considering a waitlist cap at this point would be premature and would hide the problem of fraudulent students rather than addressing and solving it.

Heidi reflected that she has heard from colleagues at SJCC that the fraudulent student phenomena is excessive, even for in-person sections. She believes that the number could be in the thousands. For faculty, it is a challenge to find the real students in the sea of fraudulent ones. She is concerned that students believe that if they are on a waitlist that they will eventually get a seat, so we may be setting them up for frustration in allowing long waitlists. Some faculty contact their entire waitlists to see if they get any student responses in order to find the real students. However, this puts an undue burden on the Faculty to solve the problem.

John worried that if faculty send an e-mail before the semester starts that some students would not see it. Kelly pointed out that the problem of waitlists is particularly acute for online sections. Many have waitlist of 40-60. Fabio reflected that waitlists used to be a tool to identify courses that need additional sections. We are in a new environment in which we have high waitlists yet cannot determine how many of the students are real. Faculty now are trying to identify real students and get them enrolled in order for a class to run. So waitlists have very different meanings. David emphasized that the order of operations should prioritize solving the fraudulent student issue before tackling other waitlist related decisions. Charlie related an example from her course where 70 students on her waitlist were found to be fraudulent. Others have had similar experiences.

2. Title Change for Faculty from Instructor to Professor.

Heidi explained that the Resolution for the title change that had originated out of the EVC Senate had been introduced to the SJCC Senate and will be up for approval at the next SJCC Senate meeting. At that point, the DAS can approve the Resolution and present it to the Board. It did not seem to be a controversial issue. We can take this up at our next meeting

3. ASCCC Plenary Attendance.

David encouraged the leadership of the campus Senates to encourage members to consider attending the Spring Plenary for ASCCC. The DAS has funds to send at least the President and Vice President. John noted that the local Area B meeting also is on the near horizon on March 21.

4. Hiring Practices: Associate Faculty, FSAs and Emergency Hires

David noted that there seem to be four areas surrounding hiring practices that need some clarification. The SJCC Senate has drafted and passed a Resolution asking for an updated process for emergency hires. In the process of introducing the Resolution, it highlighted other areas of concern that need to be addressed. David asked that the DAS consider what to ask for from the DO and BOT on each of the issues.

First, there is the issue of how to establish an FSA for faculty who have the qualifications to teach in an additional area. David noted that there are guidelines from the State and that there are current forms that allow faculty to request the addition of an FSA based on their qualifications. What could be made clearer to faculty is what that practice is and how to make the request. Eric Narveson had worked on the form with Elvira Valderama, so it would be good to speak to them to see what has been drafted to see if we can complete the changes to the form and make the process more accessible to faculty. David suggested having a conversation with a representative from each campus with Elvira to determine next steps. Heidi noted that HR is using an FSA list from the AFT Contract; the list in the Contract is not current and misses several areas covered by the State handbook. The concern is that this may limit faculty from securing an FSA that they are due. We need to be sure that HR is abiding by the State handbook and the ASCCC minimum qualifications, which cover more disciplines than the Contract, and which also is more up to date. Henry noted that the statewide Academic Senate has purview over establishing minimum qualifications for an FSA. Henry suggested that in addition to minimum qualifications, there also is a requirement for recent experience in the field. The DAS needs to check the language in the ASCCC handbook to double check whether recent experience is still part of the

requirement for an FSA. Fabio suggested that the FSA process should be clarified by the DAS and shared with the AFT so that it can be embedded in the Contract.

Second, there is the process in place for hiring Associate Faculty that is supposed to be the same as for Full Time Faculty [under AP-7120]. This would involve a job announcement, as well as a full committee of Management, Classified, and Faculty to evaluate candidates. This procedure is rarely followed. Given the reality, David asked whether the DAS should request that the current procedure be followed or whether we should advocate for a modified procedure that would be more streamlined while still securing qualified candidates. Kelly explained that at West Valley/Mission that their District establishes hiring pools in each Discipline. A committee of 3-4 members evaluates applicants and establishes a pool. That way there would be less of a need for emergency hires since there would be a pre-approved pool to draw from when sections need to be staffed. Henry pointed out that it would be good to have a system to create hiring pools, but we have to be cognizant that doing so would require time from faculty to help in the evaluation process. Faculty would have to step up. In addition to limiting the need for emergency hires, having a pool established at the District level would allow the Deans of both campuses to draw on the pool. This would be more efficient than having each campus establish hiring pools. Heidi noted that it is important to have a process that Deans will follow; it needs to be streamlined enough to make it convenient. The DAS needs to develop a procedure and present it to the Vice Chancellor of HR. We need to consider the details about what a hiring screening committee would look like.

Third, hiring under emergency circumstances where a candidate has a clear FSA and is qualified. There currently are policies in place to establish the procedures for emergency hires. It would be helpful to have pre-established pools of qualified candidates. This would make the process much easier. The shortfall of current policy is that it does not include any oversight from faculty in the affected area. Implicitly, the current policy allows for a decision on hiring rests solely on the hiring Dean [see: AP-7211]. Henry ran an AI query on emergency faculty hiring and its suggestion was to establish an Associate faculty hiring pool. Since this scenario involved candidates who are clearly qualified, it may not need modification. The key question is whether faculty in the affected area ought to be consulted or involved. John raised the possibility that if faculty are not consulted that there be a vetting process in the following semester of the emergency hire. David thought this an intriguing idea. Heidi pointed out that once a person is hired, they come under the AFT Contract and its protections, so that reconsidering qualifications after the fact could lead to legal consequences.

Fourth, the toughest scenario, where there is a simultaneous need to pursue an emergency hire where the candidate also needs to establish equivalency. Under

current Board Policy [AP-7211] there is no inclusion of an area expert, but instead relies on a committee of the hiring Dean, the VP of Academic Affairs and the DAS President (or designee). The problem is that there is a chance that the committee could grant equivalency inappropriately without the proper consultation with a Discipline expert. The decision would impact both campuses as the granting of equivalency is not campus-specific, but applies to the whole District. It also needs to be clear what an emergency is and how it is defined to prevent the procedure from being abused. While current policy does define the parameters, the terms are a bit loose rather than being specifically defined. Heidi pointed out that finding qualified candidates was easier prior to the pandemic and related an incident where a health emergency led to a need for an immediate replacement, yet no qualified candidates were forthcoming. She also pointed out that the number of Full-Time Faculty has dropped and that those who are around tend to maximize their schedules so are not in a position to be able to take on extra work in an emergency situation. Henry voiced concern that the DAS ensure that any emergency procedure rely on the advice of the Faculty as part of our purview, rather than drawing in non-faculty as part of the process. David asked if there could be some check on an emergency equivalency decision after-the-fact to validate that a correct decision about equivalency had been made. Heidi suggested that backtracking would be unwise as the AFT and HR would then be involved. Better to make a good decision up front, than try to second guess it later. Henry related two examples of inappropriate hires that had lingering effects for years. Heidi expressed concern that some Deans tend to see equivalency as a "rubber stamp" rather than as a concerted evaluation of a candidate's qualification to teach in the Discipline.

V. ACTION ITEMS

VI. REPORTS

1. Evergreen Valley College Academic Senate

Henry reported that EVC is currently in Phase 5 of the AB928 initiative to produce student-facing materials. With AB1111 EVC had faculty response to Phase 2. Phase 2 templates should be released soon. EVC also is releasing an enrollment management plan that emphasizes the implementation of AB1705, AB928 and AB1111. One goal is to streamline student pathways to reduce the number of unnecessary units. Currently students average about 85 units. The goal is to reduce that down to closer to 70.

2. San Jose City College Academic Senate

SJCC also is addressing AB1111, AB928, and the issues that we had discussed today.

3. District Academic Senate

VI. RECOGNITIONS AND ANNOUCEMENTS (3 minutes)

Charlie promoted the Black History Month events at EVC, with particular emphasis on Black Wall Street. The game's inventor was a guest. There will be numerous other events, including a dance event.

VII. ADJOURNMENT

Move to adjourn: Henry 1st; Kelly 2nd