![City College of San Francisco logo]

Participatory Governance Council
October 20, 2022

MINUTES
Meeting Called to Order at 3:39 PM

No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by Courtney Wong
2	Roll Call (Procedural)	**Council Members:** Administrators: Stephanie Chenard, J. Dawgert-Carlin Staff: Michael Snider Faculty: Mitra Sapienza, Maria Del Rosario Villasana, Mary Bravewoman Students: Heather Brandt, Amelia Khong Council Alternates: Administrators: Classified Staff: David Delgado, Linda Liu Faculty: Sheri Miraglia Students: Angelica Campos, Courtney Wong
3	Approval of Agenda October 20, 2022 (Procedural)	Motion to approve the agenda by Mitra Sapienza, seconded by Michael Snider. Motion passed.
4	Approval of Minutes October 6, 2022 (Procedural)	Motion to adopt the minutes by Michael Snider, seconded by Amelia Khong. Motion passed.
5		No items.

Minutes by AD

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	Public Comments on Items not on the Agenda (Procedural)	No public comments.
6	Chancellor's Report	No report. No public comments.
7	Awards and Recognition (Information)	• J Carlin shared the information about VASA's event on Thursday, October 27th • Michael snider acknowledged the faculty and medical professionals – Medical Assistant Week No public comments.
8	Old Business	
	a) Equity Plan 2022-2025 LINK (Second Read) Potential Action Item	Tessa Brown • Any questions regarding of 2nd read of equity plan • Looking for approval of Equity Plan Michael Snider thanked and acknowledged Tessa Brown for hard work. Mitra Sapienza acknowledged Tessa Brown for her work and that all voices were incorporated. Motin to approve by Michael Snider, seconded by Amelia Khong. 8 votes to approve, no objections/abstains. Motion to move to the Chancellor for review. Moved by Mitra Sapienza, seconded by Chris Brodie. Motion passed.

Minutes by AD

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		No public comments.
	b) BP/AP LINK (Second Read) Potential Action Item • BP/AP - Degrees and Certificates • BP/AP – Nursing Programs	Tom Boegel • 2nd read of board policies • Decided in May – first read was Oct 6th • Any questions or comments on the second read Question from Heather Brands: Did it go to all constituent groups? Answer: It went to AS and Academic Senate last spring Motion to approve by Michael Snider, seconded by Mitra Sapienza. 12 votes to approve, no objections/abstains. Motion passed. Comments: Heather Brandt – If it was approved in other constituency groups, Angelica Campos had questions regarding "residency" wording. Response Edie Kaeuper – "Residency" is mandated language for board of nursing BP/APs. Heather Brandt – Angelica Campos privately messaged and commented it is not an issue on residency wording. No public comments.
	c) Institutional Self Evaluation Report (ISER) for Accreditation ISER sections (Second Read) Potential Action Item	Kristin Charles • 2nd read of ISER and was provided by the link last meeting • Yesterday Academic Senate read ISER – approved to recommend ISER • As Current as possible to submit in December

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		- Feedback from Madelin Muler - Madelin Muler and Steven Brown had comments regarding section 3b - Board will have first read Nov 10th, second read Nov 9th, Vote on Dec 19th - Acknowledges Mitra Sapienza for editing and accurate language - Formatting and evidence will be complete and current - Addressing other issues - Spring Peer Review team will be reviewing and submitting questions for clarifications and additional evidence J Carlin acknowledged Kristin Charles for hard work Question from Michael Snider was clarifying if the Chair was asking for a vote and what the member were voting on. Answer from Kristin Charles: Yes, a vote for approval for 2nd step in ISER. If there are changes, the document will be brought back to PGC and Academic Senate for voting again. Academic Senate recommended the ISER report that will be completed Dec 2022. Maria Del Rosario Villasana expressed her concerns in regard to voting for something that is not finalized Comment from Mitra Sapienza: As PGC member, there was a substantial amount of time on the ISER, and please review the document as updates are important but not substantial. Unfortunately, there is a time sensitivity and is why this is presented this way Mitra Sapienza shared the following information: Resolved that the CCSF Academic Senate Executive Council recommends the 2023 Institutional Self Evaluation Report (ISER) as an accurate reflection of the nature and substance of this institution that will be completed by December 9th, 2022 and has been completed through effective participation by

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		the campus community - this passed the Academic Senate yesterday
		Vote to extend time for 5 min by J Carlin, seconded by Michael Snider
		Maria Del Rosario Villasana – acknowledged the work but expressed that this process of approval before finalization seems very "murky"
		Comments: Sheri Miraglia – It's a long process, went to a vigorous process. Work in progress since 2016, last final stretch, nothing has been last minute
		Kristin Charles – Has taken a long time, and the document is complete. Now its time to see if nothing has been missed, feedback forms has been blank.
		Kristin Charles: it has been a long project, only received one response on a feedback form. The document itself is complete
		Motion to extend top 5 min, seconded by Mitra Sapienza
		Mitra Sapienza thanked Kristin and had a question about the next round of this Answer: The Chancellor owl be working with VC Al-Amin and Cooper Wilkins
		PGC voting to recommend ISER for its second step Michael Snider made a motion to recommend, seconded by Mitra Sapienza.
		12 votes – yes, 1 abstain. Motion passed.
		No public comments.
9	New Business	

Minutes by AD

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		No items
10	Standing Committee Reports	
	Budget Committee	No report No public comments.

	Technology Committee	Ellen Rayz
		
		Technology Committee Objectives
		• Develop and document technology based on accessibility, privacy, compatibility, with existing systems cost, training, sustainability, longevity
		• CCSF Computer labs creates standards for refreshing maintaining and standardized College lab technology
		• Continue to maintain an annual calendar of standardized technology maintenance across CCSF
		• Additional Committee Working groups
		    o Replacing Registration Platform RFP Workgroup
		    o Computer Labs Workgroup
		    o Technology Acquisition Workgroup
		    o Zoom Recordings Maintenance Workgroup
		• The Committee has openings for new members
		
		Questions
		Question from J Carlin – Zoom maintenance with other groups regarding Zoom meetings.
		Response from Ellen Rayz – Will cycle and monitor Zoom recordings depending which recordings stays. Can provided more detailed presentation on Zoom recordings next PGC meeting.
		J Carlin – Helpful to have another presentation on Zoom Meetings next PGC meeting.

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		No public comments.
	Planning Committee	Pam Mery
		• Student Equity Planning
		• District Vision and Mission Statement
		• Revised Draft Administrative Procedure 2.18 on Institutional Planning
		• Comprehensive Program Review is underway
		• Two meetings this semester so far, new members as well
		• Looking for students on the committee
		• Have adopted 4 objectives
		• Regarding equity gaps
		• Developing a master calendar
		• Combined calendar for annual planning and budget development
		• Updated Academic Policy 1.00 to make it clear that next education master plan has been queued
		• Consulting the Chancellor regarding 2023 process
		• Revising Draft AP 2.18 on institutional planning
		• Comprehensive Program review is underway
		• Academic committee and Planning Committee have been working together
		• Receiving a report on critical thinking and information Competency
		Comments:
		J Carlin acknowledged Planning Committee on the hard work.
		No public comments.
11	Future Agenda Item	Mitra Sapienza: report on Intranet

Minutes by AD

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		How to best get students the information they need and how to streamline it, who has the authority, what channels it needs to go through There is an employee intranet What other colleges do to utilize it: LINK, LINK 2 *Comments*: Heather Brandt expressed her concerns about the PGC process J Carlin: Need more consistency, will connect with Heather Brandt
12	Adjournment	Motion to adjourn the meeting, moved by Heather Brandt and seconded by Amelia Khong. Meeting adjourned at 5:02 PM

Minutes by AD

PGC Meeting
Summary of Actions Taken on October 20, 2022

Agenda Item	Action Taken
Equity Plan 2022-2025	Moved to the Chancellor for review

a) BP/AP
    • BP/AP - Degrees and Certificates
    • BP/AP – Nursing Programs
	Moved to the Chancellor for review

Institutional Self Evaluation Report (ISER) for Accreditation	PGC vote to recommend ISER for second steps/Moved to the Chancellor for review
Technology Committee	Information item only
Planning Committee	Information item only

Unfinished Business:

Agenda Item	Action Taken
Streamlining Internal Communication/ Announcements	Bring to the PGC Agenda Review for discussion

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