



# The Academic Senate

## CITY COLLEGE OF SAN FRANCISCO

50 Frida Kahlo Way, Box E-202, San Francisco, CA 94112 (415) 239-3611 Fax (415) 452-5115  
[www.ccsf.edu/academic-senate](http://www.ccsf.edu/academic-senate) email: [msapienz@ccsf.edu](mailto:msapienz@ccsf.edu)

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

Copies of the Final Agenda, Resolutions and Materials for the March 8, 2022 meeting can be found in the [March 8 Meeting Materials](#) folder.

The Academic Senate Executive Council is committed to providing access and accommodation to Executive Council meetings. To make a request connected to a disability or health condition contact the Academic Senate President 48 hours in advance of any Executive Council meeting.

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

Wednesday, March 22, 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:** Kate Frei (leave of absence), Tom Kennedy, Jesse Kolber, Caroline Priestley (leave of absence)

**Other Senate Members Present:** Dayamudra Dennehy, Landi Ehnli, Simon Hanson, Andrew King, Alexis Litzky, Ying Liu, Robin Pugh, Joe Reyes, Elizabeth Smith

**Guests:** Heather Brandt, Rachel Cohen, Jennifer Kienzle, Mandy Liang, Chancellor David Martin,

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)

- **Chad Stephenson:** Rosenberg Library has had heat for the past few weeks and it is a place of refuge for people from the weather. It is pleasant and it's worth sending the message to students that there is a warm and dry place to go.
- **Katryn Wiese:** I am so happy for all of the folks in the library and wondering if I can bring all my students and their rock samples over. Any strategies that people have to help us, please reach out.

IV. Reports 2:50

- Chancellor's Report (10 min)
  - Spring Break: college will be closed next week. Campus police will be on site during the day in case people need to get into buildings.
  - Technology Refresh Project: list of classrooms and labs that need to be refreshed. We are going to be upgrading and ordering about \$1 million before Summer.
  - Fall schedule is under way. We will be reaching out to Academic Affairs to see if there are any classrooms who have heat issues. We do fully expect to have heat up and running at JAD and Mission next Fall but we don't have information about Arts, Artz-X and Science yet. We hope to have bids shortly after Spring Break and hopefully be able to contract and repair over Summer.
  - Student Registration System: bidding process has come to a close. We had two vendors make it through the whole process. There is a conversation to allow the bidding process to be extended another 60 days so we have more options to consider besides just the two.
  - FPAC Committee: we are looking at moving forward to hire 7 positions: 3 for '23-24 and 4 positions for '24-25 year.
  - Simon Hanson: One of the things that I've been bringing back to ASEC is to bring clarification for the Administrative Review process. What is happening to Administrative

Evaluations?

- David Martin: We do plan to seek campus feedback during the month of April. We do expect to have every administrator brought through the process in April.

- Officers Reports (15 min)

- [President's report](#)
- We've seated about 7 faculty members on hiring committees.
- Spring Plenary on April 20-22nd in Anaheim
- Brown Act Resolution AB1275 for Student Meetings will be brought to Area B.
- Hyflex Pilot and EMC ad hoc Committee is being formed
- Our own ASEC Meetings will be Hybrid starting in April and into next year.
- Meeting with FPAC for final conversations and discussions forthcoming.

**Vice-President Sheri Miraglia**

- We had a visiting accreditation team last week and we got all of the evidence they requested. They will be sending us core inquiries in April and will send people for a site visit in October.
- We have 24 ASEC Committees. Most colleges our size have 3-6. Because we have so many, faculty are spread out and it's hard to find sufficient participation. I sent out an inquiry to Committee Chairs to see where we might consolidate and combine.
- This would be a major structural change but I think it's worth having the dialogue even though it will be difficult.

- AFT2121 check in report (5 min)

- Come to Open Bargaining in MUB, 2nd Floor April 4th. Salary restoration for concessions and Health Benefits.
- The last two sessions have been very disappointing where the whole team doesn't show up and are unprepared.
- There is an agenda item at the BOT meeting tomorrow re: rehiring faculty and classified employees.
- Mitra Sapienza asked if there was also a Zoom option.
- Mary Bravewoman: We don't have the technology so it is in person only.
- Lou Schubert: asked for clarification on restoration of salaries vs. restoration of contract. Is it to get back wages that were

cut during concessions?

- Mary Bravewoman answered affirmatively.
- Michele Sieglitz asked if we could help AFT with OWL Technology so that AFT can offer hybrid meetings.
- Mary stated that her understanding was that classified employees would be doing the OWL set up.
- Mitra and Sheri said they would connect with Mary Bravewoman offline.
- ASEC Election Commissioner report (5min)
  - Simon Hanson: when we last met, we were taking nominations. We had only 2 at that time. As of close of nominations, we now have 11 who are stepping up to run for election next year.
  - We have opened nominations and extended for a week. This would leave us with a council of 23 of 29 seats. Of that 23, we would not go over any of the limitations of over-representation but we will have (6) more open seats than candidates. We would have the limits pushed in 3 different departments: Math, English and Social Sciences.
  - Our intention is to broadcast this list over Spring Break and then have an electronic ballot to fill out when people come back from break.
  - Lou Schubert: clarified that Elena Alvarado Strasser is in Behavioral Sciences, not Social Sciences
  - Robin Pugh: said she submitted her own nomination but didn't see her name on the list.
  - Joe Reyes asked if she received a receipt and asked Robin to send this to him.
  - Nuala Sheetz: we are a smaller faculty altogether. How does that reflect on the number we expect to have on the council? Should we not expect a smaller council because our faculty is smaller?
  - Mitra Sapienza: we are bound by our Constitution and bylaws. We are restricted to specific seats in specific departments. In order to update we have to get 25% of the faculty at large to change to the Constitution. We tried to do that earlier but didn't get the votes. We will have future conversations about this. It's very complicated and time consuming to make these changes.
  - Nuala Sheetz: asked to agendaize the issue of why faculty are not stepping up in a future meeting.

- Madeline Mueller: our faculty size was not the issue when this Constitution was put together. Having 29 seats, which is way beyond any other school, was to honor the complexity of our particular make up of the college, including the Non-Credit division. So be it if there are fewer people on the council.
- Katryn Wiese: I don't think anything is going to come from this, but I personally do not think it's a fair use of time to stage a vote based on the numbers who are running. I think we can message that we think it's great if we have a reduced council based on the reduced number of faculty. It doesn't seem like the best use of our time. We are all so busy and have so many thing happening. The idea that we're going to go through all these hoops to have a vote is not convincing at this point. Maybe we can spend more time on the problem that is producing the low turnout.
- Simon Hanson: your election commissioners are following the current Constitution. The current Constitution is designed to represent faculty as a whole. If we suspend this, we will be breaking the Constitution. We are waiting to see if ASEC will want to reform the Constitution unless you tell us otherwise, since that is what the Election Commission is supposed to do.
- Kimberly Keenan: I have to say as a counterpoint to Katryn, I think it's important that we have an election. We do this all the time with unopposed candidates. If we do away with elections, we will cave everything.
- [Distance Education coordinators' report](#) (10min) – Dayamudra Dennehy and Ying Liu
  - We want to make sure when students register for classes they know exactly what they are getting into.
  - Online Training Update
  - Hyflex: well-received by college and we are planning to proceed with this.
  - We need to have lots of support and PD to focus on quality of student experience.
  - Chat GPT research
  - Michele Sieglitz: asked if it would be possible to reinforce the F2F classes with building and room number for location.
  - Ying Liu asked for clarification if our old schedule included this and Fred Teti wrote in the chat that students would have to click on the Details drop down to find this information.

- Michele Sieglitz reiterated that having that information, student-facing and fully transparent, without having to go to a drop down menu would help students be more clear. Ying Liu agreed.

ASEC Election Commissioners (5 mins)

- Committee on Committees report (5 min)

V. Consent Agenda 3:45 (5 min)

A. Approval of Minutes from March 8, 2023

**Resolution 2023.03.22.5A** **Approval of Minutes: March 08, 2023**

Resolved, that the Executive Council approved the Minutes for [March 08, 2023](#).

Adopted by CONSENSUS.

B. Approval of Committee Appointments

**Resolution 2023.03.22.5B** **Appointments to Committees, Task Forces, Work Groups**

**Nominations to Committees with Limited membership**

**International Education Advisory Committee**  
 Kimiyoshi Inomata (World Languages/Cultures) - reappointment

**Matriculation Advisory Committee**  
 Karen Cox (English) - reappointment

**Education Policies**  
 Lisa King (English) - new appointment

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

**PGC**  
 Alan D’Souza (Library) - reappointment (alternate)

**PGC Facilities**  
 Alan D’Souza (Library) - reappointment (alternate)

Adopted by CONSENSUS.

VI. Old Business 3:50

A. [OER committee description FINAL](#) (10mins) – second read, discussion and potential vote

1. [OER Committee Description Tracked Changes](#)

- Alexis Litzky: we removed the word “promote” regarding adopting OER materials.
- Michele Sieglitz: asked whether the “other materials” clause was sufficient to cover software, online subscriptions, digital tutorials, etc.
- Alexis Litzky answered affirmatively.
- Motion to Endorse: Katryn Wiese. Seconded by Michele Sieglitz

**Resolution 2023.03.22.6A**

**Approval of OER Committee Description**

Resolved that the Academic Senate approves the [OER Committee Description](#).

Adopted by CONSENSUS.

- B. [OER Coordinator job description](#), (10mins) second read, discussion, vote
- Ying Liu mentioned that the only changes that were made in the document were typographical and technical.
  - Chad Stephenson: asked if this should say “coordinators” or “co-coordinators” since it currently is singular.
  - Ying Liu said we should change it to plural.
  - Nuala Sheetz: I’m curious about the new committee we just voted on and this coordinator position.
  - Ying Liu: we felt the need to create an OER coordinator because it is very time consuming to do this work. We are doing ZTC mapping for the whole campus and then we will appeal for more funding because it is very time consuming to do this work.
  - Chad Stephenson: There is a seat on the OER Committee for Librarian as well. It will be helpful to clarify whether the OER Coordinator can be a voting member and/or have a supervisor who’s outside of the committee.
  - Fred Teti said his interpretation is that the person still needs to apply to the Committee on Committees.
  - Mitra Sapienza: it sounds like we need a more explicit reference in the job description to the OER Committee. We will have a 3rd read on April 12th and would be appointing this person by May 10th.
  - Yong Liu: the question that Chad had was a simple fix. Would you be okay if we change the language to include that both Coordinators are voting members.

- Mitra Sapienza: Added “. It’s in the best interests of the Committee for the Coordinator not to be a Voting Member but a Recommending Member.
- Chad Stephenson: the key is that the committee is giving advice to the OER Committees. Where would one apply for the positions?
- Motion to Approve OER Coordinator with proposed updates. Seconded by Sheri Miraglia.
- Approved by CONSENSUS
- Mitra Sapienza: hopefully we can get someone into that position by the end of the semester.

**Resolution 2023.03.22.6B**

**Approval of OER Coordinator Job Description**

Resolved that the Academic Senate approves the [OER Coordinator Job Description](#).

Adopted by CONSENSUS.

C. [Equity coordinator job description](#) (10mins) second read, discussion, vote

- Motion to move by Sheri Miraglia. Seconded by Wynd Kaufmyn.
- Approved by CONSENSUS

**Resolution 2023.03.22.6C**

**Approval of Equity Coordinator Job Description**

Resolved that the Academic Senate approves the [Equity Coordinator Job Description](#).

Adopted by CONSENSUS.

D. [Equity PD coordinator job description](#) (10mins) second read, discussion, vote

- Motion to move by Sheri Miraglia. Seconded by Malcolm Hillan.
- Approved by CONSENSUS

**Resolution 2023.03.22.6D**

**Approval of Equity PD Coordinator Job Description**

Resolved that the Academic Senate approves the [Equity PD Coordinator Job Description](#).

Adopted by CONSENSUS.



## VII. New Business

### A. [Resolution on Bypassing/ Fast Tracking Introduction to Online Teaching and Learning](#) (IOTL) (5mins) – Ying Liu, first read, discussion

- We have a lot of PT faculty who have been teaching online at other colleges.
- Some faculty are eligible for pay.
- Michele Sieglitz asked if faculty would have a review and/or place out exam for passing IOTL.
- Katryn Wiese asked if something is still being worked out by OLET and DLAC.
- Jen Kienzle responded by saying that the Resolution is reflective of the conversations between OLET and DLAC. Faculty originally would be moved to the Advanced Training but faculty could bypass this if they met all of the training standards.
- Lou Schubert said his understanding is that the State Chancellor 's office sets the standards for online training. Are we required to accept whatever the State Chancellor says is acceptable?
- Ying mentioned that each college locally determines the standard was answered in the chat.
- Kimberly Keenan: DLAC says they are not going to review the course. I am concerned that the people who work for us FT will have a lot more work to do or is the committee saying that the work has done elsewhere?
- Jen Kienzle answered that the work had been done elsewhere. If they took an equivalent training we would not want to delay the course from being offered.
- Kimberly Keenan asked if we are doing this as a short term problem or long term?
- Katryn Wiese: the ASEC already passed a resolution about this. It allows PT'ers who have never taught a class at CCSF to be able to teach right away if they have had the proper training. This Resolution basically allows anyone whose training is insufficient to be enrolled in IOTL training at the same time they begin teaching.

- Ying Liu: it has been done in the past. We just want to formalize the procedure. There will a review by the coordinators. There is a set criteria to find out if previous online training is equivalent.
- Motion to approve by Katryn Wiese. Seconded by Wynd Kaufmyn.
- Approved by CONSENSUS.

**Resolution 2023.03.22.7A**  
**and Learning (IOTL)**

**Bypassing/ Fast Tracking Introduction to Online Teaching**

Whereas, it becomes increasingly likely that new District hires will have acquired online education training at previous jobs, that these new hires will aspire to teach online at CCSF (and hence will be called “prospective onliners” in the sequel), and that they will contend that their previous training qualifies them to forgo CCSF’s Introduction to Online Teaching and Learning (IOTL) training; therefore be it

Resolved, that the CCSF Academic Senate agree that the Office of Online Learning should adopt criteria for prospective onliners to forgo the IOTL; and be it further

Resolved, that the CCSF Academic Senate recommend to the Office of Online Learning the following criteria for the prospective onliners to have the equivalent of CCSF’s IOTL training:

The previous online education training included substantial training in the California Virtual Campus Online Education Initiative Rubric (e.g., @ONE’s IOTL).

The previous online education training was completed within the past twenty-four months.

The prospective onliner has created a CCSF-hosted, accessible instructional website.

and that the decision, to be made by the Senate-appointed distance education coordinator(s), will be informed by a self-assessment of an online class that the prospective onliner has taught and of the previous online education training completed; and be it further

Resolved, that the CCSF Academic Senate recommend to the College that the prospective onliners who qualify by the process above to teach online at CCSF be subject to the same training and course development standards as faculty who successfully completed the IOTL training at CCSF, in particular, that prospective onliner deemed “online certified at CCSF” must still complete additional CCSF online training if an online course development is eligible for compensation per the AFT contract; and be it finally

Resolved, that the CCSF Academic Senate recommend that prospective onliners who do not qualify by the above process to teach online at CCSF may apply for the IOTL and, if accepted (which requires an approved DEA, chair approval, funding, and space in the

training) may begin teaching the target course in parallel with the training.

Passed by CONSENSUS.

- B. [Proposed Math Catalog Updates](#) (10mins) – Rachel Cohen, first read, discussion
- AB705 changed all of our lives and now AB1705 has landed upon us and we have to make some changes to the Math graduation requirement as mandated by the State.
  - There are two parts we need to adjust: we need to change the Math placement score, because we don't have math placement tests anymore. To meet competency: students can a) complete two semester of high school math at or above Algebra 2 with a C or better, b) complete an approved math course or c) provide SAT, ACT, AP or International Baccalaureate (IB) scores.
  - Lou Schubert asked if the new classes cover AP Statistics and also asked about International students.
  - Rachel Cohen answered the question about Statistics by pointing out the language of Level of Algebra 2 or higher. For International students there is a self-reporting section if they don't have transcripts.
  - Lou Schubert also asked about GRE Scores
  - Mandy Liang said that GRE Scores are included by also stated we have never received any GRE requests over the years. She mentioned that we always advise students to see the Math Department Chair if they have courses which do not fall in the specific guidelines.
  - Nuala Sheetz asked about AP Precalculus in chat.
  - Rachel Cohen confirmed it was coming in May 2024.
  - Lou asked if we could add it preemptively.
  - Mandy Liang suggested that we speak with Math Department after we have more information.
  - Lou Schubert motioned to endorse.
  - Ron Page advised holding off until the Math Department had discussed.
  - Rachel and Mandy both said that Katia had already discussed the Resolution and Ron asked to wait until the entire Math Department had a chance to discuss.

- Katryn Wiese mentioned that we have gotten in the habit of passing things at first read but that shouldn't be the expectation. There are good reasons that that this shouldn't be the norm. There are too many things people have questions on.
- Michele Sieglitz asked if a friendly amendment could be made to include language that it could be approved pending a Math Department meeting.
- Mitra clarified that we would have to wait until April 12th meeting if we don't endorse today.
- Madeline Mueller mentioned that this could go into the catalog addendum which is open/flexible and mentioned that not many people see the printed catalog these days.
- Rachel Cohen mentioned that this could be put in the catalog addendum and clarified that the addenda are separate from the Online Catalog.
- Malcolm Hillan moved to Table to next meeting. Seconded by Katryn Wiese.
- Landi Ehnli asked if there is something we can put in the printed catalog that mentions that an addenda will be forthcoming.
- Rachel Cohen said she would figure out something "lively" to say.

C. [Faculty Hiring Document Revision](#) (5mins) – Mitra Sapienza, first read, discussion

Resources

- [1991 Faculty Hiring document](#)
- [1991 Faculty Hiring Document WITH EDITS pg 1-7](#)
- [1991 Faculty Hiring Document WITH EDITS pg 7-end](#)

- The last time the document was updated was in 1991. This has traditionally been an agreement between ASEC and BOT. Over the last several months, Mitra started looking at accuracy, modernizing language, etc. with Joe, Darlene and HR. We also sent it to Lancelot Kao, Madeline Mueller, Edie Kaueper, Wynd Kaufmyn, Simon Hanson.
- We want the council to go into the document, suggest things, make revisions, etc. Then we'll take this back to HR and DCC. We're hoping to have this ready by April 27th BOT meeting. April 12th will be the second read and potential vote. If we're not ready then, we'll push it to May.

- Madeline Mueller said that this is a “mutual agreement” document and gave some backstory about how the BOT implemented this document. Make sure all of the edits don't lose something important between the ASEC and the BOT regarding “mutual agreement” because it has to be dealt with so carefully.
- Mitra Sapienza confirmed that this has been adhered to in consultation with all of the constituents who have weighed in.
- Wynd Kauufmyn mentioned that she has been on FPAC for the last year and her first question was about what document was used for faculty hiring. The original document does not include the Chancellor’s voice in the matter of hiring. I explicitly asked each administrator on the FPAC committee what language do you think applies- the original document or whether or not FPAC is just a “recommending body”. They avoided the question. They proceeded as though we are just a recommending body. I would like to preserve the original intent behind the 1991 document.
- Fred Teti agrees with Wynd 100%. It’s possible that not every position recommended through FPAC will be hired. That might be why the administrators were reluctant to answer.
- Mitra Sapienza mentioned that we should be very intentional about the writing of the document and procedure moving forward
- Simon Hanson: the document does need some further refinement and and revisions regarding Chancellor vs VC of Academic Affairs. What would clarify this would be a clarification in the document regarding how many positions and how those positions are allocated. We can say in the document that we need to have more information before going through a ranking process which has been part of our challenge this year.
- Mitra Sapienza: Please update the document with any suggestions over the next two weeks.
- Sheri Miraglia mentioned that we have to get these comments in order to get this to the Board by April.
- Lou Schubert: one of the things I’d like to point out in the document under Philosophy #3 is that it commits the District to giving competitive pay and benefits for FT Faculty. It’s important we get the district to recognize this.

D. [Suspend Academic Senate Executive Council Term Limits for the 2023-24 Academic Year & Re-convening the CCSF Constitution Workgroup to Complete the Third Year of work](#) (10mins) – Katryn Weise and Sheri Miraglia, discussion, potential vote

- This came up when we only had 2 candidates at our last meeting so we had a conversation about extending term limits.
- In order to extend term limits, we have to change the Constitution. I'd like to ask if we can bring this back to the next council meeting about what the Constitution Workgroup can do moving forward.
- Moved to discuss at next 4/12 ASEC meeting

VIII. Adjournment (5:00pm)