



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 April 12, 2023 meeting can be found in the [April 12 Meeting Materials](#) folder.

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

Wednesday, April 26, 2023, 2:30-5:00pm
MUB 140 or Via Zoom

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

Council Members Present: Monica Bosson, Malcolm Hillan, Kimberly Keenan, Tom Kennedy, Jesse Kolber, Sheri Miraglia, Madeline Mueller, Ronald Page II, Lisa Romano, Mitra Sapienza, Lou Schubert, Nuala Sheetz, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese

Council Members Absent: Adam d'Aquisto, Matt Duckworth, Kate Frei (leave of absence), Caroline Priestley (leave of absence), Jib Wongprassert.

Other Senate Members Present: Luciana Castro, Alan D'Souza, Landi Ehnli, Simon Hanson, Alex Hosmer, Jennifer Kienzle, Craig Kleinman, Alex Leyton, Anna Lisa-Helmy, Ying Liu, Joe Reyes, Richard Velasquez,

Guests: Kristin Charles, Rachel Cohen, Diana Garcia-Denson, Jen Kienzle, Mandy Liang, Geisce Ly, Chancellor David Martin, Cherisa Yarkin

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)

- Motion to approve amended Agenda with revised BP/AP 1.15.
Approved by Malcolm Hillan and Seconded by Ron Page

III. Public Comment 2:40 (10 min)

- **Chad Stephenson:** I want to appreciate all the work done on the Ocean Campus. Everything looks wonderful and beautiful. Thank you to the Horticulture Department for bringing your students to the library to work on that area.
- **Lou Schubert:** Gave a shout out to students who are waiting to see if they got into UCLA today at 5pm. It's exciting to be around our students at this moment.
- **Madeline Mueller:** This weekend will be the Spring production of "Big Love" in the Theatre Arts department. It will be off campus this weekend, Fri-Sun. The students are marvelous. Madeline will provide more information. Support our students, please.

IV. Reports 2:50

- Chancellor's Report (10 min)
 - Black Student Success Week Statewide. There are several events throughout the week, not only at CCSF but also Statewide. Support Black Students Success Week and pop into a Zoom room.
 - Diego Rivera Mural. We are currently looking at the logistics to bringing it back to CCSF. The Works of Art Committee will be doing the walkthrough on campus to see where it may be housed for the next 2 years.
 - Parking update: we lose our lower reservoir which will reduce number of parking spaces. We are doing an RFP for design services for a new parking structure either by Riordan High School or by the tennis courts. It will potentially be \$30-35 Million and we want to get a solid estimate before we go after funding which we currently don't have.
 - Southeast Center: We primarily offer CTE courses at Evans

Campus but there are some classrooms that may be available for traditional lecture, i.e. GE classes, this Fall.

- Heating Projects: we are looking at a 8-14 week delivery window for the supplies.
 - Definitive move out dates for Conlan Hall are starting to be issued to current residents on CH. Still on track to be fully out by mid-Summer.
 - FPAC: take a look at the Chancellor report attached to the Board docs for tomorrow's meeting with the ranking of departments by FPAC.
 - Position Control: we are continuing to clean this up through Summer time. We want to make sure everything is being charged to the correct departments and programs.
 - Acknowledgement of Mitra Sapienza for Statewide representative.
 - Sheri Miraglia asked about Summer enrollment problems with bots who are messing up the count. Faculty are going to need assistance weeding through the enrollment.
 - Chancellor Martin said that Cynthia Dewar and her team are looking into how to address this and that this is a partnership with the State Chancellor's office. It's a bit frustrating that just when we are making progress, the bots continue to become more complex.
 - Simon Hanson: the timeline for this is important not just because of the start of classes but now, because the bot students push out the real students who would like to enroll.
 - Katryn Wiese asked about the security of the doors, one in Science Hall which has been broken since August. It's not easy to get through those doors in an emergency. We're hoping that there will not be an emergency but that's a very precarious place to be.
 - Chancellor Martin assured Katryn that he would look into this.
- Officers Reports (15 min)
 - [President's report](#)
 - Spring Plenary was last week.
 - DEI Resolution was passed on CONSENT
 - Meeting Modality Resolution Failed and was updated with a new resolution which has updated legislation from the State.
 - I threw my name in for a State Senate position and now I am

- officially the State Senate NorCal representative.
 - Approved college-wide faculty coordination website
 - All ASEC files from old website will be migrating to our new website.
 - May 10th meeting will be in MUB380 or Zoom.
 - 9 core inquiries from ACCJC
 - We are awaiting a response to our Cantonese Certificate. I have heard through the grapevine that it will not be in next year's catalog.
 - We are continuing to have conversations about how Impacted departments are impacted by Coordinator positions and FPAC Follow-Up.
 - Vice-President, Sheri Miraglia: There are no new committee appointments this week so if you would like to join a committee, now is a good time to do it. I am also continuing to work on committee consolidations.
 - None of the nine areas the ACCJC inquired about had to do with academics or faculty.
- ASEC Election Commissioners report (10mins)
 - [W CCSF 2023 AS Election Report to ASEC on April 26 202...](#)
 - 168 Faculty voted in the election
 - Elections started on April 5th and closed last Friday.
 - We haven't sent any information to the candidates yet.
 - Only 168 faculty members voted in this election which is historically low. I cannot give a percentage because the college has stopped providing hiring reports.
 - We also have vacant seats on the council. This year we had 16 people stand for election but we can only have 3 people per department with exception to ESL (6) and Math (6) and English (6). There is an issue in Social Sciences because there are too many people. We have to let the person who had the fewest votes in Social Sciences know that they cannot be seated.
 - This wasn't a competitive campaign but if it were there would be issues about who has access to the faculty list-serve.
 - I want to thank everyone who stood for election. We need to confirm that all the newly elected members and returning council members can actually stay on the council. We will congratulate the new council on May 24th and hold Officer

elections that day. This gives us one month to know who the new council will be and these will be the people who will vote for the new Officers.

- Lou Schubert: I noticed that in order to have fewer Math faculty on the council, we allowed Fred to be considered in a different department. Can I do this as well?
 - Simon Hanson mentioned that an exception was made for Fred because he is the Chair of Ed Tech which has no faculty representation and answered that you have to be teaching a majority of your classes in another department.
 - Madeline Mueller: we had a 29 member council earlier when we had two divisions: Credit and Non-Credit. We had over 100,000 students at that time. We are a much smaller institution now. 29 was an aspirational number but there is no requirement to have that many council members.
 - Chad Stephenson: was there anything in the report that shows how many Center locations are represented on the new council??
 - Michele Sieglitz thanked the Election Commissioners for all of their hard work and for the faculty who stepped up to run for an ASEC council seat.
 - There was some discussion as to whether Simon and Joe will remain as Election Commissioners next year.
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- AFT2121 check in report (5 min)
 - We had some positive movement at the bargaining table yesterday. We expanded healthcare for PT'ers and also we bring in about \$1-1.6 million to the college. Faculty who work 40% or more for current semester and next semester will get healthcare. This reimbursement for PT health college will be 100% reimbursed by the State. We're just waiting for Board approval.
 - We made a comprehensive salary proposal that would look to rehire our laid off FT faculty and increase our faculty headcount moving forward. 25% salary increase both retroactively for the past two years and for the next three years. We will hear back soon from the District.
 - The bad news is that even though we won in the courts around "bad faith bargaining" by the District, they are still continuing to argue in bad faith, showing up late, etc.
 - They have not been able to clarify what concession-restoration would look like but they are considering a \$3 million dollar proposal

that is not clear.

- More bargaining sessions before the end of June but the District is not committing to dates yet.
 - As we continue to bargain, we are being responsive to faculty petitions. Sign petition so we can have a strong campaign for faculty and students.
 - Michele Sieglitz asked about bad-faith bargaining continuing to play out as being a possible leveraging tool from AFT.
 - Alan responded by saying that AFT wanted to give the Administration time to get used to their roles and follow up.
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- Committee on Committees report (5 min)

V. Consent Agenda 3:40 (5 min)

A. Approval of Minutes from [April 12, 2023](#)

Resolution 2023.04.12.5A **Approval of Minutes: April 12, 2023**

Resolved, that the Academic Senate approves the Minutes for [April 12, 2023](#).

Adopted by CONSENSUS.

B. [Faculty Travel Coordinator job description](#)


Resolution 2023.04.26.5B **Approval of Faculty Travel Coordinator Job Description**

Resolved, that the Academic Senate approves the [Faculty Travel Coordinator Job Description](#).

Adopted by CONSENSUS.

~~C. Approval of Committee Appointments~~

VI. Old Business 3:50

-  Resolution to Approve the 2023 CCSF Faculty Hiring Document [Faculty Hiring Document Revision](#) (10mins) – Mitra Sapienza, third read, vote
 - Mitra thanked all of the people who worked on the many revisions of the hiring document, i.e. Simon Hanson, Joe Reyes, Madeline Mueller, Darlene Alioto, Sheri Miraglia.

- We are acknowledging that this document hasn't been updated since 1991.
- We are including revisions that include DEI in hiring and recruitment practices.
- We also are acknowledging all the departments and groups that contributed to the hiring document.
- May 11th will be presented to Student Success and Policy Sub-Committee.
- We plan to present to the BOT on May 18th at the last Spring meeting.
- We are making the document updates aligned with ACCJC accreditation, every 8 years.
- We want to recommend that the document be accessible and published on the ASEC website and HR website.
- Sheri Miraglia made a motion to approve. Fredi Teti seconded the motion.
- Sheri made a motion to pass by Acclamation. Fred Teti seconded.
- Passed by ACCLAMATION.
- Madeline Mueller: before 1725, the 1991 version of the document, we had a hiring document and formed an Affirmative Action Committee. In the 70s and 80s we had a lot of influence at the State-level regarding diverse hiring and the new document is showing the newly updated version of this. We had strong influence at the State-level back then and so glad that Mitra is at the State level now.
- Lou Schubert mentioned that the new hiring document says that faculty are supposed to get competitive pay and this is good to have in the document so we can hold the Administration accountable.

Resolution 2023.04.26.6A

Approval of the 2023 CCSF Faculty Hiring Document

Resolution to Approve the 2023 CCSF Faculty Hiring Document

Approved by acclamation by the Academic Senate Executive Council on April 26th, 2023

Whereas, the Academic Senate and Board of Trustees mutual agreement of the Faculty Hiring Document was published in 1991 and needs to be updated; and

Whereas, the Academic Senate passed Resolution 2020.11.18.6D Resolution on Diversity, Equity and Inclusion which states, in part, “that the Academic Senate affirms its core values to...embed racial equity into practices to hire and retain diverse faculty, to increase racial representation and prioritize hiring employees who demonstrate equity-minded competence” and asks CCSF Administration to “commit to recruitment and hiring practices that prioritize attainment of racially diverse employees and employees who demonstrate equity-minded competence”; and,

Whereas, the Academic Senate leadership has been considering a variety of revisions to the Faculty Hiring Document since June of 2022, with consultation and input from leaders in Human Resources, Department Chairperson Council, Faculty Position Allocation Committee, Equivalency Committee, AFT 2121, and the Academic Senate Executive Council; therefore, be it

Resolved, the Academic Senate approves the 2023 Faculty Hiring Document, to be presented to the Student Success and Policy Board subcommittee as an informational item on May 11, 2023 and to the full Board of Trustees May 18th, 2023; and

Resolved, that the Academic Senate recommends the regular review and revision, as needed, of the Faculty Hiring document at least every eight years; and

Resolved, that the Academic Senate recommends that the Faculty Hiring document be published and made accessible on the Academic Senate, Human Resources and other college webpages to ensure optimal faculty access; and

Resolved, that the Academic Senate celebrates all of the faculty, staff, students and administrators who contributed to this revision process.

Approved by ACCLAMATION.

- [BP 1.15 with tracked changes](#) and [AP 1.15 with tracked changes](#) - Board Policy and Administrative Procedure updates (10mins) – Kristin Charles, second read, discussion, vote
 - Kristin changed the formality of the CCLC Heading for each of our policies and just said that our policies were related to the CCLC.

- One of our core inquiries is making sure we are on top of our Board policies.
- We also added that we rely on ASEC when coming up with Board policies.
- Madeline Mueller: if we do get a district lawyer back, they will be on top of this language, correct? I think this language is flexible and gives us room to flesh things out over time.
- Kristin Charler acknowledged this.
- Kristin Charles also mentioned that this would be moving forward to PGC next week.
- Simon Hanson suggested that we add a simple one-liner saying we as the ASEC endorse this new AP/BP might evolve as it goes to PGC.
- Motion to endorse by Sheri Miraglia. Seconded by Malcolm Hillan.
- Approved by CONSENSUS.

Resolution 2023.04.26.6B

Endorsement of BP 1.15 and AP 1.15

Resolved that the Academic Senate endorses [BP 1.15 with tracked changes](#) and [AP 1.15 with tracked changes](#) as presented to the Academic Senate Executive Council on April 26th, 2023.

Approved by CONSENSUS.

VII. New Business 4:10

- [Board Policies and Administrative Procedure on Instructional Materials Fees](#): Deletion of BP 6.13 and replacing it with an addition to AP 5.27 (10mins) – Fred Teti, first read, discussion, potential vote
 - [BP 6.13](#), Instructional Materials Fees (We propose that the Board delete this as duplicative with BP/AP 5.27.)
 - Some of our policies have not been renewed for decades.
 - Two members from the Ed. Policies Committee found another (below) policy on instructional materials under Student fees while investigating the BP.
 - In consultation with the Bursar, it was determined that we could delete the old policy and add a new section to the Student Fees Board policy. We're proposing to

add a section G and delete 6.13 so all the fees are in the same place.

- Chad Stephenson brought up some of the comments he made on the BP with regard to Student fees and clarified them. Who provides the instructional materials? Fee-based instructional materials can be licensed and provided by the library. We can't provide those materials when students are no longer at CCSF.
 - Fred Teti clarified that this proposal has nothing to do with what Chad is discussing and amended the proposal to include language that reflects "current student" status.
 - Michele Sieglitz asked if we needed to be cognizant of any BP changes impacting accreditation.
 - Sheri Miraglia affirmed that this would not impact things negatively, and would actually look good since we are updating our Board policies.
 - Madeline Mueller asked for clarification and if there is specifically a Board Policy 5.27 as well and AP 5.27 and Fred said there was.
 - Madeline asked if we have time for a second read in May and Fred said that this was fine.
 - [AP 5.27](#) Student Fees proposed new [AP 5.27G](#), to be added to AP 5.27
- Simple Syllabus (15mins) – Sheri Miraglia, Fred Teti
 - [Adoption of Simple Syllabus presentation](#)
 - This is a new tool for maintaining syllabi in Canvas.
 - Standard 2A.3 says that Syllabi are required for every course.
 - We struggled to meet the standard and one of the ways we wanted to improve upon
 - We agreed to put the syllabus in Canvas so students or an accreditor could access them. We attempted to use a tool called Ready, Go to help facilitate the syllabi and SLOs but there have been problems.
 - In Simple Syllabus, the Canvas integration is really easy to use for Faculty and Students. The best feature is that you can automatically populate SLOs. You can create templates for different departments to use. It is accessible and meets ADA requirements.
 - One of the nice things is that it's not really a significant changes; it's just changing the syllabus tool.

- We want to create templates so each department has a voice in designing syllabi.
- Some of the training will be on updating a MS Word or PDF document so it can be liquid so students can view it on multiple different types of screens.
- It will also be consistent across courses and disciplines.
- Jen Kienzle will have a Sandbox Session on how to work with Simple Syllabus on May 3rd at 12pm.
- Katryn Wiese mentioned that she went to a workshop a year and half ago and wondered what happened in the discussion around using Simple Syllabus since. The one thing that we want the program to do-importing SLOs- we can't guarantee that Simple Syllabus will do. Can we see an example of how this works?
- Jen Kienzle mentioned in that chat that she would follow up with Katryn with regard to importing SLOs.
- Sheri Miraglia said that the last year has been spent trying to use Ready Go and there have been problems. It's very difficult for Chairs to use and not very useful. This did go to DCC and they did ask that we use this tool.
- Tom Kennedy thanked everyone for working on this and said his concern is that this has already been decided and is not sure his low-level students will be able to handle this.
- Simon Hanson mentioned that everyone sees things from their own point of view. It sounds wonderful for the people who want to adopt a new technology but it negates the hours of work that faculty have done to get their syllabi to read in multiple programs. If someone wants to keep a PDF for low level NC students, will it be possible?
- Sheri Miraglia mentioned that you can make a syllabus in three different ways, all at the same time, in Simple Syllabus. From an accreditation standpoint, we were missing a lot of syllabi in Canvas and I think this will solve this problem.
- Michele Sieglitz asked for clarification on what Tom meant by "low level Non-Credit students" and he replied that they were English-learners. She asked if he handed out paper syllabi to his students and he replied in the affirmative. She also asked if it was necessary to use Canvas for all classes, including NC and he mentioned that he has a Canvas shell for each class but the NC students don't generally use Canvas..

- Monica Bosson asked if SS is going to go through a trial run before this is adopted since faculty never got to weigh in on this? She also asked if short syllabi could be created using this tool because she has a goal to create a single page syllabus.
- Sheri Miraglia talked about why decisions are being made without all-faculty input. I don't know how to create an environment where faculty can bring input to every tool that is decided upon and reiterated that Chairs decided they wanted this tool.
- Lou Schubert mentioned that the technology needs to be easy to use and if it's going to be burdensome on faculty then someone else needs to do the work.
- Katryn Wiese said she is concerned that this did not come through Shared Governance. We need to think about we stop the next bus from coming at us. This could be very costly and may not meet our needs.
- Guided Pathways Work Plan update (10mins) – Cherisa Yarkin, informational
 - [Presentation slides and Draft GP Work Plan](#)
 - We are being asked to update our Guided Pathways Workplan.
 - We called our plan RiSE. The State wants to have a larger collective impact at colleges
 - Some of the pillars and success factors, we are really thinking about what factors help students be successful, i.e. nurturing students and creating a sense of belonging.
 - The State does not require any approval from ASEC but we want to hear from you and get your feedback.
 - Get feedback in by May 15th for June 1st submission date.
 - Feedback form: <https://forms.office.com/r/D3s3RETYBD>
- [Re-convening the CCSF Constitution Workgroup to Complete the Third Year of work](#) (10mins) – Katryn Wiese and Sheri Miraglia, discussion, potential vote
 - We would like to pass the resolution in order to reconvene the workgroup and address some of the restrictions and concerns we have with a smaller council and student body.
 - We need to look at the Constitution with a current lens regarding what has been happening at the college.
 - Madeline Mueller mentioned that we should get “back into business” and revisit the by-laws.

- Michele Sieglitz asked if it was possible to include more faculty in this Workgroup, considering how important it is to hear from a greater diversity of faculty and ideas and because of how little faculty input there has been at the college overall lately.
- A friendly amendment was made to make the workgroup open to all faculty, regardless of ASEC council-participation.
- Madeline Mueller mentioned that since we don't have a percentage of the number of faculty who voted this term, the number who participated in the current election (168) may not be that low.

Resolution 2023.04.26.7D Re-convening the CCSF Constitution Workgroup to Complete the Third Year of Work

Resolved, that the Executive Council approved to Re-convene the CCSF Constitution Workgroup to Complete the Third Year of Work

Whereas the current Academic Senate Constitution and Bylaws were developed when there were a much larger number of CCSF Faculty members and

Whereas the Constitution and Bylaws Workgroup was formed in 2021 by resolution 2021.03.10.6C to develop revisions to the constitution and bylaws and adopted the following review goals:

Provide a clear rationale and process for updating the CCSF Academic Senate constitution and by-laws.

Assess and recommend updates to the constitution and by-laws to be more inclusive, transparent, and equity-minded.

Assess and recommend updates to the constitution and by-laws to maintain accuracy, currency, and best practices.

Whereas the Constitution and Bylaws Workgroup completed the first two of three years of work but has not completed the third year, be it

Resolved that the Constitution and Bylaws workgroup reconvene in Fall 2023 to complete revisions to the constitutions and bylaws as referenced in the original resolution 2021.03.10.6C, and be it further

Resolved that workgroup participation will be open to all CCSF Faculty.

Approved by CONSENSUS.

- Chad asked for clarification on how our last meetings regarding Officer elections and Mitra mentioned that the newly elected Council and Officers will all be seated on May 24th after nominations are made and accepted and voted upon by the new Council members.

VIII. Adjournment (5:00pm)