



# 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

Copies of the Final Agenda, Resolutions and Materials for the March 22, 2022 meeting can be found in the [March 22 Meeting Materials](#) folder.

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

Wednesday, April 12, 2023, 2:30-5:00pm  
MUB 140 or Via Zoom

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

**Council Members Present:** Monica Bosson, Malcolm Hillan, Wynd Kaufmyn, Kimberly Keenan, Jesse Kolber, Sheri Miraglia, Madeline Mueller, Ronald Page II, Lisa Romano, Mitra Sapienza, Nuala Sheetz, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese, Jib Wongprassert.

**Council Members Absent:** Adam d'Aquisto, Matt Duckworth, Kate Frei (leave of absence), Tom Kennedy, Caroline Priestley (leave of absence), Lou Schubert

**Other Senate Members Present:** Landi Ehnli, Simon Hanson, Jennifer Kienzle, Andrew King, Craig Kleinman, Alex Leyton, Ying Liu, Andrea Niosi, Joe Reyes, Elizabeth Smith

**Guests:** Kristin Charles, Rachel Cohen, Diana Garcia-Denson, Mandy Liang, Geisce Ly, Chancellor David Martin, Janey Skinner

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

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)

- Emergency Item Added: BP/AP 1.15
- Motion to Approve: Tom Kennedy, Seconded: Sheri Miraglia

III. Public Comment 2:40 (10 min)

- **Harry Bernstein:** Item 5A on the Agenda of the Board Budget and Audit committee, seeking to bring back laid off faculty as soon as possible—by 2026. He pasted the following in the chat due to audio problems.

A. Resolution Supporting a Plan to Recall all Remaining Full Time Tenured and Tenure Track Faculty Laid Off in May 2022—Therefore Be It Resolved that the Board of Trustees affirms its commitment to faculty tenure; and

Be it finally resolved that commitment includes the following:

1. That the Board of Trustees supports the Chancellor in developing, adopting, and implementing a plan to recall all remaining full time tenured and tenure track faculty laid off in May 2022 as soon as possible but in no case later than for the 2026 spring or summer semester.

Harry's comment is that 2026 is not as soon as possible. Please attend the meeting and ask for restoration sooner.

- **Fred Teti:** The Education Policies Committee met on Monday and they recommended Administrative Procedures 5.27 concerning Instructional Materials..... Should be on a future ASEC agenda. Ed Policies continue to work on Academic Freedom, General Educations, DSPS. Write to Fred for more information.
- **Simon Hanson:** Just wanted to remind everyone that we are in the midst of an election. Open until Friday April 21st. We only have about 84 responses so far. Go to the ASEC webpage to read candidate statements and vote.

#### IV. Reports 2:50

- Chancellor's Report (10 min)
  - Give Administrator feedback by contacting your leadership or directly to the Chancellor.
  - Southeast Center: After a 25 year partnership with PUC, we have been told that we have to evacuate the facility. We have 35 leased spaces that are frozen in time. Much of it will be disposed of and some will be brought back to Ocean Campus.
  - Student Registration System update: 2 submitted proposals went all the way through the process. We're hoping to extend the submission deadline to have more vendors participate.
  - Admin Positions have been posted: PIO, AVC of Finance, AVC of Facilities (permanent position) Alberto Vasquez has been interim for 3 years, open to the public.
  - New Structure of Board Meeting . They are going to try have back to back meetings then have a closed-session Sub Committee meeting at the end of the meeting.
  - FPAC Review: a lot of people have asked to have the ranked disciplines published. The hope is to get this out on our website.
  - ACCJC visiting Dr. Mac Powell. We hosted him for about an hour with a group of college stakeholders to talk about the good work that CCSF is doing and will continue to do.
  - Facilities projects: contracts have been finalized for JAD, Mission and Wellness and now the vendors are getting the supplies shipped to SF before work can start.
  - We have a final set of quotes for underground steam pipes for Science and Arts- Summer project. There will be disruption on walkways and navigating the campus, etc. Most likely the work will start a week after Commencement.
  - Student Union elevator was done. It is now working.
  - Jesse Kolber asked for clarification if faculty are being asked to evaluate administrators.
  - Chancellor Martin confirmed this.
  - Harry Bernstein asked if there is any way to restore money that was paid to PUC.
  - David Martin responded by saying that we were still occupying the space and making monthly payments because we had 30 or so classes worth of stuff in the buildings so it will be difficult to ask for any of that money back.
  - Wynd Kaufmyn asked if there were some obligations we had

to the community that were tied to the building before closing the building.

- David Martin: Yes, there was a Prop A Bond allocation for a new facility in that area. \$30 million is still allocated in our Bond budget for a new facility with CCSF and PUC. Regardless of what happens to the existing facility, we still have that funding in place.
- Simon Hanson: there are other community agreements beyond the Prop A Bond money, i.e. a sewage site.
- Two clarification questions: Who is the Supervisor for the Vice Chancellors? The Board Committees are meeting this Thursday... will there be a session with the Board as a whole?
- David Martin: said he was not aware of the sewage agreement with the PUC. Regarding the evaluation process, Mitra can provide the forms. Feedback for Vice Chancellors will go to Grace Esteban in the Chancellor's office. Sub committees will have three trustees with each committee and then Board will meet as a whole in closed session at 7:30pm.
- Chad Stephenson: there is no handicapped accessibility from Lower Area parking lot to Cloud Circle. We have to meet accessibility requirements during construction over the Summer.
- Vice Chancellor of Academic and Institutional Affairs Report (5mins)
  - Spring Break has been set to coincide with SFUSD. April 8th-12th, 2024. Commencement is May 25th, 11am in Rams Stadium.
  - Summer schedule: April 10th is first day of registration. June 5th is first day of instruction for Summer. Fall schedule will go live on April 17th. May 1st is first day for Priority Registration.
  - Favorite Lecture Series: Monday May 3rd, 12pm Olga Galvez, "Making Space for Everyone"
- Officers Reports (15 min)
  - [President's report](#) (details and links)
  - April is CA Community Colleges month, approved by Board of Governors.
  - Two CCSF-led Resolutions passed unanimously at Area B. Both moved to Statewide Plenary vote, April 22nd.
  - Free City College retreat next Tuesday April 18th, 2-4PM MUB 140.

- Collegial Consultation: 10+1 purview re: Cantonese Certificate, AP 5.16 Plagiarism revise, Facilities, MAP (Military Articulation Program) Initiative, Developing a Center for Teaching & Learning, Faculty Travel Coordination Funding and ASEC Budget.
- **VP, Sheri Miraglia:** I'm hoping in two weeks that we'll have an update from ACCJC and more update on Committee Consolidation work.
- AFT2121 check in report (5 min) (excerpt from email)
  - Currently, your bargaining team is in a prep meeting for our bargaining session with the district, tomorrow from 2-3:30 PM in MUB 261. I would ask all who can attend, to join your bargaining team in person. Please come to see firsthand the tactics used by the district's team and show them that we are all paying close attention to this process. AFT's goal is to conclude negotiations by the close of the Spring semester, however, the district has been slow to respond to the proposals currently on the table. Negotiations are open to all members of AFT 2121.
  - Delegate Assembly Meeting Tuesday, April 18th, 3:00-5:00 pm on Zoom: Please join us to learn more about bargaining, our latest organizing efforts, and structure test. All members are welcome!
  - Thank you and I look forward to seeing many of you soon! As always please feel free to reach out with questions or concerns.
- Committee on Committees report (5 min)

V. Consent Agenda 3:30 (5 min)

A. Approval of Minutes from [March 22, 2023](#)

**Resolution 2023.04.12.5A**

**Approval of Minutes: March 22, 2023**

Resolved, that the Executive Council approved the Minutes for [March 22, 2023](#).

Adopted by CONSENSUS.

B. Approval of Committee Appointments

Resolution 2023.04.12.5B

**Appointments to Committees, Task Forces, Work Groups**

**Nominations to Committees with Limited Membership**

**International Education Advisory Committee**

Quinci Lee (Counseling) - reappointment

Billington Mbolu (TRST) - reappointment

**Open Educational Resources**

Ying Liu (Biology) - new appointment

Alexis Litzky (Communication Studies) - new appointment

Chad Stephennson (Library) - new appointment

Diana Garcia-Denson(World Languages) - new appointment

Andrew King (English) - new appointment

Shawn Wiggins (Math) - new appointment

**SMEE**

Eric Tom (DSPS) - reappointment

**Honor's issues**

Adriana Rivera (Counseling) - reappointment

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

**Accreditation Steering Committee**

Steven Brown (EHF) - reappointment

Madeline Mueller (Music) - reappointment (alternate)

**PGC Technology Committee**

Joe Reyes (Biology) - reappointment (alternate)

**PGC Diversity Committee**

Mitra Sapienza (English) - reappointment

Adopted by CONSENSUS.

VI. Old Business 3:40

A. [Proposed Math Catalog Updates](#) (10mins) – Rachel Cohen, second read, discussion, vote

- Minor changes have been made after meeting with Math faculty.
- SAT Score is vague to include updates to new SAT exams
- Specific language for AP Calculus has been added. I'm hoping next year's catalog will include new information about Pre-Calculus.

- Ron Page said that all of his concerns were satisfied after meeting with Katia Fuchs and the rest of the Math Department and thanked Rachel for bringing back the Resolution.
- Rachel Cohen thanked Ron for bringing his concerns about the proposal back to the Math Department.
- Motion to Approve by Ron Page and Seconded by Lisa Romano.
- Passed: 12 Aye, 2 Abstain

**Resolution 2023.04.12.5A**

**Proposed Math Catalog Updates**

Resolved, that the Executive Council approved the [Proposed Math Catalog Updates](#)

Passed.

**Aye (12):** Malcolm Hillan, Wynd Kaufmyn, Tom Kennedy, Jesse Kolber, Sheri Miraglia, Ron Page, Lisa Romano, Nuala Sheetz, Michele Sieglitz, Chad Stephenson, Fred Teti, Katryn Wiese

**Abstain (2):** Madeline Mueller, Jib Wongprasert

- Mitra mentioned putting evaluation for Administrators in the chat and mentioned the Administrators the Chancellor specifically wants evaluated ( VC Lisa Cooper-Wilkins, VC Geisce Ly, VC John Alamin, AVC Clara Starr)
- Madeline Mueller asked for clarification of Admins who were not on the list Mitra mentioned. When did we know that we were not invited to evaluate? It seems like there is a possibility to review all administrators. I was hoping it would give us a possibility to catch up on the other evaluations. Was I wrong in my interpretation?
- Mitra mentioned that any of the Administrators could be evaluated by April 28th, 5pm to Grace Esteban.
- Lisa Romano said that in the past the Administrator wrote what their responsibilities were or what they have done so we could effectively evaluate them. Now it is a blind evaluation if you don't have a lot of contact with an Administrator. Could we bring it back to the old method of evaluation?
- Mitra said that she would bring this to Collegial Consultation.

B. [Faculty Hiring Document Revision](#) (15mins) – Mitra Sapienza, second read, discussion

Resources

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

- Mitra mentioned some of the updates of language, i.e. “Affirmative Action” to “Equal Education Opportunity”, met with DCC and HR Leadership. She thanks Simon Hanson and Wynd Kaufmyn for all of the feedback.
- Mitra mentioned that one of the comments was that the document was contradictory to the original document.
- Madeline Mueller mentioned she would like to read through another time before voting. She said it doesn’t make sense to pass it as is.
- Mitra said there is no reason to rush the process.
- Madeline said there has been some really good work on the process but the details are important. She mentioned that it could be a week or two before it’s ready to go.
- Simon Hanson brought up some things that have come up in FPAC. Some of the original things in the document said that a department could make choices about hiring. I’m not sure the discussions have been addressing this. The number of candidates is another issue that should be aired in the open.
- Chad Stephenson brought up a concern about librarians. This document doesn’t seem to meet the needs of the library as faculty because librarians need to keep doors open and waiting for a year or longer is too long a time for hiring. I’m trying to see if there is an exception to the rule.
- Mitra asked Chad to go into the document to make comments about his concerns for library faculty.
- Chad made further justifications for why hiring for librarians should be an exception.
- Madeline Mueller talked about the history of the faculty hiring document being a “mutual agreement” which we need to preserve so the Chancellor doesn’t have too much power in the hiring process.



- Sheri Miraglia said that the hiring document is really important for accreditation so hopefully it will give us incentive to get it finished and to the board.
- Chad Stephenson called out support to the DEI portion of the document which is already taking effect on the hiring committee.

VII. New Business 4:10

A. [Resolution to observe 10+1 and AB1725 in regard to the progress toward development of the Cantonese Certificate](#) (10mins) – Craig Kleinman and Mitra Sapienza, first read, discussion, vote (time sensitive)

- Craig Kleinman discussed the backstory of the Cantonese certificate which was initiated by the Board President, Alan Wong. We currently only have 4 courses and 1 PT instructor. The department felt coerced to create curriculum we don't actually have. It never got full approval. We need a resolution to clarify this so that the Board doesn't abuse their power.
- Diana Garcia-Denson spoke about her reservations in offering the Cantonese Certificate but felt pressured and coerced to offer this. Right now there is no certificate. We can move forward once the resources are offered and it meets the guideline of the department. This has been going on for 2.5 years.
- Mitra Sapienza mentioned that the Board thinks that because this was approved by the Board that it would move forward. She also said that she and Sher Miraglia spoke with President Wong but he didn't budge.
- Discussion of the Resolution
- Chad Stephenson asked why the Chancellor is not standing with the faculty on this issue.
- Diana Garcia-Denson stated that the Chancellor was supportive and also said he was an "employee of the Board" and that "Alan had made promises to the community".
- Chad Stephenson answered by saying the Chancellor was answering to the wrong body and that his first allegiance should be to the faculty of the college.
- Craig Kleinman said that the Office of Instruction put forward the Cantonese Certificate on the Board agenda without checking with Diana or Craig. He mentioned that he invited the Chancellor to speak openly at

the Curriculum Committee and he supported the faculty. He said that people are saying all sorts of untrue things, such as that the department was “canceling Cantonese classes”, etc. which are not true. We’re dealing with “crazy here”.

- Sheri Miraglia motioned to approve. Seconded by Monica Bosson.
- Passed by ACCLAMATION

**Resolution 2023.04.12.7A      Observe 10+1 and AB1725 In Regard to the Progress  
Toward Development of the Cantonese Certificate**

Resolved, that the Executive Council approved the [Observe 10+1 and AB1725 In Regard to the Progress Toward Development of the Cantonese Certificate](#).

Passed by ACCLAMATION

- B. [Catalog Language for Departmental/Programmatic Probation](#) (10mins) –  
Andrew King and Fred Teti, first read, discussion, potential vote (time sensitive)
1. [Proposal Departmental Probation Policy.docx](#)
    - Fred Teti spoke on behalf of Andrew King who oversees the Student Probation process. The committee has been tasked with evaluating student grievances that are beyond it’s purview.
    - The proposal is to add a third category that shows Department-specific probation language.
    - Lisa Romano asked some questions about the punitive nature of this proposal and how many students this impacts. 65-75% of Counselors would be very concerned if this was presented “as is” right now.
    - Andrew King mentioned that it is not in his purview to determine what standards certain departments have. It’s not for us to interfere. Most of the programs have handbooks which outline the conditions and requirements to progress through programs. It’s a small number of students that this impacts. Most seem to do well and graduate from their programs.
    - Lisa Romano said she doesn’t necessarily disagree but her gut reaction as a counselor is to share this information in Counseling so that students are not distraught by finding out they can’t move on

in a program. Even if it is just one student, it would best if the Counselors could help them understand.

- Andrew King said the information is there for the students in all of the handbooks. He stated again that it's not his committee's job to determine if a student has met academic standards within a program. The conversations need to happen with the Department Chair, Dean and maybe with Counselors on how to help the student succeed.
- Tom Kennedy shares Lisa's misgivings about the document which can lend itself to tyranny in a department.
- Sheri Miraglia added that this isn't a new situation. The students know what they need to do in order to meet program requirements but it just adds clarifying language about what can/cannot go through an appeal process.
- Simon Hanson suggested a way forward and talked about bringing the language back to "Grade and File". Maybe we just need to clarify what Grade and File does do.
- Andrew King thanked Simon for clarifying his points. The absence of a clear policy is what leads to problems. The document he has drafted clearly states to go to the Department Chair and Dean.
- Lisa Romano clarified that we should at least communicate the policy that we are going to put in writing to students so that they can understand and Counselors can help students understand the policies. I'm the first to say that you can't give a degree to a student in your program if they haven't finished all the courses. Some of you do that and it drives me nuts!
- Fred Teti suggested adding a Resolve that the language in the document should be communicated to all appropriate college bodies, including student development faculty.
- Motion to Approve by Fred Teti, Seconded by Nuala Sheetz

Resolved, that the Executive Council approved the [Proposal for Departmental Probation Policy](#).

Passed.

**Aye (9):** Malcolm Hillan, Wynd Kaufmyn, Sheri Miraglia, Madeline Mueller, Ron Page, Michele Sieglitz, Fred Teti, Katryn Wiese, Jib Wongprasert

**Nay (1):** Tom Kennedy

**Abstain (5):** Monica Bosson, Jesse Kolber, Lisa Romano, Nuala Sheetz, Chad Stephenson

- C. [Area C GELO Report Acceptance and Use](#) (10mins) – Janey Skinner, first read, discussion, potential vote
- D. [Math Requirement GELO Report Acceptance and Use Resolution](#) (10mins) – Janey Skinner, first read, discussion, potential vote
- ☐ ASECMath Requirement ASEC presentation 4/12/23
  - ☐ ASEC presentation Area C: Sciences & Math Requirement GELO reports
    - Area C: Biological Science and Physical Science
    - Data was analyzed over six semesters, discussed with School of STEM and MESA Coordinator, SLO Committee
    - Higher proficiency in pandemic than pre-pandemic
    - Equity gap is larger on course success. Biggest gap is among young students (under 25) in equity populations.
    - We looked at how students might be getting lower scores due to behavioral issues rather than not knowing the material, i.e. turning in papers late and getting lower scores. This is problematic if a student has to repeat the course.
    - Equity continues to be of continued concern. Gender was not a large issue.
    - We will come back in two weeks to discuss again.
    - Katryn Wiese said there is a lot she wants to talk about with this and specifically wanted to know who the faculty are who evaluated this information. We need to really understand where the data is coming from. None of the Science faculty were invited to read this

and give a response. I want to make sure we don't quickly process the information and move on.

- Janey Skinner said she was completely open to that.
- Andrea Niosi mentioned that they would love more faculty input and would reach out to solicit that.

E. [W BP 1.15 Revised April 2023.docx](#)

[W AP 1.15 Board Policy and Administrative Procedure DRAFT April 2023.docx](#) -

Board Policy and Administrative Procedures (10mins) – Kristin Charles, first read, discussion, potential vote

- This is a new administrative procedure. Looking to make revisions to existing Board policies, specifically addressing accreditation issues as recommended by CCLC.
- Suggested eliminating the time frame in the policy and language which is not in the CCLC template. In another paragraph, she made the argument for keeping existing language which is in better alignment with CCSF policies.
- We are looking to create an 8-year cycle (rather than 5 year cycle) which is synchronous with the accreditation cycle. We haven't had a good track record in keeping up with our Board policies.
- The RRP Handbook does not describe the expedited process.
- We will be leap-frogging with PGC and ASEC for secondary reads.
- Mitra Sapienza asked if we could add explicit language about 10+1. If we do have input, what's the best way to get it to you?
- Kristin said she would be happy to add explicit language and said to email her with any feedback.
- Simon Hanson mentioned two concerns: 1) 10+1, 2) Who will be responsible for making decisions? Some of our past issues has to do with who is responsible for making sure our policies are going through proper channels. Lack of specificity about bypassing participatory governance. We added a template from a State body (CCLC) rather than using our own local language. What you're presenting here is different than the League's but we're kind of giving up our autonomy by relying on templates from a

lobbying group. Has there been 10+1 consultation around this? You've added the CCLC template number to each of our Board policies.

- Kristin Charles stated that there are legally-required policies that adding the CCLC number makes it easier to track when legal changes are made.
- Madeline Mueller asked if the League actually was a "legal entity".
- Kristin Charles said she didn't know. Janey Skinner said they are a non-profit, 501.c.4.
- Madeline Mueller said that it should be clarified whether CCLC is a legal entity.
- Kristin mentioned that in July they are going to release 63 different revisions which will cause us to revisit our policies if there are legal implications.

VIII. Adjournment (5:00pm)