



# 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

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

Wednesday, May 24, 2023, 2:30-5:00 pm

MUB 140 or Via Zoom

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

**Council Members Present:** Monica Bosson, Matthew Duckworth, Malcolm Hillan, Wynd Kaufmyn, 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, Jib Wongprasert

**Council Members Absent:** Adam d'Aquisto, Kate Frei (leave of absence), Caroline Priestley (leave of absence)

**Other Senate Members Present:** Elena Alvarado-Strassser, Mary Bravewoman, Jessica Buchsbaum, Tracy Burt, Luciana Castro, Alan D'Souza, Landi Ehni, Mike Greenberg, Simon Hanson, Alex Hosmer, Jennifer Kienzle, Craig Kleinman, Alex Leyton, Anna Lisa-Helmy, Alexis Litzky, Ying Liu, Craig Persiko, Robin Pugh, Joe Reyes

**Guests:** Cynthia Dewar, Jen Kienzle, Andrew King, Lisa King, Mandy Liang, Chancellor David Martin

#### 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)

III. Public Comment 2:40 (10 min)

- **Madeline Mueller:** I want to bring Reparations to your attention. Higher Education Action Team. It emphasizes Nursing Programs at CCSF for African-American students. Maybe we can coordinate support for this Resolution next semester in ASEC.  
[Reparations Resolutions from HEAT](#)
- **Joe Reyes:** It feels very good to have so many council members in the room. I want to make sure the folks at home feel the group in the room. The Nursing Department is looking for a male faculty member to be on their hiring committee for next week, June 2nd. Let the Nursing Department know if you are able to do this.
- **Katryn Wiese:** It's been a very long year of dealing with facilities issues. In the last meeting, I brought up the broken emergency exit. It does not feel to me that there is someone in facilities who cares enough to make this emergency exit functional. The short term fixes keep getting undone. I would hope that this gets fixed during the Summer. I don't know how many students will want to come back by Fall. Who will trust that this will get resolved? I'm at the end of my rope.
- **Monica Bosson:** I want to let people know that I was due for my TB shot and the Student Health Center is no longer allowed to do faculty TB tests and I think that needs to be reinstated.
- **Chad Stephenson:** One College-Two Book program has begun and the library has copies of digital and print copies but today is the last day the library will be open. [Library/CCSF.edu/onebook](http://Library/CCSF.edu/onebook)

IV. Reports 2:50

- Chancellor's Report (10 min)
  - Big thank you to Ying Liu for allowing me to come to her class and "draw a baseball using e-Coli"(??)
  - Conlan Hall: we will have signs up saying we are closed to the Public as of Monday and accessible only to employees.
  - Our governing board approved two positions: AVC and

Chief Financial Officer and Director of Risk Management and Procurement. This individual will be responsible for Contact Tracing, as the law requires us to continue doing this.

- Senior Director of Budget position is also opening and we will have more information in the coming weeks.
- We've had some positive conversations with the Airport for the AMT program. We hope to make some serious progress over the Summer.
- If we can open up that department in the airport hangars, this will be very positive.
- Looking for two individuals to serve on the RFP (Student Registration) Committee.
- Two major updates on Performing Arts Center. Our BOT approved the final designs that will go to DSA. We hope to get the Board's consideration over the Summer. We also will be selecting the General Contractor who will be responsible for building the project.
- Holds on Ghost Students update. We placed holds on their records and sent out an email yesterday with a 5-day window to respond. Drop time is March 30th. If we don't hear back from students by then we will consider dropping them.
- Jenny Ming will give the Commencement speech tomorrow. She's the founder of Old Navy and currently sits on the Board of Levi Strauss.
- Special shout outs: Steven Brown for beautiful flower arrangements, Mitra Sapienza , Council members and faculty.
- Ying Liu: Thank you for coming to our lab. The students really enjoyed the visit and we appreciate you caring about our STEM program.
- Madeline Mueller: Thank you for arranging for our band to play in MUB 140 last night. Thank Grace. It was a spectacular event. Maybe we can do it again in this room for Music.
- Katryn Wiese: can you give us an update on the main exits that regularly get blocked? Do you have anyone at the college who is making this a priority?
- Chancellor Martin: I can follow up with you directly.
- Simon Hanson: we are hiring someone who is responsible for Risk Assessment. I suggest you look at how this person can provide oversight on Public Safety, Health & Safety and Facilities.
- Chancellor Martin thanked Simon for the comment and said

he looked forward to improving the onboarding process for this position.

- Officers Reports (15 min)
  - [President's report](#)
  - Last Collegial Consultation: we got a verbal approval for next year's Senate Officers has been approved, in addition to the budget for Faculty Travel Coordinator. We'll get \$125,000 next year for Faculty Travel.
  - We're also trying to get some pay for ASEC President over the Summer.
  - We're also trying to get extra pay for faculty serving on hiring committees.
  - We haven't gotten a response about the Cantonese Certificate from the BOT yet nor the Resolution to honor Lauren Muller.
  - The Faculty Hiring Document was approved by BOT in last week's meeting. We will work to make sure that document is connected to our website so everyone has access to it.
  - Rehire of laid-off faculty Resolution also Board approved.
  - Sheri and I made public comment about the way the Resolution was written in regard to accreditation. We were concerned with the way the Resolution was written as it concerns 10+1 purview, accreditation and governance. We hope the future ASEC will work on making sure 10+1 is followed with this Resolution.
  - We will be presenting an Honorary Degree for Elizabeth Rose Maguire, a deceased Paramedic student to her family at Commencement.
  - The Academic Senate office in Conlan Hall has been packed up. We have the entire ASEC Archives since the 1990s backed up. Thank you to Martha Rendon, JC O'Donnell for digitizing all of the old ASEC website files since 1990 and Chad Stephenson for being integral in the foundational conversations. If anyone is interested in having the paper files delivered, we can arrange this.
  - Madeline Mueller expressed interest in getting the paper files.
  - Mitra thanked the outgoing council members: Loren Edwardson, Wynd Kaufmyn, Jesse Kolber, Lisa Romano, Michele Sieglitz, Katryn Wiese.
- 1st Vice-President, Sheri Miraglia
  - I think it will be great if the new Officer Team works on consolidating committees. We have burned out our faculty

and we may want to think about things more synergistically and think about the college more broadly which could potentially make the work more meaningful.

- 2nd VP, Lou Schubert: RR
  - Thank you for giving me the opportunity to have this position. I hope you all enjoyed the Orientation I put together. It's been rewarding and I've enjoyed working with Mitra, Sheri and Michele. It's truly meaningful to work with my amazing colleagues.
  
- Secretary, Michele Sieglitz:
  - Thank you for electing me as your Secretary. This is my last day on the Council and technically the last day at City College. I wish everyone a lot of luck moving forward.

AFT2121 check in report (5 min)

- We will not be back at the bargaining table until June 6th, We will be meeting 3 Tuesdays in June and if needed, will add additional dates.
  - The district will be coming back to our proposal for salaries and compensation. Let the District know you are paying attention. The process has been very slow and arduous but I do think we will be able to complete negotiations by the end of June.
  - End of semester gathering at El Rio from 6-8pm. Enjoy some libations and drag-bingo after a very challenging semester.
  - We are thrilled that the Resolution (to rehire FT tenured faculty) was passed unanimously. The only one who was absent was Shanell Williams. We look forward to seeing a plan implemented, moving forward. This will be a strategic plan. We are not going to rehire faculty to be in empty classrooms. We are going to prioritize degrees and certificate completion first.
  - Keep an eye out for emails over the Summer.
  - Congratulations to all of our students who are moving moving on and all of our faculty who are retiring.
- 
- Committee on Committees report (5 min)

V. Consent Agenda 3:30 (5 min)

A. Approval of [Minutes from May 10, 2023](#)

**Resolution 2023.05.24.5A**

**Approval of Minutes: May 10, 2023**

Resolved, that the Academic Senate approves the Minutes for [May 10, 2023](#).

Adopted by CONSENSUS.

B. Approval of [2022-23 Faculty Travel Report](#)

C. Appoint 2023-24 Faculty Travel coordinator: Kimberly Keenan

D. Approval of Committee Appointments

**Resolution 2023.05.24.5D**

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

**Nominations to Committees with Limited Membership**

**DEA Subcommittee**

Susan Schall (ESL) - new appointment, resource member

**OER Committee**

Amy McLanahan (Math) - new appointment

**SMEE**

Amy Miles (English) - new appointment

**DLAC**

Aaron Brick (Computer Science) - new appointment

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

**PGC Enrollment Management**

Katia Fuchs (Math) - new appointment

**Simple Syllabus Ad Hoc Summer Workgroup -**

Sheri Miraglia (Biology) - new, temporary appointment

Fred Teti (Educational Technology) - new, temporary appointment

Adopted by CONSENSUS.

VI. Old Business

VII. New Business 3:40

- A. [Faculty Diversity Internship Program \(FDIP\) coordinator job description](#)  
(10mins) – Tracy Burt, first read, discussion, potential vote

- As you may know the BOT asked up to do this in 2012. HR is ready to take it forward with Equal Opportunity Funds.
- Grow Your Own is a very long program and very resource intensive.
- We want to start with the FDIP program.
- Mitra explained that the process of hiring would go through the newly implemented ASEC hiring process for coordinator positions..
- Madeline Mueller: has the DCC seen the latest description with all of these details?
- Tracy Burt said that this has not happened yet but the plan was to have the hired person address this in the Fall. If it makes sense to do this now, Tracy said she could do it.
- Madeline mentioned that it would good to have Chairs weigh in on the process early on since it is such a good program that they may wish to weigh in on.
- Tracy asked if she could email a plan to Madeline for feedback.
- Chad Stephenson asked if it was possible to include the word “retention” for students since getting them in the door is only one step.
- Tracy said they talked a lot of about retention on the Diversity Committee. She mentioned that it wasn’t possible to include this language in this version but in the future it could be included, especially with the Equity Coordinator and the EEO Grant.
- Chad Stephenson mentioned that it was important to be kind to the person who they hired to create a path toward retention.
- Lou Schubert: Do we have the data for the Grow Your Own program? That could inform the process we’re talking about now.
- Tracy Burt was able to find a list of participants but not the data about how long people stayed, etc.
- Kimberly Keenan: Is the funding on-going or just one-time? The description makes it sound like one-time funding. It would be nice to support something that is continuous.
- Tracy Burt: to my knowledge, we don’t have on-going funding beyond one year at this point.
- Kimberly thanked Tracy for being transparent about the funding.
- Katryn Wiese: I’ve also been a part of this project in the past and I consider it a great success with our interns, even if they go somewhere else. I think we increase the diversity in all of our programs.
- Monica Bosson: are we going to be voting on this before or after it is presented to the DCC?
- Mitra Sapienza: great question. It would need to come back in September if we don’t approve it now. We could ask for a second read and bring it to other stakeholders. The sooner we approve this, the sooner we can put the

call out and put someone in place. It's not set in stone and can go through other updates. It is the wish of the current council on how to proceed with thi.

- Jessica Buchsbaum asked why there is both a .4 and .6 reassign time associated with the position?
- Tracy Burt said they were still clarifying the budget on the HR side for the EEO grant and Mitra explained that the reassign time would have to be flexible because of impacted departments, etc.
- Lou Schubert asked how many hours per week the position entails and Mitra explained that this is calculated by reassign time.
- Ron Page asked if it was possible to create a guaranteed FT position to the persons who go through this program.
- Tracy Burt said it would be a guaranteed PT spot but it would be ideal to create more opportunities for a FT position.
- Tracy and Madeline both suggested adding "pending DCC feedback with changes coming back to the council"
- Motion to endorse "as presented" by Sheri Miraglia, seconded by Kimberly Keenan

**Resolution 2023.05.24.7A**

**Faculty Diversity Internship Program (FDIP) Coordinator**

Resolved, that the Academic Senate approves the **Faculty Diversity Internship Program (FDIP) Coordinator (Faculty)**

**Supervising Administrator:** Human Resources (Director/ AVC)

**Reassigned time:** .40 or .60 FTEF

**Length of term:** Academic Year 2023-24, some summer work and opportunity to renew based upon budgetary resources.

**Funding source:** Categorical: Equal Employment Opportunity Funding

**Work Location:** Remote and Ocean Campus/HR

**Position Description:** The FDIP Coordinator will support the development, coordination, and implementation of the Faculty Diversity Internship Program and support the office of Human Resources in the implementation of the program. The FDIP Coordinator will report to the Director of Human Resources.

**Job Duties**



## Outreach and Recruitment-

### **General:**

Draft & update program pamphlet/brochure for internal and external audiences

Draft website & updated regularly/as needed

### **Internal:**

Identify priority hires by department based on diversity numbers (i.e. percentage of faculty of color and LGBTQ faculty by department) and hiring potential (i.e. departments not experiencing a hiring freeze because of layoffs).

Craft outreach materials for departments, including application, mentor commitments, etc.

Craft and deliver presentation to Department Chairs and other CCSF stakeholders as necessary.

Develop job description and application for interns

### **External:**

Coordinate outreach for candidates

Build community relationships with Masters' Programs in the Bay Area that fit CA State Minimum Qualifications for priority department hires.

Develop materials and communication for outreach

Post equity-related events on the website

### **Intern Supervision and Coordination:**

Plan and/or provide/facilitate trainings for interns

In collaboration with Faculty Equity Professional Development Coordinator

Plan and execute professional development events (campuswide events, speakers, dialogues, workshops, etc.) on campus in collaboration with other groups (e.g. Diversity Committee, Professional Development Committee/Office, SLO Committee Bridge to Success)

Facilitate e-portfolio development with interns

Coordinate paperwork such as non-instructional forms for interns to complete to earn their stipend

Plan Orientation, networking and end-of-year celebration events in order to solidify relationships and community in the program and to provide networking opportunities for the interns.

Plan networking session with CCSF cabinet level administrators

**Mentor Coordination:**

Outreach/recruitment of faculty mentors

Craft Mentor job descriptions

Develop and deliver mentor training/professional development

Troubleshoot with mentors as needed

Coordinate paperwork such as non-instructional timesheets/forms for mentors to complete to earn their stipend

**Data and Program Evaluation:**

Keep accurate records on outreach contacts (e.g. individuals, schools, etc.)

Keep records of intern and mentor engagement in professional development, teaching assistance and networking events.

Coordinate evaluation of program and events and plan improvements, including outreach, retention and placement of interns.

**Required Qualifications:**

Strong understanding of barriers to faculty positions for historically underestimated communities as well as understanding of the research demonstrating positive impacts of diverse faculty on first generation colleges students and students of color

Full commitment to diversity, equity, inclusion, accessibility and anti-racism in every aspect of responsibilities.

Ideal: Experience with professional development for community college faculty and/or mentorship.

**Application Procedure:**

To apply, send a letter (approx. 2-3 paragraphs) by email explaining your interest in and qualifications for the position to the supervising administrator, Clara Starr (cstarr@ccsf.edu) and the Academic Senate President by September 1st, 2023.

**Job Timeline:**

Call for interest begins May 25th, 2023 if approved

September 1st, 2023 deadline to apply

September 30th, 2023 decision made by Director/AVC of Human Resources

Endorsed "As Presented" by CONSENSUS

B. [AP 5.16 revisions](#) (10mins) – Mitra Sapienza, first read, discussion, potential vote

- AP 5.16 is the AP on Student Conduct.

- Craig Kleinman has asked us to update this to mention online/AI tools that could be used to present as student's own work.
- It's not a huge change so we don't need to go through a Committee again.
- We will continue to go through revisions through the next year.
- I presented to Associated Students on 5/19. From there we got into a lengthy conversation. The students are much more well-versed than I on artificial intelligence tools are. They suggested we change "AI" to "generative tools." We brainstormed and decided not to use "electronic tools". We'd like to see this through as an immediate change so we can present this to students.
- Jesse Kolber asked if this AP would also cover self-plagiarism and students reusing work from previous courses in a current course..
- Mitra said this wasn't included in the discussion, just the AI component. There was no reference of self-plagiarism in the original AP and it is too late to add this now because we're expediting.
- Fred suggested using "e.g" instead of "i.e." for the list of examples.
- Lou Schubert: is it a citation to say that you "used Chat GPT"? I'm thinking of the Wikipedia example. It's not a college-level source but I still ask students to cite that they used it.
- Sheri Miraglia said that students could still use it if instructors gave them permission. Mitra confirmed that the point was to keep it open and flexible.
- Monica Bosson brought up that removing the word etc. was problematic and Michele Sieglitz agreed that the intent of using examples was to clarify for students what some of the programs that were problematic are and using etc. was to keep it open-ended.
- Monica mentioned that students aren't going to know what "e.g." means.
- Mitra insisted that we can either use "e.g." or "such as".
- Andrew King suggested, "including but not limited to" as a friendly amendment.
- Ron Page asked if Chegg and Discord for sharing documents would be included. Fred and Sheri and others all talked simultaneously and agreed not.
- Craig Persiko mentioned that Author need to be expanded to include "tool" since the topic is about AI, not something created by a person.
- Chad Stephenson mentioned that this entire proposal was framed in the negative and suggested that it be written in the affirmative. This seems to indicate that the reparation in the hands of the instructor and I'm no sure if this is the intent of the Institution..
- There is a generative online module in development in the library that will talk about Academic Integrity in conjunction with Student Conduct.

- Mitra expressed that the hope is this would be moved forward immediately so it could be implemented for Summer and Fall and take it to Ed Policies and Shared Governance for further editing.
- Motion to approve by Sheri Miraglia and seconded by Lou Schubert
- This will be immediately implemented for Fall.

**Resolution 2023.05.24.7B**

**Updates to AP 5.16 B.8 Academic Dishonesty Violation**

Resolved that the Academic Senate Executive Council approves the following updates to AP 5.16 B.8 Academic Dishonesty Violation:

**Administrative Procedure 5.16: Code of Student Conduct**

**Original B.8 Academic Dishonesty Violation**

8. Academic or intellectual dishonesty such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way such as having improper or unapproved access to answers or exams. Plagiarism is defined as the unauthorized use of the written language and thought of another author without proper quoting or citing and representing him/her as one's own.

Passed PGC 5/18 with caveat that Associated Students would provide feedback.

**Proposed Revision Brainstorm with Associated Students on 5/19**

**Academic Dishonesty Violation**

8. Academic or intellectual dishonesty such as cheating, plagiarism, or the use of [generative tools] artificial intelligence tools without the permission of the instructor to generate responses to school tasks or activities. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way such as having improper or unapproved access to answers or exams. Plagiarism is defined as the unauthorized use of the written language and thought of another author without proper quoting or citing and representing the author's work as the student's own. A student may not use artificial intelligence [electronic] tools to generate content that the student submits as the student's own thoughts and/or language.

**FINAL Proposed Revision**

**Academic Dishonesty Violation**

8. Academic or intellectual dishonesty such as cheating, plagiarism, or the use of generative tools (including but not limited to GPT-4, Chat GPT, Claude, Cohere), without the permission of the instructor to produce responses to school tasks or activities. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way. Plagiarism is defined as the unauthorized use of the written language and thought of another

author/tool without proper quoting or citing and representing the author's/tool's work as the student's own. A student may not use generative tools to produce content that the student submits as the student's own thoughts and/or language.

Approved.

**AYE:** Monica Bosson, Matthew Duckworth, Malcolm Hillan, Wynd Kaufmyn, Kimberly Keenan, Tom Kennedy, Jesse Kolber, Sheri Miraglia, Madeline Mueller, Ron Page, Lou Schubert, Nuala Sheetz, Michele Sieglitz, Fred Teti, Katryn Wiese, Jib Wongprasert

**NAY:** None

**ABSTAIN:** Chad Stephenson

- C. [Equitable Placement, Support and Completion \(AB 1705\) Funding Allocation and the Submission of Funding Plans](#) (10mins) – Dean Mandy Liang, discussion
- Mandy explained the plan which is due at the State Chancellor's office by July 1st. We are eligible for one-time 600K funding which we have to spend down by 2026 to help students complete transfer-level Math and English. We just received guidance from the State so we haven't had a lot of time to put all of the details together.
  - Katia Fuchs went through the list of ways we could spend the funds, i.e. putting students in Calculus (refer to link above).
  - Professional Development funding, continued collaboration through our Office of Research and Planning that is local and specific to CCSF.
  - Starting in Fall 2022 we were not allowed to offer Math 60 or below. So that's map 60 and below have been removed from our course offering.
  - And so what that last box is basically saying that if there are courses that have pre-transfer level math prerequisites. Students can no longer take them, seeing as we no longer offer them, and so making sure that students can enroll into those courses you know, without taking those courses. Either through placement or through equivalent high school course work.
  - I just want to add that the Curriculum Committee has been working diligently since A. B 7, 5, and 1705. Implementation. To really look at all of our program admissions requirements as well.
  - Fanny Law said that when she first came to CCSF (as an ESL student) she had no idea what a "thesis statement" was and needed guidance on use of words and phrases. ESL students need a special kind of English Composition course. Could we take advantage of the funds to focus on that too?

- Jessica Buchsbaum seconded what Fanny mentioned. It is the goal of the ESL department to develop an ESL-transfer level English course within the ESL program and have been working on the curriculum sequence. It is our hope to take advantage of the funding to help support that.
- Nuala Sheetz asked if we could get information on whether this is focused on Math and should we include ESL and the English Department on this? Could we add information about the revised funding?
- Mitra Sapienza mentioned that no funding has changed in the revised version of the proposal.
- Mandy confirmed that the funding is just over 620K for a three year plan and that it is not only in Math but English as well. More work needs to be done with Math. Mandy stated that the question about an ESL transfer level course is a Curriculum question and that consultation with Faculty and Chair is necessary.
- Tom Kennedy asked why some of the categories were not checked off within the many areas that the funding could be spent.
- Mandy Liang stated that some of the items were not checked off because they were already completed. We didn't have a lot of time to discuss once the directive came from the State.
- Mitra Sapienza mentioned that there was a webinar about this one-time funding. She also stated that "closing opportunity gaps" was the primary goal of funding all programs. Even though tutoring programs are getting more robust, we're still seeing equity gaps and asked why the student tutoring check box was not selected.
- Jessica Buchsbaum: I want to come back to bringing forward the voice of students who are language learners. Maybe it would be appropriate to check that item and have a small amount of funding to have a conversation between ESL and English about how our language learners are best served.
- Mandy Liang mentioned also that the State Senate just came out with AB1705 Allocation of Equitable Placement for Completion Practices that was sent out after agenda was posted. The Senate President's signature will be required and it will be primarily about Math again. Mandy will be working with the Math Department Chair and the Senate President.
- Mitra confirmed that Mandy did not need any action on the plan at this time. Mitra asked for a motion to endorse with the updates that were requested and activate the Senate President's executive authority to sign with the feedback taken in.
- Monica Bosson asked to review the updates and clarified that the conversation about an ESL transfer-level English course (ESL 1A) needed to go back to the Curriculum Committee.

- Mandy deferred to the English and ESL Department Chairs to reach an agreement, not checking a box on a plan and said that if the box is checked then the college will be accountable and assessed.
- Mitra clarified that the future Senate leadership would take the notes and minutes from the conversation from this meeting and vote later on the proposal.
- Mitra clarified the The ASEC President would use their executive authority to vote on this after taking all of the comments and suggestions into consideration.

## VIII. Special Order of Business 4:00

- Seating of the 2023–2024 Executive Council (procedural)
  - A. ■ [CCSF 2023 Final AS Election Report May 24 2023.pdf](#)
    - Simon Hanson: We've transitioned to a nice, informal format here but this is a formal process; our graduation. With one term ending another term is beginning.
    - Thank you very much Joe Reyes and Steven Brown. We're going to try to keep the intimacy of the room and the Zoom participants. I also want to thank everyone who voted in this election.
  - B. Celebration of outgoing ASEC members
    - Thank you's to all of the Council members who are terming off: Lawrence Edwardson, Wynd Kaufmyn, Jesse Kolber, Lisa Romano, Michele Sieglitz, Chad Stephenson.
    - Thank you for stepping up as an officer and for everything you have engaged in at the college and the dialogue that you have engaged in. Personally, I have been very honored. Katryn Wiese, who has gotten more done for this council over the years when you look at actions at the college that have actually made a difference. It is awkward to do this on Zoom since we don't have the pomp and circumstance. I am inspired and continue to be inspired.
    - I'd like to welcome in our newly elected Council Members: Elena Alvarado-Strasser, Monica Bosson, Jessica Buchsbaum, Mike Greenberg, Stephan Johnson, Kimberly Keenan, Fanny Law, Alexandria Leyton, Alexis Litzky, Ying Liu, Fred Teti, Katia Fuchs, Robin Pugh, Craig Persiko, Richard Taha
    - I'd like to call out our existing ASEC Council: Ron Page, Adam d'Aquisto, Kate Frei, Malcolm Hillan, Tom Kenndy Kate Frei, Sheri Miraglia, Madeline Mueller, Caroline Priestley, Tanichya (Jib) Wongprasert Lou Schubert, Nuala Sheetz.

C. Officers Election: Council will determine the officer positions at this meeting. (for additional details on responsibilities of the AS Officers see [ASEC Officer's Duties](#) and [ASCCC Local Senates Handbook](#))

- You have now been seated as the new Council and the Academic Senate Constitution states that the Academic Senate Officers shall be President, 1st Vice-President, 2nd Vice-President and Secretary
- Nominations for President: Katia Fuchs nominated Sheri Miraglia, seconded by Fred Teti. Matt Duckworth nominated Lou Schubert, Lou declined. Moved by Acclamation.
- Nominations for 1st Vice-President: Sheri Miraglia nominated Fanny Law, Seconded by Jessica Buchsbaum. Accepted by Fanny Law. Moved by Acclamation by Fred Teti, Seconded by Katia Fuchs.
- Nominations for 2nd Vice-President, Katia Fuchs Nominated by Ron Page. Accepted by Katia Fuchs, Seconded by Sheri Miraglia. Moved by Acclamation by Tom Kennedy, Seconded by Lou Schubert
- Nomination for Secretary, Alexis Litzky Nominated by Katia Fuchs, Accepted, Seconded by Monica Bosson. Moved by Acclamation by Katia Fuchs, Seconded by Fanny Law.

D. Consent Agenda

- Adoption of [Academic Senate Executive Council calendar for 2023-24](#) Motion to adopt the calendar by Fanny Law. Seconded by Tom Kennedy. Adopted by CONSENSUS.
- ASEC and PGC committee appointments for [2023-24 Committee Appointments](#)
  - **Election Commissioners:** Joe Reyes, Simon Hanson, Steven Brown (?)
  - **Awards & Recognition Team:** Fanny Law, Ron Page
  - **PGC:** Sheri Miraglia, Alexandria Leyton
  - **Committee on Committees:** Tom Kennedy (full)
  - **Parliamentarian:** Fred Teti
  - **ASCCC Liaison:** Sheri is leaving it open for now and asked for people to consider this role.
  - Alexis Litzky asked that folks have a more deliberative approach to this and think about it over the Summer and decide in the Fall.
  - Ying Liu asked for clarification between OER Liaison and OER Coordinator.
  - Mitra Sapienza mentioned that there is a stipend for an OER Liaison and said as far as she knows, none of the other Liaisons have a stipend.



- **Constitution and Bylaws Workgroup:** Open to all faculty; not just on ASEC. In the Fall, Sheri will be sending out an email to all faculty about being on this Committee. Fred Teti, Lou Schubert both stepped forward.

IX. Adjournment (5:00pm)