



District Academic Senate Minutes

Tuesday, Mar. 10th, 2026. Room 114, SJCC Library

Present:

John Banks (SJECCD Treasurer & SJCC Academic Senate Treasurer)
Phil Crawford (SJCC Academic Senate): Remote
Grace Estrada (EVC Academic Senate)
Henry Estrada (EVC Academic Senate President)
Fabio Gonzalez (SJECCD Senate): Remote
David Hendricks (SJECCD District Academic Senate President & EVC Academic Senate Treasurer)
Mark Branom (SJECCD Academic Senate VP & SJCC Academic Senate President)
Kelly Nguyen-Jardin (EVC Senate VP): Remote

Guests:

Prashant Shinde, Associate Vice Chancellor, ITSS

CALL TO ORDER 4:02

I. ADOPTION OF AGENDA Mark 1st; Grace 2nd

1. Addition/Deletion/Corrections
David asked to reorder the Discussion Items to invert Items 1 and 2.
2. Approval of Agenda

II. APPROVAL OF MINUTES Fabio 1st; John 2nd (adopt with suggested edits from Fabio)

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

John explained that several faculty members at SJCC have found that e-mails from the Common Application service have been quarantined by our e-mail server. This is a problem as these e-mails connect faculty recommenders to the Common App. If faculty miss them, it means that students won't receive the recommendations they requested and rely upon both for admission and for admittance to special programs. This also has been an issue for e-mails from CCC and from ASCCC. Perhaps these organizations and sources should be added to a "white list" so that they reach faculty without delay.

IV. INFORMATION/DISCUSSION ITEMS

1. ITSS International Access to Canvas/SSO

David introduced Associate VC Shinde to explain the recent move by the District to establish security procedures when accessing the Single Sign On (SSO) and Canvas systems when abroad. This affects both faculty and students.

AVC Shinde explained that a recent trend is for student and faculty accounts to be accessed from multiple locations, sometimes at vast distances and within minutes of each other. Obviously this is a form of fraud (called "impossible travel"). These actions have become frequent, brazen, and sophisticated. So, we have created a "fence" around the US. We still can allow access if we know about a person's travel plans in advance. ITSS can put travelers on an access list within 48 hours of receiving notification of international travel. This status will last for 90 days, after which an individual would need to reapply. The form is available online and does not require access to SSO. There also will be a phone number as well as the form. Students will just need to verify enrollment through submission of a PDF of their class schedule.

Mark asked about security procedures for e-mail servers and how to verify legitimate ones on a "white list". VCA Shinde asked that such requests be submitted through a ticket to ITSS to document each. The concern with e-mail security is that if faculty or staff respond to a phishing attempt that this can have cascading consequences. Currently there are 104 accounts which have been breached. ITSS is working with the victims. Kelly asked that when staff and faculty receive warnings about phishing attempts that there be more explanation about them. David asked that there be an

announcement in Canvas at the start of semesters and before major breaks to remind students and faculty about the need to register with CTSS before international travel. Repetition, communication, and advertising the proper procedures will help make sure that all are informed.

2. District Senate AP4000-Series Review Task Force

David said that there had been a District committee that had been charged with overseeing updates to the APs and BPs. However, the leadership of that committee by the District Senate President had lapsed several years ago so there is no current body charged with monitoring the APs that are relevant to the charge of the Academic Senates. He proposed creating a new task force that would be charged with monitoring and suggesting edits to Chapter 4 and 5 of our AP series. It needs to incorporate the perspectives of both Senates. He asked for suggestions for the composition.

Henry reiterated that the faculty must drive efforts to monitor both the APs and how they are interpreted. He used the recent effort to create a Program Viability process at EVC as a case-in-point to connect the language of the AP to the implementation on the campus. There is a tendency by Administration to incorporate edits to our APs from the Community College League of California (CCLC) without consideration for whether the edits encroach on the faculty's authority under the 10+1.

Grace suggested including the Curriculum Chairs. John, Henry, and Mark suggested the leadership teams on each Senate be included. Grace also suggested that the Articulation Officers be included. With the leadership of each Senate, the Curriculum Committee Chairs, the Articulation Officers, and the DAS President, there would be 11 members. David asked that each Senate discuss the proposal so that it could be authorized at the next DAS meeting.

3. District Budget Issues (Developing a glossary; reconsidering a RAM)

David noted that the District Budget Committee had met recently. It is currently creating a glossary of terms to ensure that people have a common language when discussing budgetary issues. There also is a consideration of investigating a Resource

Allocation Model (RAM). Fabio gave some context and history about the last effort to create a RAM. SJCC had recommended against it, while the EVC Senate endorsed it. The District adopted Module 7 from that plan. Henry stated that there should be a clearer process to establish how funds are distributed to the campuses. Two years ago, the District Budget Committee reported that as a District we spent \$40 million more than if we were on apportionment; last year the gap was \$60 million. We need to have a better sense of how monies are allocated and spent to ensure that we prioritize student needs at the campuses.

4. Waitlist Management

SJCC's Senate recently discussed our waitlist management procedures. David noted that the issue also had come up with the Chancellor's Listening Tour Committee (CLT). Mark explained that SJCC's concern is that students don't fully understand the purpose and function of a waitlist. Many believe that being on a waiting list means that they will get into the class. There needs to be a better explanation for students so that they have realistic expectations. Another issue is whether waitlists are being used to determine whether new sections of a class ought to be opened. David noted that in the CLT there is interest in discussing the structure and purpose of waitlists. One thought there was to have variable caps to reflect the enrollment in each section. For instance, if a class is enrolled at 25 and has 25 on its waitlist, there is sufficient demand for an additional section. On the other hand, a class of 50 with a waitlist capped at 25 may seem only to have interest in half of a section. Another thought was to create a "priority waitlist" so that students who are near graduation would have a better chance of securing the necessary classes to complete their degrees in a timely manner. If waitlists are a tool, we need to consider the best way to design the caps and structure of waitlists to use them most effectively for enrollment management and to serve students. Fabio stated that Student Services is very concerned with waitlist management.

V. ACTION ITEMS

VI. CONSENT ITEMS

VI. REPORTS

1. Evergreen Valley College Academic Senate

Henry reported that the EVC Program Viability Review (PVR) Task force would be reviewing the Building Information Modeling (BIM) Program. EVC also is looking at the issue of Friday lab courses and how to accommodate them, given that several Fridays are reserved for holidays, PDD, and our English Finals. Henry and Mark are on the District Priorities group. Its conclusions will be discussed at the Board of Trustees meeting.

2. San Jose City College Academic Senate

Mark noted that while SJCC no longer has a common English or ESL final, that the holiday schedule, both for Fridays and Mondays make scheduling lab courses challenging. Mark looked through the SJCC Bylaws in advance of considering its nominee for next year's District Academic Senate President. The SJCC Senate will nominate and elect next year's DAS President in anticipation of the April DAS meeting. Mark also reported that the Standardized Accounting Method is being used to evaluate our courses and that some may be subject to adjustments.

3. District Academic Senate

David reported that he and Mark had attended the Dual Enrollment Breakfast. It provided an opportunity to learn more about the Dual Enrollment agreements, activities, and infrastructure. The one element that needs addressing is that of the faculty. The EVC Senate is working on a Resolution regarding the faculty role in Dual Enrollment programs and agreements. He also reported that the conversation about Distance Education qualifications that began at last month's DAS meeting is ongoing and will lead to more uniformity between the campuses.

VI. RECOGNITIONS AND ANNOUNCEMENTS (3 minutes)

VII. ADJOURNMENT 5:07pm

Move to adjourn: Mark 1st; Grace 2nd