



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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Curriculum • Degree Requirements • Grading Policies • Program Development • Student Prep & Success • Governance
Accreditation • Professional Development • Program Review • Planning & Budgeting Process • Others as agreed

Note: Copies of the Final Agenda, Resolutions and Materials for the December 14, 2022 meeting can be found in the [December 14, 2022 Materials folder](#).

CCSF Academic Senate Executive Council & [Sound Recording](#)

Wednesday, January 25, 2023, 2:30-5:00pm
Via Zoom

<https://ccsf-edu.zoom.us/j/98935746783>

Council Members Present: Adam d'Aquisto, Monica Bosson, Matt Duckworth, Wynd Kaufmyn, Kimberly Keenan, Tom Kennedy, Sheri Miraglia, Madeline Mueller, Ronald Page II, Lisa Romano, Mitra Sapienza, Lou Schubert, Nuala Sheetz, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese, Jib Wongprassert.

Council Members Absent: Adam d'Aquisto, Erik Christianson, Lawrence Edwardson, Kate Frei (leave of absence), Malcolm Hillan, Jesse Kolber, Caroline Priestley (leave of absence)

Other Senate Members Present: Gaby Alvarenga, Harry Bernstein, Abigail Bornstein, Landi Ehnli, Simon Hanson, Jennifer Kienzle,, Ying Liu, Melissa McPeters, Joe Reyes

Guests: Heather Brandt, Dr. Tessa Brown, Dr. Ramona Coates, Chancellor David Martin, Pam Mery, Malinalli Villalobos

I. Call to Order 2:35 (3min)

A. We acknowledge that we are on the unceded, ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

- Recognize your own indigenous land settlement at <https://native-land.ca>

- <https://www.ramaytush.org/donate.html>
- <https://sogoreate-landtrust.org/donate/>

II. Adoption of Agenda 2:38 (2min)

III. Public Comment 2:40 (10 min)

- **Harry Bernstein:** I have been at a few meetings recently where many had hope for the first time with the new members added to the BOT. In 2025, this will be our 90 year anniversary. How do we acknowledge this while looking forward and not just “surviving” at CCSF?
- **Chad Stephenson:** Library now has heat in it. I want to appreciate Facilities folks and those who are dealing with long-term issues. Currently, water damage and roofing issues are being addressed at the library. It’s too hot but now we can wear short sleeve shirts. Facilities are doing their best and we’re trying to focus on the positive.
- **Andy Saunders:** Thank you to all involved in keeping the Motorcycle Program alive at the Evans Center Campus. Motorcycle classes are popular. There was a waitlist for the Moto 90 intro class, and continuing students have enthusiastically returned to the Moto 92, Tune up and Performance class. Employment prospects for program graduates are good: the motorcycle market grew during and after the pandemic, and electric two-wheeler sales continue to expand, opening more opportunities. Looking forward to offering more classes in the future, and if anyone wants to sign up and improve their career prospects, we do have two spots left in Moto 90.

IV. Reports 2:50

- Chancellor’s Report (10 min)
 - Changes with regular governing Board meetings. They will start at 4:30pm now. Trustees will go into closed session at the beginning of meetings. Hard stop at 5:30pm. End of meeting closed sessions if more time is needed.
 - Parking Update: we are tracking lower reservoir parking and will be talking with the land developer to see how we can lower the costs. Hope to have an agreement in early February.
 - Summer Instructional Budgets: These should be given out to Department Chairs within the next 24 hours. Geisce Ly confirmed they just went out.
 - Phil Ting held a Press Conference at Chinatown Campus to recognize Lunar New Year bill. Neat opportunity to bring Assembly member Ting to our campus to talk about this bill.

- Mask mandate: BOT will discuss tomorrow at meeting. We have received approval from PGC and are planning to remove mask mandate in early February. The proposal will be discussed tomorrow re: vax mandate, suspended in Summer 2023 registration. If it is passed we will provide more information to the broader college community.
- FPAC Process Update: the committee is finalizing the process and will get to Chancellor Martin next week and will get to the broader community shortly thereafter.
- Program Review: currently underway. Student Equity & Strategies Committee is underway in reviewing those requests. Hope to have final review and evaluation around February 15th to college community. Ramping up our Purchasing Department to get funds spent as quickly as possible once the proposals are approved.
- Student Registration: teams are working through questions for proposal documents. Interested vendors submitted questions to the districts re: who will handle the registration process.
- Student-Parents will get priority registration starting in Fall 2023. We need to start collecting this data from A&R and Financial Aid.
- Lou Schubert: On the Student-Parent priority idea, how does this factor into the Federal non-discrimination policy about parental status?
- Chancellor Martin: I don't believe our State legislation has violated any Federal laws but we will make sure that we are not in violation as we work with other Community Colleges.
- Lou Schubert suggested we expand the definition of "parent" to be more inclusive. It could be that others are caring for other family members, not just children.
- Chad Stephenson: Are we moving towards including Parents 55+, i.e. increase in Non-Credit offerings to support the growth of the college?
- Chancellor Martin: We can that as part of the discussion in the future. The state legislation defines a Student-Parent as "someone who has a child under 18" that they are caring for. We can look beyond this since we serve a unique demographic in our population.
- Mitra Sapienza: Are there any developments about our Audit findings?

- Chancellor Martin: We are finalizing the findings. It is likely we will receive our first clean audit in over 20 years.
- Officers Reports (15 min)
- President's report
 - ACCJC Hearing on January 12th in Sacramento.
 - 8 At-Risk Findings were found. (see report)
 - Hiring Committees moving forward for administrative positions (see report)
 - Ghost Student situation- we're trying to get as much information as possible. Go through department chairs. Hopefully we'll see that settle down soon.
 - Future of Zoom Recordings: Working with Office of Online Learning for Zoom recording support tools and storage. (see report for link to details)
 - We are keeping up communication about new construction, Facilities issues, etc.
 - DEI suggestions have been made by Mitra for new hiring documents on 28 new job descriptions so far.
 - We have a response to the Resolution on ESL courses at JAD are in Materials folder.
 - Have been talking with Dean Dewar about getting an OERI Coordinator, per recommendation of State Senate.
 - Talking with VC Ly and AVC Boegel about Sunshining Faculty Coordinator positions.
- Sheri Miraglia: update on State of Emergency.
https://docs.google.com/presentation/d/1-GvFUgcWOMXpl6jMr_MAAhh1ePuuR0CXbKpDPE4xchI/edit?usp=sharing
- Technically we are working on original Brown Act. This may change. In the interim, we have to deal with it.
- We're going to move to hybrid meetings starting April 12th with Owl camera recording system and then have new plan for the Fall.
- Lou Schubert asked for clarification about quorum whether physical or hybrid. Sheri said hybrid.
- Accreditation Steering Committee: want to remind faculty that all of our syllabi need to be placed into Canvas. Sheri offered her assistance for anyone having trouble doing that.
- **Lou Schubert**: Longer range things. As we reboot our college,

we need to have more faculty participation in governance. This may be woven into evaluations. I will begin gathering thoughts about this. Multi-year evolution and process.

- Contingency Planning: most other places of higher education have contingencies for interruption of higher ed. Covid, fires, short term medical, illegal building structures, faculty who are ill. We need something other than “get a substitute”.
 - UC Berkeley has a plan for putting things on Canvas. Maybe CCSF should have something similar that is implemented into our contingency plan.
 - Send your thoughts via email.
 - **Michele Sieglitz:** asked who in the meeting was a PT faculty member. (1 person, Landi Ehrle, raised her hand). I encourage everyone who is here to start talking with PT faculty about serving on ASEC so our concerns and voices are heard.. Please reach out and ask questions about the process, commitment, etc.
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- AFT2121 check in report (5 min)
 - Link to AFT/CFT Convention. Come to represent at upcoming meeting:
<https://docs.google.com/forms/d/e/1FAIpQLSdZDy0OFzhYLcxdlC2XJ9oJAmQs8NXRe4mfzA7kvjOALDLKGw/viewform>
 - Delegate Assembly Meeting next Tuesday 1/31 3-5pm on Zoom. Can nominate there as well. We can have about 30 delegates.
 - Fill out Bargaining Survey
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- Committee on Committees report (5 min)
 - [OER Liaison update](#) (5 min)
 - ZTC
 - More detailed reports to come.
 - Katryn Wiese: is this the first time we are seeing an OER Committee and a description?. I have a bunch of questions about it. Let me know if I am wrong. I think it warrants a discussion and I'd like time to do that.
 - Madeline Mueller: asked about whether there is still a limit to 100% reassign time. Mitra confirmed that this was the goal, but nothing is written in stone.
 - Mitra asked where we should place the pulled item.

V. Consent Agenda 3:40 (5 min)

A. Approval of Minutes from [December 14, 2022](#)

Resolution 2023.01.25.5A

Approval of Minutes: December 14, 2022

Resolved, that the Executive Council approved the Minutes for [December 14, 2022](#).

Adopted by consent.

- B. Reaffirmation of [Resolution 2022.09.07.5C Continuing Academic Senate Executive Council Authority to Hold Virtual Meetings Pursuant to AB 361](#)
- C. [OER committee description](#) for review (**pulled for discussion next meeting**)
- Katryn Wiese: This is the first time we've heard about there being an OER Committee and I don't feel comfortable voting on it. This is an important thing to create a new committee and I think we need to discuss it. I.e. What does the State require vs. what are our goals, etc.
 - Mitra Sapienza: the assumption is that the agenda is listed 3 days in advance of the meeting if faculty have questions about items on the agenda or want to pull things from the agenda.
 - Madeline Mueller: Are we still operating with the Release Time as less than 100%.
 - Mitra Sapienza: that is not a codified policy but none of these positions are 100%.
- D. [Distance Education Coordinator](#) for review
- E. [Noncredit Distance Education Support](#) for review
- F. [Distance Learning and Teaching Specialist](#) for review to advertise for hiring for the Fall 2023 – Spring 2024 AY
- G. [SLO-CC Job Description](#) for review to advertise for hiring in Spring 2023
- H. Approval of Committee Appointments

Resolution 2023.01.25.5H

Appointments to Committees, Task Forces, Work Groups

Nominations to Committees with Unlimited Membership

TLTR

Nuala Sheetz (ESL) - reappointment

Sophie Touze (Art) - new appointment

Galina Gerasimova (DSPS) - reappointment

Maura Devlin-Clancy (TLTR) - reappointment

Scholarship

Nicole Wise (Counseling) - new appointment

Nominations to Committees with Limited Membership

DEA subcommittee

Amy Lawlor (English) - reappointment

Student File and Grade Review

Annemarie Kurpinsky (Child Development) - new appointment

Nominations to AS Workgroups / Task Forces District-Level Committees and Task Forces/Workgroup

College Commencement Ceremony

William Morgan (DMI) - reappointment

PGC

Elizabeth Smith (English) - new appointment

PGC Budget

Jessica Buchsbaum (ESL) - new appointment

PGC Health and Safety

Julie Osoke (Student Health) - new appointment

College Professional Development Committee

Christina Yanuaria (ESL) - new appointment

Adopted by consent.

VI. Old Business


VII. New Business 3:45

A. [Transfer Center BP/AP 5.13](#) – Gabriela Alvarenga (10mins) first read, discussion

- We are required to have a policy per Ed Code and Title 5.
- CCSF currently does not have a policy that is required by state law.
- I am presenting this in front of you so we can be in compliance.
- We are located in MUB 101. We have only myself, a FT counselor and a FT clerk.
- We have been partnering with our student clubs and organizations.
- We offer a variety of services: in person and virtual
- We're going to start fieldtrips. We're going to UC Davis next month and bringing about 35 students with us.
- We also have a partnership with schools out of state and offer them a seat in our office when they come to visit
- Our Top 5 transfer schools: UC Berkeley, SF State, UC Santa Cruz, UC Davis, SJ State

- Will be updating transfer plan and will share with ASEC when it's completed.
- Lou Schubert: UC system just announced 65 colleges they want to reach out to.. Why are we not on that list?
- Gabby Alvarenga: Our students are not considered "low income". Some East Bay colleges: Laney, BCC are on the list.
- Lou Schubert: I teach a lot of "sophomore classes" of students who are transferring. Is there a place we can sign up when we know other colleges are coming to visit CCSF?
- No system for signing up yet. Hoping to create a listserv. Something on the to-do list.
- Simon Hanson: are we planning to put forward a new administrative procedure through ASEC and not the Board? Is the pre-existing policy being updated here? We may want to look back over previous procedures to make sure we follow policy?
- Mitra Sapienza: This will come back on February 8th.
- Madeline Mueller: Are we no longer keeping data on students who go to private schools, i.e. University of Phoenix. Gaby affirmed that we have that data.
- Lou Schubert: in terms of what to come back with... can we combine BP and New AP?
- Simon Hanson: we should put them both on the same document so it is easier to bring to the Board.

B. ASCCC Stanback Stroud Diversity Award Nominations (15mins)--Sheri Miraglia, presentation of nomination(s) and potential vote

- One nomination was submitted on time. Another nomination came in yesterday for Ethnic Studies and Social Justice Collaborative. Can we include this or is it too late?
- The council agreed to consider the second, group nomination
-  Ethnic Studies and Social Justice Collaborative--Stanback Stro...

■ [Dr. Lily Ann Villaraza](#)

- Lou Schubert: spoke on behalf of Dr. Lily Ann Villaraza. Filipino people are traditionally marginalized. Recusing himself of voting since he's on the "inside" but would vote for LAV if he could.
- Student Trustee Villalobos: Ethnic Studies Major. I'm excited to be here to speak on behalf of Dr. Villaraza and how much she has influenced him as a role model.
- Tom Kennedy: asked for clarification as to whether we could consider a group. Sheri answered affirmatively.

Resolution 2023.01.25.7B
Diversity Award

Nomination for 2023 Regina Stanback Stroud

Resolved that the Academic Senate Executive Council nominates [Dr. Lily Ann Villaraza](#) for the 2023 Regina Stanback Stroud Diversity Award

C. Committee on Committees (10mins) – Sheri Miraglia, seat 2 new Executive Council members

- We lost one of our alternates over the holidays. We're hoping to get two new council members to volunteer to come at 2pm for Committee on Committee agenda.
- Katryn Wiese offered to serve on the CoC

D. [Proposed Schedule for ASEC 2023 Elections](#) (10mins) – Election commissioners Simon Hanson, Joe Reyes and Steven Brown, discussion and vote

- Simon talked about the calendar for the elections as well as the 18 seats that we will have available.
- Lou brought up the various religious holidays that will be taking place during elections. Let's send out reminders about holidays and reminders to vote.
- Asks: one of the things we are trying to do is fill over half the council by next year.
- Lou Schubert: asked to clarify if we should ask if council wants to be 1 year or 2? Simon said we need to wait until we get votes in, by rank.
- Lou motioned to adopt the calendar. Sheri seconded it.
- Mitra mentioned that Officers are here to support people/questions of the old team to get new officers interested.

Resolution 2023.01.25.7D

Proposed Schedule for ASEC 2023 Elections

Resolved that the Academic Senate Executive Council approves the [Proposed Schedule for ASEC 2023 Elections](#)

Adopted by consent.

- E. YG2D Grief and Healing Workshop—request to use \$1,000 of ASEC PD funds to support for March 7th FLEX day (10mins) – Senate officers, discussion and vote
- [Resolution on using \\$1,000 Academic Senate Executive Council Faculty Travel funding to host Grief and Healing in the Workplace for March 7th mid-semester Flex day](#)
 - Lou described what the initial Flex event was and the idea that this would be ongoing.
 - Kimberly Keenan: I support what Lou talked about. It's something we'd like to have faculty to have. I have serious concerns about the way this was done. March 7th is a day of professional development. Why isn't the college coming up with the money? Especially since we haven't been coming to campus. I don't like the precedence that this sets. As the Travel Fund Coordinator, there is funding now but there may not be funds in the future.
 - Mitra Sapienza: confirmed that the ask did go to other sources of funding.
 - Clarified that the title of the organization is You're Going To Die and described that the organization originally began as a post-mortem grieving of those who had passed away.
 - Michele Sieglitz: asked what people on the council thought of inviting the people who have been let go to the grief and healing workshop.
 - Mitra Sapienza liked the idea and stated that conversations have been ongoing in the Office of Student Equity about other events, but that since this is a Flex activity that this would not be appropriate.
 - Lou Schubert: Proposed a friendly amendment on wording in the document that ASEC would pick up the cost in case the collegewide PD funds doesn't pay for it.
 - Monica Bosson: I'm definitely in favor of what this workshop is offering but would like to ask, is there any history of ASEC funding workshops in the past? I hear what Kimberly is saying too and it seems like this is a college-wide responsibility. Faculty were not the only ones laid off.
 - Fred Teti: not aware of any such funding like this in the past.
 - Kimbery Keenan: Concurred with Fred that she also did not remember ASEC funding for these types of workshops. Offered two friendly amendments. "College-wide funds" rather than "Professional Development" funds. Procedurally, there is no way to transfer funds unless it goes to the ASEC fund or to an individual faculty member.
 - Wynd Kaufmyn: I am feeling conflicted about this and am not sure I can vote for it. What keeps going around in my mind are the words of Joe Hill "Don't grieve, organize." The way the administration is going about dealing with the layoffs is troubling to me.

- Mitra Sapienza stated that the intent behind this is to discuss the impact of those left behind.
- Nuala Sheetz: do we have any information about the efficacy or quality of the program?
- Mitra Sapienza: we have the original experience of meeting with the group and the Flex day event. They are facilitators for conversation, not mental health experts.
- Simon Hanson: The issue seems to be for transferring travel funds because you haven't been given a PD budget. We have to present what we need moving forward in order to establish the budget.

Resolution 2023.01.25.7E

Funding for Y2GD Grief & Healing Workshop

Resolved that the Academic Senate Executive Council approves using [\\$1,000 Academic Senate Executive Council Faculty Travel funding to host Grief and Healing in the Workplace for March 7th mid-semester Flex Day](#)

AYES: Matthew Duckworth, Wynd Kaufmyn, Tom Kennedy, Sheri Miraglia, Madeline Mueller, Lou Schubert, Michele Sieglitz, Katryn Wiese

NAYS: None

ABSTAIN: Monica Bosson, Adam d'Aquisto, Kimberly Keenan, Ron Page, Lisa Romano, Nuala Sheetz, Fred Teti, Jib Wonprasert

VIII. Adjournment (5:00pm)