The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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

Note: Copies of the Final Agenda, Resolutions and Materials for the Sept 16, 2020 meeting can be found in the Materials folder for that meeting.

CCSF Academic Senate Executive Council
Agenda
Wednesday, 2020 September 30, 2:30-5:00pm
Location: Zoom meeting https://cccconfer.zoom.us/j/96406746184
Phone info: +1 669 900 6833 or +1 253 215 8782 * Meeting ID: 964 0674 6184

To review information on how to participate in our meetings: ASEC Zoom Meetings Housekeeping
Digital packet of meeting materials available at: Meeting Materials

Note: Times are estimates and subject to change. Agenda is not official until adopted.

I. Call to Order 2:30 (1min)
II. Adoption of Agenda 2:31 (4min)
III. Public Comment 2:35 (10 min)
   A. This portion of the meeting is reserved for persons desiring to address the Senate on matters not on the agenda. No actions will be taken. Public comment is limited to 1 minute per speaker, which is about 150 words. You can submit comments in one of the following ways:
      1. Raise your "hand" in Zoom to get on the speakers list and deliver a live comment.
      2. Submit your comment through the Zoom meeting chat, to be read by a member of the Executive Council.
      3. Email your comment to eshanson@ccsf.edu by 2pm on the day of the meeting, to be read by a member of the Executive Council.
IV. Reports
   A. Officer reports 2:45 (15 minutes)
   B. Committee on Committees report 3:00 (10 min)
      1. Awards & Recognition ASEC committee
   C. PGC Facilities Report 3:10(5 min)

D. CTE liaison report

V. Consent Agenda 3:15 (5 min)
   A. Approval of Minutes from 2020, Sept. 16
   B. Committee appointments

VI. Old Business
   A. Model Syllabus Elements from Ed. Policies Committee 3:20 (15 minutes)(action)

   B. Revised AP 8.06 Procurement of Supplies Equipment and Services 3:35 (10 minutes (review and possible action) Senate will review, discuss and provide possible feedback on revised policy that will be brought back to PGC for endorsement on Oct. 1 2020

   C. Resolution about Equity Values at CCSF 3:45 (25 minutes) (action) Senate will review and consider adoption of the attached resolution about Equity Values at CCSF

   D. City Online and remote instruction ongoing discussion 4:10 (5 min) (discussion) As part of our ongoing discussions surrounding pandemic changes in instructional modalities senate will be asked to refine specific issues that should be addressed at future meetings

   E. Roles and Responsibilities handbook ongoing discussion 4:15 (5 min) (discussion)

VII. New Business
   A. ILO 3 Assessment Report and resolution 4:20 (15 minutes) (action) Senate will receive and ILO 3 assessment report and consider wording changes to this Institutional Learning Outcome
   B. Academic Senate Constitution Review Process 4:35 (10 minutes)(discussion and possible workgroup formation)
   C. CCSF Mission Statement Review 4:45 (10 minutes)(discussion)
   D. Video Conferencing Technology at Public Meetings 4:55 (5 minutes)(discussion)

VIII. Adjournment (5:00pm)

Resolutions:

Model Syllabus Elements for the Faculty Handbook

Whereas, The CCSF Human Resources Office plans to publish a new Faculty Handbook, to include an updated section on syllabus elements; and

Whereas, the existing model syllabus in the Faculty Handbook might omit elements that are important or required for accreditation or by law; therefore be it

Resolved, that the CCSF Academic Senate refer the following model syllabus elements to the Noncredit Adult Education Committee for their support or possible refinement:

1. Course information: course name/title, number, section, CRN, SLOs ; possibly also catalog description, letter grades or P/NP, hours, units, room/location, such College-wide dates as dropping with various refunds, withdrawal, change grading option
2. Instructor information: Name, office telephone, email, website
3. Communication plan: E.g., Instructor will answer emails and telephone messages within 48 hours, exclusive of weekends and holidays write or use prepared statements from Equity Office
4. Equity/Diversity/Inclusivity statement (e.g., sample statement from the Office of Student Equity) 5. If known; Requisites, transferability, GE areas or other degree/certificate/program requirements satisfied
6. Textbooks: required and/or recommended
7. Other materials: required and/or recommended, to include software (e.g. statistics packages) and hardware (e.g., calculators)
8. Class requirements: anything not covered elsewhere among these Ele-ments
9. Diagnostics: Papers, quizzes, exams, homework, lab reports, portfolios
10. Field Trips
11. Calendar: list important course dates here, including the Final Exam date, if known.
12. Attendance policy: penalty for absences or tardies, how to excuse an ab-sence
13. Grading: Instructor's grading policy (including policies on make-ups and extra credit) and grading system
14. Accommodations: DSPS's standard statement but allow instructors to add to it (provided such additions comply with law and regulation).
15. Standards of Conduct: E.g. plagiarism statement [possibly including a link to the Code of Conduct in the Catalog]
16. Student Services: The instructor writes course-specific tutoring infor-mation [possibly including links to the Library, Financial Aid, A&R, and Counseling (and ideally a College website with further links to the Virtual Campus, the food bank, Bookloan, retention centers…)]

Resolution #1 - Recommend change of wording for ILO 3a and 3c

Whereas Institutional Learning Outcomes (ILOs), rooted in the Mission of the College, define and identify the knowledge, behaviors, and skills the College would like students to acquire and develop throughout their CCSF educational experiences;

Whereas the Institutional Assessment Plan specifies that Institutional Learning Outcomes (ILOs) shall be assessed on a regular basis through a process with broad faculty participation coordinated by the Student Learning Outcome (SLO) Coordinators and the Academic Senate's Student Learning Outcome Committee (SLOC);

Whereas the Institutional Assessment Plan further states that in the assessment process, ILOs are continually reviewed and refined;

Whereas the process for approval of ILOs established in the Institutional Assessment Plan and past practice is that upon recommendation from the SLOC, the Academic Senate Executive Council agrees upon the language for ILOs, which are then reviewed by the Planning Committee of the Participatory Governance Council (PGC), the full PGC and the Board of Trustees for finalization;

Whereas the ILO 3 Assessment Report prepared in 2019-2020 and approved by the SLOC on September 4, 2020 found that the current wording of ILO 3a does not match current Curriculum Committee standards for outcomes due to the phrase, “Demonstrate an understanding”;

Whereas the SLOC desires to maintain the same sense of ILO 3a and the same mappings while using language that aligns with current Curriculum Committee standards;

Whereas the SLOC found no problems with the current wording of ILO 3b as it meets the current standards of the Curriculum Committee and maps to an adequate number of programs;

Whereas the above-referenced ILO 3 Assessment Report found that the current wording of ILO 3c, due to the use of the verb “collaborate,” excessively limited the number of possible mappings to this sub-element of the ILO, with only 40 programs out of 356 programs in the CCSF catalog in Fall 2019 accurately mapped to this sub-element;

Whereas the SLOC desires to broaden the concept of positive interpersonal interaction in diverse social and cultural settings in ILO 3c to capture educational experiences that are not specifically collaborative but do enhance cultural, social and environmental awareness;

Be it resolved that the Academic Senate recommend the wording of ILO 3a be changed from “Demonstrate an understanding of the history and values of diverse cultures” to “Examine the history and values of diverse cultures”; and be it further

Resolved that the Academic Senate recommend the wording of ILO 3c be changed from “Collaborate effectively in diverse social and cultural settings” to “Interact effectively in diverse social and cultural settings.”

Resolution #2 - Acceptance of ILO 3 report and recommendation for its use

Whereas Institutional Learning Outcomes (ILOs), rooted in the Mission of the College, define and identify the knowledge, behaviors, and skills the College would like students to acquire and develop throughout their CCSF educational experiences;

Whereas the Institutional Assessment Plan specifies that Institutional Learning Outcomes (ILOs) shall be assessed on a regular basis through a process with broad faculty participation coordinated by the Student Learning Outcome (SLO) Coordinators and the Academic Senate's Student Learning Outcome Committee (SLOC);

Whereas an in-depth assessment of ILO 3 was conducted in 2019-2020 and included multiple measures and dialogue about the ILO, including analysis of assessments of SLOs recorded in CurrIQūnet mapped up from courses through programs to ILOs; qualitative analysis of program-level aggregate assessment reports; faculty discussions at departmental meetings on Flex Day, March 3, 2020; Students Services Outcomes (SSO) Workgroup discussion and survey; and in-depth discussion at the SLOC meetings on several occasions;

Whereas the results of this assessment were compiled into the Fall 2020 ILO 3 Assessment Report by the SLO Coordinators and approved by the SLOC on September 4, 2020 and are available to share with the college community and the community at large;

Be it resolved that the Executive Council of the Academic Senate receives and accepts the Fall 2020 ILO 3 Assessment Report; and be it further

Resolved, that the CCSF Academic Senate recommend that this report be used, when relevant, during planning and improvement processes.

Appointments:

- Noncredit Adult Education Committee
  - Judy Goodman, DSPS
  - Robert Fitch, DSPS
- Teaching and Learning Technology Roundtable
  - Galina Gerasimova, DSPS
- Scholarship Committee
  - Consuelo Cervantes, World Languages and Cultures

- Curriculum Committee
  - Landi Ehnle, CDEV, new appointment as member
  - Phong Pham, PE & Dance, member of DEA Subcommittee
- Matriculation Committee
  - Kathleen Marquez, Continuing Student Counseling, new appointment as member
- Pathways Committee
  - Rob Yung, Engineering & Technology, reappointment as member
  - Consuelo Cervantes, World Languages and Cultures, new appointment as member
- Registration and Enrollment Committee
  - Lori Admokom, ESL new appointment as member
- Student Equity Strategies Committee
  - Lily Ann Villaraza, Phillippine Studies, reappointment as member
  - Lori Admokom, ESL, new appointment as member
- SMEE Committee

    - Madelyn Van Meerbeek, TRST, new appointment as member

- Facilities Building User Group
    - Amy Diaz-Infante, Art, STEAM

- PGC Planning Committee
    - Loren Bell, English- reappointment as member

Next Academic Senate Executive Council Meeting
Wednesday, October 14, 2020 at 2:30pm