san josé·evergreen
COMMUNITY COLLEGE DISTRICT

# DISTRICT ACADEMIC SENATE
## APPROVED MINUTES
## MARCH 14, 2023
## 4:00 p.m. – 5:00 p.m.
## On Zoom

**DAS Members Present:** Emily Banh, Judith Bell, Lisa Hays, Tina Iniguez, Garry Johnson,
**Absent:** Elena Dutra, Fabio Gonzalez

I. **Meeting Called to Order** – at 4:05 pm (Although five members were present, we had no quorum)

II. **ADOPTION OF AGENDA**
--Approved with 1 additional item – Registration Process: Technical Challenges with Self Service for students

III. **APPROVAL OF MINUTES**
- February 14th, 2023
- March 14th, 2023

IV. **PUBLIC COMMENTS** – N/A

IV. **INFORMATION/DISCUSSION ITEMS**

**1. Changes in Brown Act rules & District Academic Senate Attendance**
J. Bell updated DAS members about changes in Brown Act rules (informed by SJCC's Parliamentarian):
A. A physical location must be provided for members and guests to attend the meeting. The agenda should include this location. If a remote option is available, the link for this should also be included in the agenda.
B. Requirements for remote attendance: members must:
- Supply the address of the location they are participating from.
  - They don't have to supply their name.
  - The address needs to be posted in the agenda, so this information must be submitted prior to the distribution of the agenda.
- Members can state the times they will be at the address (if they are not going to be there during the entire meeting).
- The location must be ADA compliant.
- Cars or other motor vehicles are not considered ADA compliant and are not allowed.
- These stipulations do not apply to guests.

C. All committees that report to the Academic Senate need to follow these rules: IPCC, Program Review, SLOs, Distance Education. Still an unanswered question: whether or not all standing campus-wide committees on campus are subject to these Brown Act rules changes. SJCC Parliamentarian seems to think so. Department, division, ad hoc committee meetings are not subject to these changes.
D. These changes were effective March 1st, 2023.
E. We should bring this up at spring plenary and ask ASCCC to lobby for legislation to modify the Brown Act. Plan to bring this up at the upcoming Area B meeting, on March 24th.

2. **Debriefing District Policy Committee's work on Chapter 7 – Human Resources**
E. Banh reported that the District Policy Committee had met twice in February, on Feb. 13th and 24th, and finished reviewing all PBs & APs of Chapter 7 – Human Resources, except for four that are pending: PB & AP 7120 - Recruitment and Hiring,
BP 7365 - Discipline and Dismissal, Classified Employees, & AP 7330 – Communicable Disease. The entire packet of chapter 7 was formally introduced to the District Council on March 2nd.

T. Iniguez asked: Do all the recommendations and changes get forwarded to the District Council ahead of time? E. Banh: yes, we made changes and edits, noted them in purple, and then forwarded these changes to Sherry Brusseau, the manager of these PBs & APs. She then compiles these recommended edits and changes and emails them out to members of the District Council where they're discussed, accepted, modified, or denied.

L. Hays: Who's on the District Policy Committee?
E. Banh & T. Iniguez & J. Bell: Tthe official rosters are: District Academic Senate President, College Academic Senate Presidents, Classified Senate Presidents, College Deans of Enrollment Management, College Deans of Student Services, Two Counselors from each College, College Articulation Officers, College Articulation Administrative Assistants, College Curriculum Chairs. Currently, active members are: Laura Garcia, Sam Morgan, Eric Narveson, Gabriel Santiago, Maria Tcha, Jovita Valdez, Ruth Villasenor, William Garcia, Emily Banh, Judith Bell

L. Hays: How often do you meet? E. Banh: At least twice a semester. More if needed.

3. **DAS Newsletter**
E. Banh shared the first draft of the newsletter, which focuses on the work of the District Policy Committee and invited DAS members' input. The DAS newsletter has been modeled after SJCC's newsletter.

J. Bell suggested that the DAS newsletter focus on what DAS does and what we talk about at DAS meetings (i.e., Brown Act rules and updates). Put in the DAS's mission and values and not SJECCD's since this is DAS's newsletter. T. Iniguez suggested putting links in the newsletter to actual board policies, photos of District Policy Committee members photos, and maybe photos of DAS members too.

4. **Registration Process: Technical Challenges with Self Service for students**
T. Iniguez: Enrollment is universal between EVC and SJCC. Enrollment is hugely important. With Self Service being our portal for everything including registration, the process is all-consuming for

students when students register for classes. Self Service has so many layers. March 27th is the first day when we see summer and fall [2023] schedule of classes, and April 10th is priority registration. I've been inundated with more than 20 students reaching out, expressing their frustrating, and giving up using Self Service. It takes 9 steps for students to get through in order to register for a class. The steps have doubled before students can finally add themselves into a class.  In the past, we used a process with a schedule planner that David Eisenberg developed and it worked. Now there's constant search and many steps. Also, students sometimes think that they've successfully registered for a class, when in fact, they haven't (i.e., students in nursing....) Very frustrating for students. I and counselors have been hearing from students voicing their frustrating and feeling helpless, and these are the ones who actually reach out to us. We don't even know how many were frustrated, gave up and not let us know. EAP is happening soon. I wanted to put this out there so that all of us could bring this up, and together create movement for these technical issues to be addressed and solved for to make the registration process easier and less frustrating for our students.

J. Bell: We have invited Bhatia Rupinder, ITSS Director, and she's coming to our Senate meeting. Our issues are: There's no way for us to drop students after Census, there are no reg IDs. These issues are pale in comparison to what you're saying. Will email Rupinder stating the concerns we have: including difficult registration process for our students to navigate. Will say: "We're hearing that this process is really cumbersome for our students and that it's actually causing them to quit or stop, give up." Come at this from a problem- solving angle. If your students can't enroll then you don't have enrollment.

T. Iniguez: We need to work together to help reduce frustration for first-time college students.

## VI.    ACTION ITEM

## VII.    REPORTS

### A.   **Evergreen Valley College Academic Senate**
Johnson: DSP folks presented at EVC Senate, very engaging. DSP shared their services with Senators so that the Senators could disseminate the information to faculty in their respective divisions. Next presentation: Health Services and then Financial Aid. All began with Campus Tutoring. All these presentations have been well-received, and people have done a terrific job presenting. Also, staff hiring committee for distance education coordinator position.

### B.   San Jose City College Academic Senate
J. Bell: 1) Ongoing process of updating the SJCC Governance Handbook, will vote to approve it. 2) As the program review person, I've created a self-evaluation for the Senate and the committees that are under the Senate so that we could have a standard reporting mechanism. The form is created in the Lumen so that it would be actually a program review document. The document was shared with the Senate and was adopted. 3) SJCC Senate is starting Faculty Spotlight, similar to the existing Classified Spotlight. Maybe once or twice a semester spotlight a faculty member from different parts of the campus, focusing on associate faculty and fulltime faculty. Still working out the details . They could be a fulltime of associate faculty member.  4) Re: our [Strategic] Enrollment Management Committee, our SEM committee, one of our senators wanted more faculty than that we had, so I'm, taking that back to the Task Force for

that. 5) And then we passed a resolution supporting health care, coverage for associate faculty.

C.  District Academic Senate

Meeting adjourned at 4:56 pm