



## **District Academic Senate Minutes**

**Tuesday, Dec. 9<sup>th</sup>, 2025. Room 112, District Office**

### **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)  
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:**

Jeremy Brown, Vice Chancellor of Educational Services (VCES)  
Ryan Brown, Marketing and Public Information Officer (MPIO)  
Preston Pipal, Professor of Biology, SJCC  
Joell Serrano, Vice President, SJCC Classified Senate

## **CALL TO ORDER 4:05**

### **I. ADOPTION OF AGENDA** Grace 1<sup>st</sup>; Henry 2<sup>nd</sup>

1. Addition/Deletion/Corrections
2. Approval of Agenda

### **II. APPROVAL OF MINUTES** John 1<sup>st</sup>; Grace 2<sup>nd</sup>

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

Grace, on behalf of the Policy Task Force, requested that the District Senate reinstate its participation in the District Policy Committee. Some of the 4000-series Administrative Procedures (APs) have not been revised in a timely manner and would benefit from more direct Senate involvement.

### **IV. INFORMATION/DISCUSSION ITEMS**

#### **1. SJCC Alcohol and Drug Studies Baccalaureate Degree Application Update**

The DAS discussed this last month, so this is an update on the status of the application. Dr. Mary Cook had asked for help from the DAS. Recent talks have gone well. The Chancellor and VCES have been receptive and have worked to move the application forward. The issue will be presented to the Board of Trustees.

VC Brown noted that we can build a process for future applications to make the process clearer to ensure that applicants don't feel unsupported. This should be built into an AP on how to create a Baccalaureate Program.

#### **2. Program Viability Task Force Update**

The Program Viability Task Force that evaluated AP4021 has proposed a 3-tier method for evaluating how and whether to deactivate a program. Both Senates have endorsed it.

VCES Brown has suggested a few edits. He praised the overall approach to curriculum and process. The Program Viability Review process should acknowledge the impacts of deactivation. This statement should be written by the area Dean in conjunction with the faculty. For the mini Program Viability Review (PVR), it ought to be supported by institutional effectiveness and fiscal services and needs to work with a core standard data set. In the full PVR team, there should be a representative from institutional effectiveness and fiscal services. The PVR team's recommendations should be forwarded the Academic Senate and College President with a written rationale prior to the curriculum process. The review also should cover financial aid and licensure implications and compliance with external requirements for a teach-out.

He also suggested that the Academic Senate's recommendation would be forwarded to the college President who would confer with the Chancellor before forwarding action recommendations to the Board of Trustees. This would happen prior to the curriculum process. Fiscal and resource issues could be addressed before committing to curriculum development.

Henry and Mark suggested that the Program Viability Task Force should reconvene to evaluate final edits in Spring 2026. It should incorporate more representation from SJCC to ensure that the final recommendations reflect the interests of both colleges. Having a broader constituency would ensure a better process to update not only this AP, but it also could be used going forward to make the AP editing and updating process more efficient. Establishing an ongoing AP Task Force would necessitate bringing in more SJCC faculty as well as administrative representation, particularly from the VPAs.

VCEs Brown endorsed the idea of creating this ongoing District-wide Task Force as the most efficient and effective way to incorporate faculty into editing the APs before submitting revisions to the Board of Trustees.

Mark and Henry agreed to move forward on creating an ongoing AP Task Force. The next Senate meeting is on Feb. 3.

### 3. District AI Survey for Faculty Update

David observed that so far, the responses to the recent AI-usage survey reflect that most of our faculty are simultaneously nervous about AI, but also curious to learn about the current tools. [there were 159 responses; 72 from EVC and 84 from SJCC, with roughly half from Full Time Faculty and half from Associate Faculty]. Many faculty seem open to training. Mark noted that the faculty has been granted access to Copilot, but there needs to be more training and awareness. The current danger is that it is very easy to expose sensitive data if users are unaware of how to preserve data security. Any free versions of AI tools don't preserve data security, only the paid versions allow data protection. Despite the dangers, there also are advantages in using Copilot to help faculty with some of our regular responsibilities. David noted that training and advertising what we have is the key to the present. Creating communities of practice also could be a vital part of how we introduce faculty to how to use AI tools effectively and safely.

#### 4. Classified Prioritization Resolution from SJCC

Mark explained that the proposed resolution was debated in the SJCC Academic Senate. Preston Pipal, the resolution author, explained that the impulse behind the proposed resolution was a response to a decision by the Chancellor's office not to include the SJCC in the classified staff prioritization process. He explained that there are provisions in the Ed. Code that establish staff participation in campus governance. Also, our accreditation standards indicate that all stakeholders should have their voices heard in decision-making processes. And, ASCCC recently passed a resolution endorsing Academic Senates to encourage the inclusion of classified senates in participatory governance. Preston noted that he introduced the resolution as a way to start a conversation with the Chancellor and with the Classified Senate President about participatory governance. Joell added that the SJCC Classified Senate would like greater clarification on the new process for determining classified prioritization to see what role that the Classified Senate can play in it. Mark expressed concern that the District had been flagged by the last accreditation process for not having an inclusive enough hiring process and wants to avoid having that issue come up again. VCES Brown noted that a specific process that includes a classified senate is not required by accreditation. However, showing the evaluation and decision-making process is required. Preston reiterated that having a conversation with the Chancellor would help to clarify the issue. David promised that the Senate Presidents would discuss the issue with the Chancellor.

#### 5. Burden Free Course Materials

Henry presented the issue to the EVC Senate. AP 5031 addresses the issue, but only in a limited way and more needs to be more done. The law stipulates that governing boards need to adopt policies that ensure student access to textbooks and supplemental materials on the first day of class. OERs (Online Educational Resources) are one path to fulfilling this obligation. Grace indicated that the Psychology Department at EVC is working on making at least one section of each course in the Department incorporate OERs. Henry promoted the idea of developing an AP to promote the issue. John pointed out that some of the OER materials are not up to the quality needed for some courses. We need caution in advocating the use of free sources. David added that for some of our specialty courses that there are not yet OER materials that have been created. Mark noted that the ultimate goal is to have high quality, easily accessible, burden-free materials.

## 6. Chancellor's Listening Tour Working Group

David welcomed MPIO Brown, who is leading a Working Group that is following up on the Chancellor's Listening Tour, which produced "The First Hundred Days & Beyond" report. That report highlighted four thematic areas: Employee Experience, Student Experience, Organizational Effectiveness, Unity and Collaboration. The Group has begun looking at the first category, Employee Experience.

MPIO Brown said that the Group had met twice and hopes to develop some practical recommendations for the Chancellor that can address some of the issues that came up in the "First Hundred Days & Beyond" report. There are six individuals who represent AFT, the Academic Senates, CSEA, Classified Senate, MSC, and a student representative. The next category that the Group will discuss is on The Student Experience. The group is on track to have its overall recommendations by the end of Spring 2026.

David added that several subthemes have emerged during the discussions on The Employee Experience. One, the onboarding experience, will be the subject of one of the breakout sessions during EVC's Professional Development Day in January 2026. Other elements include: mental health resources and tools, creation of an intranet for ease of access to employee resources, and a glossary of terms and acronyms for new employees. Grace suggested adding a list of positions and who to contact for a specific concern. MPIO Brown indicated that one of the recommendations is to create an "onboarding buddy" who could help new employees acclimate to both the formal and informal ways that people find useful information. There also should be access to tools to learn about AI as well as professional development opportunities. David invited the Senate Presidents to forward suggestions and recommendations so that he can take them to the Working Group.

## **V. ACTION ITEMS**

## **VI. CONSENT ITEMS**

## **VI. REPORTS**

1. Evergreen Valley College Academic Senate

Henry wished everyone Happy Holidays

2. San Jose City College Academic Senate

Mark echoed the wish that everyone enjoy the Holidays.

3. District Academic Senate

No DAS President's report.

## **VI. RECOGNITIONS AND ANNOUNCEMENTS (3 minutes)**

## **VII. ADJOURNMENT 5:07pm**

Move to adjourn: Henry 1<sup>st</sup>; Grace 2<sup>nd</sup>