



san José • evergreen  
COMMUNITY COLLEGE DISTRICT

**DISTRICT ACADEMIC SENATE**

**Minutes**  
September 14, 2021  
4:00 PM -5:00 PM

DAS Members Present: Alex Lopez, Garry Johnson, Judith Bell, Elena Dutra, Maryam Farshadfar, Laura Garcia, Tina Iniguez, Heather Jellison.

- I The meeting was called to order at 4:05 PM via Zoom.**
- II. ADOPTION OF AGENDA-** Approved without objections
- III. APPROVAL OF MINUTES-** Approved with minor corrections to be completed
- IV. PUBLIC COMMENTS – No public comments**
  
- V. DISCUSSION/POSSIBLE ACTION ITEMS**
- IV. DISCUSSION/POSSIBLE ACTION ITEMS**

1. Establishing Institutional Review Board for the campuses/district

- a. Judith- She was contacted by a faculty member asking if we had an Institutional Review Board (IRB). This faculty member obtained a grant and needed to do research. Judith asked if we should consider a district wide IRB. Garry -Institutional Review Boards are used by people that want to do research most higher education institutions have them and are used by people that want to do research to make sure that the work is ethical and proper methodology is used. Alex – SJCC use to have an IRB a few years ago to oversee a study, since then it has not been used nor a request to use one has been made. Judith wondered if an IRB should be established at the district level so that both colleges could partake in this committee and that we could possible set it up so it could be used as a needed basis. Alex- recommended that if research for district wide study was requested we should establish a district wide committee otherwise each college should establish one at their campus. Judith – we should establish a policy on informing people what to do to establish an IRB we can take this up at our individual senates. We need to codify this and work together. We should do this for the faculty that are requesting an IRB. Garry – no one is requesting an IRB at EVC at the moment. Judith – we will work with our local senate identifying a process.

2. Possible Terms on Senate Executive at the campuses

- a. Garry- Our senate positions are mostly two year terms except our President and Vice President are one year terms, when faculty serve on college wide committees, faculty are appointed for two years. Alex- at SJCC our senators do serve two-year terms, our Senate President, VP, and Treasure serve one-year terms. I was Senate President for three years, my predecessor served for three years, and his predecessor served for three years. We were all re-elected on one-year terms. Alex is thinking that to serve two, two year terms could lead to possible burn out depending on the stress level one can handle but that would be the individual's choice. SJCC has no term limits on how many years the

Senate President or executive positions can serve. SJCC has a committee that updates the SJCC Academic Senate Constitution and Bylaws. Items like this are taken to that committee then they are brought back to the senate. The SJCC Senate has a process on how to make changes on the SJCC Constitution and Bylaws. Garry – EVC will look into this process.

### 3. Non-Instructional Assignment (NIA) Process for updating job descriptions <sup>[1]</sup><sub>[SEP]</sub>

- a. Fabio- at SJCC NIA committee was established because there were many complaints stating that only certain people were being given assignments and some of those were not doing the work. But it was not as simple as to say people were given the work and they were just pocketing the money without doing the work. We found that people were just given assignments randomly with no expectations or goals, no nothing. At that time Barbara Kavalier was the college president and Rita Zepeda was the chancellor. We brought this issue to the executive leadership because the admiration was interested in reducing many of these assignments. Administration was saying that they were spending close to 20 FTES. The first thing we had to do was determine which of these non-instructional assignments were actually non-instructional assignments. This was done with the senate leadership and administration. After we looked into this issue we found that there wasn't 20 FTES as claimed there were only like 14 FTES being used as NIA. We created a non-instructional committee where we had faculty, deans, vice presidents and now we have classifieds on this committee. Many of the non- instructional positions did not have job descriptions before this. We clarified the goals and objectives, outcomes and deliverables. In addition, we clarified how to measure the work, how faculty would do their job so that the next time when a dean would look for someone to help these things would be clarified. These NIA assignments were not going to be given to faculty solely on seniority but on being able to complete the work. Non-instructional assignments are outside the union realm because this work is directly related to academic programing or the type of work that the administrators cannot do. Non-instructional assignments are not necessary permanent assignments but that is arguable. Once job descriptions were identified and clarified we created the committee, and then created procedures. We began to polish it throughout the years. This processes is suppose to give voice to the academic senate to participate in the shared governance process. Garry- EVC does not have this committee and is looking at how they are going to approach setting up an NIA committee. The process at EVC does not seem to be transparent. When the request for NIA's is given its not exhaustive. EVC needs a process.

## VI. ACTION ITEMS -None

## VII. REPORTS

- A. **EVC** – Approved SLO handbook and will be sent out to all faculty. Faculty priority list will be moved forward and was updated. EVC had 6 opening and the 6 that were given by the chancellor so they will work on 12 new positions for the college.
- B. **SJCC** – Committee appointments was the focus at the first meeting many committees are being filled. The six new hires were also discussed. The senate will move forward with prioritizing the six new positions. The senate has three vacancies that need to be filled from last year.
- C. **DAS**- We have a meeting on the 20<sup>th</sup> with the chancellor. We will set the agenda for a retreat with the Chancellor and his executives. He wants to talk about the district goals.

**VIII. ADJOURNMENT – 5:05 PM**

**Fall 2021, District Academic Senate Meetings: Aug. 31, Sept. 14, Oct 12, Nov. 9, Dec. 14. TIME 4:00 PM to 5:00 PM.**