



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 Feb. 24, 2021 meeting can be found in the [Materials folder for that meeting](#).

CCSF Academic Senate Executive Council

Agenda

Wednesday, 2021 March 10, 2:30-5:00pm

Location: Zoom meeting <https://ccsf-edu.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)

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 2:45

Officer reports (20 min)

AFT2121 check in report

Committee on Committees report (5 min)

- V. Consent Agenda 3:10 (5 min)
 - A. Approval of [Minutes from Feb 24, 2021](#)
 - B. Approval of Committee appointments
 - C. [Resolution on Financial Audit Reporting](#)

- VI. Old Business 3:15
 - A. Process of Budget & Instructional Schedule Development: (20 min) A follow up discussion and potential actions in support of resolution 2021.02.24.7.B. Consideration of further resolutions on [Financial Audit Reporting](#) and [Effect of Program Reductions](#).

 - B. 3:35 (20 min) A discussion and possible action on clarifying the role of the Academic Senate in determination of Faculty Service Areas, [discussion notes](#) and draft [resolution](#)

 - C. [Constitution Workgroup Report/update](#) 3:55 (20min) - Ongoing discussion related to proposed changes. Possible adoption of [a proposal from the constitution work group for updating the AS constitution](#).

 - ~~D. [Equity Action Plan](#) update 4:15 (15 min) - an update on chosen names progress will be presented as part of our ongoing equity work~~

 - E. [Roles and Responsibilities update & discussion](#) 4:30 (20 min) This item will continue the discussion of the [RRP improvements](#) with a brief update on proposals that will be coming through PGC regarding [revising Board Policies & Admin. Procedures](#). Possible resolutions in regards to the practice of shared governance will be considered.

 - F. 4:50 Ongoing changes in Remote Delivery, Distance Education and Syllabus platforms is raising lots of questions. An ongoing [discussion of the AS position and development of potential recommendations](#) on these issues will be a standing agenda item.

- VII. New Business
 - A.
 - B.

VIII. Adjournment (5:00pm)

Resolutions:

Approved Resolution 20210310.6.A Effects of Programmatic Reductions

Whereas, California Code of Education 78106 (a) states, in part, that “Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district;”

Whereas, California Code of Regulations Title 5, Section 51022 states, in part, that “(T)he governing board shall adopt and carry out its policies for the establishment, modification, or discontinuance of courses or programs;”

Whereas, California Code of Regulations Title 5, Section 55130 states, in part, that “(T)he development, establishment, and evaluation of approved educational programs included representative faculty involvement;”

Whereas, the Accrediting Commission for Community and Junior College Accreditation Standard II.A.15 states “When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption;”

Whereas, Board Policy 6.17 City College of San Francisco Program Revitalization, Suspension, and/or Discontinuance states, in part, that “Program suspension can be recommended only at the conclusion of an established collaborative process that analyzes appropriate data and applies established criteria. The plan must include provisions for students already enrolled to complete their education in a timely manner with a minimum of disruption;”

Whereas, Administrative Procedure 6.17, City College of San Francisco Program Revitalization, Suspension, and/or Discontinuance states, in part, that the PRSD procedure may only be suspended on an emergency basis if “The appropriate dean(s), the appropriate department chair(s), and a majority of the faculty in the department support the suspension or discontinuance of the program;”

Whereas, the actions of the Board of Trustees on November 14, 2019 in suddenly cancelling 350 sections and laying off part-time faculty effectively resulted in the effective loss of (number) Noncredit and Credit Certificates without following the PRSD process;

Whereas, the actions of the Board of Trustees on February 25, 2021 in agreeing to potentially

lay off 163 full-time faculty as well as all part-time faculty effectively will result in the effective loss of (number) Noncredit and Credit Certificates without following the PRSD process;

Be it Resolved, that the Academic Senate is of the opinion that the CCSF Board of Trustees and Administration are out of compliance with California Code of Education, California Code of Regulations, Accreditation Standards and its own policies.

Be it Further Resolved, that the Academic Senate requests that the CCSF Board of Trustees and Administration bring the College back into compliance by instituting appropriate PRSD procedures for all programs impacted by the above mentioned Board actions.

Approved Resolution 20210310.6.B: Transparency and Academic Senate role in Faculty Service Area (FSA) definitions and faculty assignment

Whereas the Academic Senate for California Community Colleges maintains and updates through Board of Governors approval a Disciplines List, which establishes the minimum qualifications for faculty of the California community colleges and

Whereas the current version of the CCSF AFT2121 contract says

“The District’s FSAs are established and shall be maintained according to the Disciplines List, as adopted by the State Board of Governors of California Community Colleges and contained in the latest “Minimum Qualifications for Faculty and Administrators in California Community Colleges” as published by the California Community College Chancellor’s Office (CCCCO), except that each foreign language shall be deemed a separate FSA.”

“FSA membership shall not impact current practices and procedures governing class assignments outside the discipline or disciplines in which a faculty member was initially hired to provide instruction. “

“A Committee consisting of the Vice Chancellor of Academic Affairs or designee, an Associate Vice Chancellor of Academic Affairs, a Dean, two (2) representatives of the Academic Senate and one (1) member chosen by AFT shall review the materials submitted by an applicant for any Secondary FSA. In the case of applicants for Secondary Career, Arts and Technical Education FSAs who choose to submit a portfolio or performance for review under Section 23.C.4.3, the Committee shall whenever possible include at least two (2) faculty members from the relevant Discipline. Based on the materials submitted, the Committee shall decide whether the applicant has demonstrated he or she meets the Competency Criteria set forth in Section 23.C, above. An FSA shall be awarded where a majority of the Committee votes in favor of doing so. In the event that the committee does not find that the Applicant has satisfied the necessary Competency Criteria, it will provide an explanation of its decision in writing”; and

Whereas the originally posted definitions of FSAs (posted by HR as a seniority list) do not appear to be in alignment with the current disciplines list as maintained by the ASCCC and placement of faculty into additional service areas appear to have taken place without consultation with the academic senate

Be it Resolved, that the district provide the Academic Senate with a verified, descriptive list of all FSAs currently being used at the college and work with the **Academic Senate Executive Council** through a transparent process to ensure that the FSAs on that list align with the state disciplines lists and their associated minimum qualifications, and

Be it further Resolved, that the district **work with the Academic Senate Executive Council to evaluate** all secondary FSA placements that were implemented without prior Academic Senate review, and

Be it further Resolved, that the district **from this point forward work through the existing Academic Senate Equivalency Committee to establish processes to approve all new requests for secondary FSAs.**

Approved Resolution 20210310.6.C on ASEC Constitution and Bylaws Revisions

Whereas, on October 14, 2020, the Academic Senate Executive Council appointed a workgroup to “creat[e] a process and defin[e] a plan and timeline” for a constitution and by-laws review, and

Whereas, the Academic Senate Constitution workgroup met in Fall 2020 and Spring 2021 to research, discuss, and deliberate on how to conduct a review, and

Whereas, the Academic Senate Executive Council workgroup adopted the following review goals:

1. Provide a clear rationale and process for updating the CCSF Academic Senate constitution and by-laws.
2. Assess and recommend updates to the constitution and by-laws to be more inclusive, transparent and equity-minded.
3. Assess and recommend updates to the constitution and by-laws to maintain accuracy, currency, and best practices.

Therefore be it resolved, the Academic Senate Executive Council shall for three academic years (2020-2023) annually appoint a workgroup to review and recommend updates to the Constitution and By-laws, and

Resolved, the Academic Senate Executive Council shall update the Constitution’s formatting with titles and submit the following proposed Constitution Amendments to the Senate for a vote in Spring 2021¹:

1. Add Article 0 - Authority, to meet the best practices of Academic Senates
2. Amend Article III - Membership, to clearly delineate who is defined as faculty
3. Amend Article IX - Amendments, to update how we amend the constitution and by-laws

¹ [Tracked changes document with changes](#)

Resolved, the Academic Senate Executive Council update the By-law's formatting with titles and the following By-law amendments:

1. Amend Article III - Membership, to accurately reflect current programming.
2. Provided Article IX of the Constitution is amended, add Article XI - Amendments, to update how we amend the By-laws.

Appointments:

I. Nominations to Committees with Unlimited membership

- CTE
 - Gina Hector, Business, member
- Scholarship
 - Nixora Ferman, New Student Counseling, member
- Teaching and Learning with Technology Roundtable
 - Michelle Gorthy, Communication, member

II. Nominations to Committees with Limited membership

- Faculty Professional Development Committee *3 open seats
 - Pamela Elzie, Health Education, member

III. District-Level Committees and Task Forces/Workgroups

- PGC Technology Committee
 - Joe Reyes, Biology, alternate