



District Academic Senate Minutes

Tuesday, March 11th, 2025. Library Room 114, San Jose City College

Present:

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

Guests: Prashant Shinde, Assistant Vice Chancellor ITSS

CALL TO ORDER 4:06

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

II. APPROVAL OF MINUTES Heidi 1st; John 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.

Fabio brought up the issue of Special Assignment/NIAs. There are some areas of the MOU that were established with the District by FA 6157 that still are in need of adjustment. The goal is to have a more clear process for the creation and assignment of these positions so that there are no surprises. He will be meeting with President Coon to discuss the process at SJCC.

Phil noted that the Senate used to have greater influence on the selection process for Special Assignment positions and have been frozen out in recent years. The amount of reassign time also has been cut for many positions, many were cut in half. The Senate formerly had some influence on appropriate loading.

IV. INFORMATION/DISCUSSION ITEMS

1. Enrollment Management Update: Guest Prashant Shinde, Assistant Vice Chancellor of ITSS

Recent reports from EVC and SJCC on Enrollment Management reflect that the majority of fraudulent enrollments are caught by faculty during Census. David referenced conversations he'd had with Prashant regarding the efforts by the District to catch fraudulent applications, enrollment and financial aid earlier in the process before faculty get involved. The DAS has encouraged the District to focus on catching such fraud at an earlier stage.

Prashant provided an overview of the new District efforts to address fraud. The current system is based on trust of the student, so they can access the Self Service applications without guardrails. The District is looking to modify the trust-based approach to mitigate fraud from bots. The District is working with CCC Tech to modify our SPAM rules. The CCC Tech Center currently is catching many fraudulent applications and assigns a fraud score. Students with ID.me verification are mostly trusted and allowed to register. Only about 15% of applications are verified this way.

The other 85% are not ID.me verified. This is true across many campuses throughout the CCC system. The District wants to weed out bad actors with methods that don't merely replicate ID.me. The goal is to eliminate bots, at the very least, through steps

that require manual action on the part of the applicant (e.g. clicking on links, going through forms manually after receiving an e-mail link, use of tools like CAPTCHA). The new form will have a “waiting room” that will stall an application until there is some physical action on the part of the applicant. The form for this process is ready and will be tested within the next two weeks. This will still allow for some level of trust, but combined with some verification. Some campuses are requiring in-person actions to process applications.

Students who make it through may enroll and may be on up to 18 units worth of wait lists. Sections will have a waitlist cap of 25.

Another approach is to incorporate degree audits, which are part of Colleague. Since educational plans are made in-person or live via Zoom, we can verify that those with such plans are live students. We can prioritize them. This will be implemented next fiscal year.

We also can adjust how students move from the waitlist to being enrolled. Currently, when students are dropped-for-nonpayment, the spaces that are cleared are automatically filled, often with bots. Going forward, this step will change. Instead, waitlisted students will receive an e-mail with a link to enroll, so it will force a manual action, thus eliminating bots. A side benefit is that students who might otherwise be dropped for nonpayment will have a chance to clear their debt before enrolling.

Phil noted that the faculty have not approved of the waitlist caps since doing so will eliminate real students as well as bots. Simply imposing caps does not ensure that those on waitlists are real students. Prashant stated that a multiple strategies is important as any single action is not going to solve the fraudulent student problem. He noted that the waitlist issue is particularly acute for online asynchronous sections. He agreed that the problem is a moving target and continual adjustment is important.

Heidi asked whether the firewalls would work for late start courses. Prashant stated that the same procedures and the same “waiting room” for applications would be in effect. The key is to make our campuses less of a target by making the process a bit more difficult. Motivated bad actors still may find vulnerabilities and exploit them.

Henry asked for more information on the Bay 10 colleges for comparability. Prashant noted that most of them have not been forthcoming, except for San Mateo. He did talk with West Valley’s VC for IT; they are using an AI tool as well as waitlist management. The CCC Tech forum has been a valuable resource in exploring options. This Spring

has been a particularly challenging semester for all of the California Community Colleges.

Phil noted that since our District is on Basic Aid that we may not be as motivated to find solutions that preserve real students since we do not rely on enrollment numbers for our budgets. Prashant said that preserving real students and offering opportunities is the driving motivation.

Grace asked if there is a plan to protect real students who are prevented from joining waitlists. Prashant conceded that this is a very important consideration that needs attention and is considering possible techniques. Perhaps one option would be to use a student's Educational Plan to prioritize them or alert them if space opens beyond the wait list. Prashant promised to share new techniques as he and his team develop them.

Fabio noted that a student would have to take the initiative to reach out to Counseling or to the Deans since there would not be an automated method for connecting interested students to section openings. Validating the waitlists is very labor intensive so many students will fall through the cracks. Prashant responded that the waitlist caps will make it somewhat easier to evaluate those who are on the waitlists; with lists in excess of 100 students it is currently too labor intensive. Those who make it through the new processes will be more likely to be real people, whether real students or live bad actors.

Phil observed that faculty also can use their waitlists to contact students to determine which are real.

David thanked Prashant for attending and for the updates. The District effort to use academic plans and degree audits, and creating processes to validate students earlier, reflects a welcome creativity. We endorse the idea of identifying fraud early in the application and enrollment process. The lingering concern is that faculty are uncomfortable with the limits on waitlists. Faculty understand the practicality of wanting to limit waitlists in order to make the process less labor intensive for identifying real students. However, doing so undermines one of the classic reasons for having waitlists, to identify the need to offer more sections. By the time fraudulent students get onto a waitlist, they have engaged in numerous forms of fraud. What we fear is that by limiting waitlists through an artificial cap that we deprive ourselves of a tool that can be used for expanding rather than contracting section offerings.

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

David thanked the SJCC AS representatives for taking the initiative to identify inconsistencies in the hiring process for Associate Faculty. He noted that he has been talking with Deans to get a sense of current hiring practices. Many of them seem reasonable, but there is a universal discrepancy between the processes laid out in the APs (Administrative Policies) and current practice. The trick will be to develop and codify practices that are flexible and realistic and that mirror the APs. The APs will need to be modified.

Heidi explained that while the SJCC resolution specified Emergency Hires, that it reflects a broader concern about all forms of Associate Faculty hiring. EVC needs to make some movement. David agreed that more work needs to be done.

Phil noted the possibility of using Ventura Community College's AP as a model. David agreed that there were elements in the VCC approach that could be used as a starting point to develop revamped policies for our District. The key is to ensure that faculty have input over who the campus hires. Currently there are too many instances where faculty input has been evaded and we need to have greater consistency.

3. AI Academic Integrity Policy

The EVC AS has created a Task Force to begin drafting an AI policy. SJCC is ahead, so EVC is trying to catch up. Henry stated that the EVC President asked him to do a presentation for PDD. The Task Force has drawn from the work of SJCC. Once EVC has crafted its own recommended guidelines, we can work on crafting something both campuses can use. We also need to weave an approach to ethical AI usage into our Academic Integrity policy.

John noted that the CSU campuses are offering their students access to AI tools. Phil commented that they have access to the paid version of Chat GPT. Fabio added that the focus is on the future and learning to adapt rather than to demonize usage.

4. Grace Estrada as the new EVC Representative to the DAS

Due to Brown Act limitations on remote attendance of DAS meetings, Charlie Kahn Lomax was unable to continue in her role as the EVC DAS representative. The EVC

Academic Senate voted to have Grace Estrada serve as the new EVC DAS representative.

5. Phil Crawford as the new Representative to the DAS

The SJCC Academic Senate has voted to have Phil Crawford serve as the SJCC Academic Senate representative to the DAS.

V. ACTION ITEMS

1. Title Change for Faculty from Instructor to Professor Fabio 1st; Phil 2nd

The SJCC AS has passed a resolution requesting a title change for Faculty from “Instructor” to “Professor”. EVC had previously passed a comparable resolution. Now that both campuses are in agreement the DAS needs to decide whether to endorse the move by both campuses.

Move to adopt: Fabio 1st; Phil 2nd. Unanimous assent.

2. DAS Past Minutes

This was to be an Action Item to decide how to deal with missing past minutes. However, the past Presidents of the DAS have helped to track down nearly all of the missing Minutes from past meetings. Since we are missing very few, this is now no longer an issue.

VI. REPORTS

1. Evergreen Valley College Academic Senate

EVC is moving forward on its work to incorporate the changes related to AB1111, We have templates for English Art, and History. There will be a second and perhaps third group on the horizon. Henry and Grace will be attending a regional curriculum meeting on March 15 to get the latest guidance.

2. San Jose City College Academic Senate

Heidi noted that we need to update the Equivalency Form to include the signature of the DAS President. The form needs to be signed by the DAS President, as well as the Academic Senate President for the hiring college. Henry noted that EVC can make that happen.

3. District Academic Senate

David observed that there were a number of issues raised during the day's discussion that can be the basis for the next DAS meeting in April. Also that the DAS has funds to send two people in person to the ASCCC Spring Plenary and may have enough to cover an additional registration fee.

VI. RECOGNITIONS AND ANNOUNCEMENTS (3 minutes)

VII. ADJOURNMENT 5:07pm

Move to adjourn: Fabio 1st; Heidi 2nd