Official Minutes
CCSF Academic Senate Executive Council
Wednesday, September 18, 2013, 2:30 – 5:00 pm
Evans Campus, 220D

2013–2014 Council Members Present: Anna Asebedo, Monica Bosson, Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Donna Hayes, Lancelot Kao, Wendy Kaufmyn, Kimberly Keenan, Lillian Marrujo-Duck, Madeline Mueller, Francine Podenski, Suzanne Pugh, Lisa Romano, Karen Saginor, Fred Teti, Ellen Wall, Laura Walsh, Debra Wilensky

2013–2014 Council Members Absent: Steven Brown, Vivian Ikeda, Suzanne Lo, Carole Meagher, Kitty Moriwaki, Carol Reitan, Rosario Villasana, Gloria Weinstock

On Leave: Lou Schubert

Other Senate Members Present: Kristina Whalen

Guests: Torrance Bynum

I.   **Call to Order**
        The Academic Senate Executive Council came to order at 2:38 p.m.

II.   **Adoption of Agenda**
        Council adopted the agenda.

III.   **Approval of Minutes:**
        Meeting September 4, 2013
                Council approved the minutes for the Executive Council meeting of September 4, 2013
                as amended.

IV.   **Public Comment**
        • Concern was expressed about moving counselors out of Conlan Hall. Council requested
          that this be agendized for next meeting.
        • A report was presented this morning at the San Francisco Board of Supervisors' Budget and
          Finance Committee hearing outlining the role of CCSF in the local economy.
        • Some difficulties accessing the Accreditation Road Map have been experienced.
        • Concern was expressed about the cancelling of the Performing Arts Center Project. There
          are some different accounts of affordability; and a concern about how the cancellation
          affects the college and community as a whole.
        • Many people are experiencing difficulties using Outlook email. Some work-arounds were
          discussed.

V.   **Officers' Reports**
        President Teti reported that: (Appendix A)
        • The Executive Council could benefit from having a member attend the SLO committee
          meetings and report back.
        • The State Faculty Senate Area B meeting approaches. Everyone is welcome to attend.

- A full Class Schedule for Spring 2014 will be published.
- Interim Dean Samuel Santos is working with the Crisis Management Team to revise our Student Code of Conduct.
- Leilani Battiste, EEO and ADA Compliance Officer, is reviewing policies to make sure CCSF continues compliance with Title IX.
- September 17th Flex Day Participatory Government break out meeting: New structure was described. Some problems were apparent with the Board policy establishing the PGC that might require a policy change.

1st Vice-President Saginor reported that: (Appendix B)
- There have been some problems with content filtering on the CCSF internet.
- College priorities are available online. Executive Council members are encouraged to be aware of them.
- Altering the relationship between the Foundation and CCSF to strengthen the relationship is listed as a college priority.

VI. Unfinished Business
 A. Committee Representation Resolution

Resolution 2013.09.18.01   Resolution concerning Academic Senate Appointees of the Participatory Governance Council and its Committees

Whereas, the Participatory Governance Council and its committees are crucial to robust participatory governance; and

Whereas, the role of faculty members and alternates on the Council and committees needs to include regular communication both to and from the faculty so that faculty may develop informed perspectives of the issues that come before the Participatory Governance system and so that Council and committee members may better represent the perspectives of the faculty; and

Whereas, at the present time, some decisions are being made very quickly by the College, but there are frequently delays before the official notes for these meetings are posted; therefore, be it

Resolved that the Academic Senate ask its faculty appointees to the Council and to each committee to work out among themselves a rotation for providing information including brief, factual summary notes, actions taken, and how decisions were made; and be it further

Resolved that and an electronic form be created to enable timely filing of reports; and be it finally

Resolved that attendance at meetings and sharing in the necessary work of communicating with the body of the Academic Senate be considered an intrinsic part of service as a member or alternate on the Participatory Governance Council and its committees.

Moved: Karen Saginor; Seconded: Donna Hayes; MCU

 B. GE Area outcomes

Resolution 2013.09.18.02   Resolution to Accept the Proposed New G.E. Area C Outcomes

Resolved, that the CCSF Academic Senate accept the following description of the Proposed New G.E. Area C Outcomes for consideration by the Bipartite Committee:

General Education Outcomes | Area C: Natural Sciences
Current Outcomes:
Demonstrate an understanding of the scientific method.
Communicate scientific ideas and theories effectively.
Apply models to explain the behavior of commonly occurring phenomena.

Proposed Outcomes:
1. Apply scientific inquiry and investigation of evidence to critically evaluate scientific arguments.
2. Communicate scientific ideas and theories effectively.
3. Apply scientific principles, theories, or models to explain the behavior of natural phenomena.
4. Apply scientific knowledge and reasoning to human interaction with the natural world and issues impacting society.

Moved: Monica Bosson; Seconded: Lancelot Kao; MCU

C. Education Master Plan: Constituting an ad hoc committee

Resolution 2013.09.18.03   Resolution for the Establishment of Ad Hoc Committee for the Drafting of Educational Master Plan

Whereas, City College of San Francisco last updated its Education Master Plan in March, 2006; and has been found remiss in meeting accreditation standards since 2012 for the lack of a current Education Master Plan; and

Whereas, although an Education Master Plan is an essential vehicle for the realization of the educational mission of City College of San Francisco, yet as of September, 2013 little work has been done on this essential plan; and

Whereas, the ACCJC Accreditation Standard IV.A enjoins faculty and administration to "work together on appropriate policy, planning, and special-purpose bodies," and "exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise;" therefore, be it

Resolved, that the Academic Senate create an Ad Hoc Committee for the Drafting of the Education Master Plan to provide support and assistance as the basis for the Academic Senate to make recommendations about updating the Plan; and be it further

Resolved, that the Academic Senate adopt the attached description for the Ad Hoc Committee for the Drafting of an Education Master Plan with the understanding that minor adjustments may be made to the description by the officers of the Academic Senate; and be it finally

Resolved, that the term of service for this Ad Hoc Committee shall be until January, 2015, at which time the Academic Senate shall evaluate its efficacy, resolve to renew it for an additional year,

convert it to a Standing Committee, or, by taking no action, allow it to dissolve.

Moved: Karen Saginor; Seconded: Ellen Wall; MCU

D: Accreditation Update:

Fred Teti:

- Encouraged everyone to use the CCSFForward.com website to keep up to date; provide feedback on the Positive Pathways to Accreditation Flex Day; look closely at the accreditation Road Map to ensure it accurately reflects ACCJC recommendations.
- Committee Evaluations are still in progress.
- Collegial Consultation process: clarification between the Academic Senate and Administration is ongoing.

VII. **New Business:**

A. Curriculum Committee membership change: Proposal to add three ex-officio voting members:

Resolution 2013.09.18.04   Resolution for Curriculum Committee membership change: Proposal to add three ex-officio voting members

Resolved, that the CCSF Academic Senate expand the College Curriculum Committee membership description to include three new faculty seats as voting members ex officio for the Articulation Officer, the Prerequisite Coordinator, and the Distance Education Coordinator (whether known by these exact designations or by others).

Moved: Donna Hayes; Seconded: Monica Bosson; MC Abstained: Ellen Wall; Lisa Romano

B. Endorsement of Faculty Statement of Support for Maintaining CCSF's Accreditation:

Resolution 2013.09.18.05   Resolution Endorsing the Faculty Statement of Support for Maintaining CCSF's Accreditation

Resolved, that the CCSF Academic Senate endorse the Faculty Statement of Support for Maintaining CCSF's Accreditation developed by Senate members Dan Hayes and George Rush; and be it further Resolved, that the CCSF Academic Senate encourage all CCSF Academic Senate members to sign it.

Moved: Karen Saginor; Seconded: Lancelot Kao; MCU

VIII: Committee Appointments (Appendix D)

Resolution 2013.09.18.06	Resolution Approving the Unlimited Committee Appointments

Resolved, that the CCSF Academic Senate approve the Unlimited Committee appointments listed in Appendix D.

Moved: Madelline Mueller; Seconded: Anna Asebedo; MCU Recused Laura Walsh, Suzanne Pugh

Resolution 2013.09.18.07	Resolution Endorsing the Limited Committee Appointments

Resolved, that the CCSF Academic Senate approve the Limited Committee appointments listed in Appendix D.

Moved: Francine Podenski; Seconded: EllenWall; MCU Recused Lisa Romano, Lance Kao

IX: Reports:
A. Foundation
Steven Brown sent in a short summarized report. (See President's Report Appendix A)

B. Other
Laura Walsh: The Basic Skills Committee is working on a process for identifying projects to be supported by Basic Skills Initiative Funds.
Fred Teti: Planning Committee: Criteria are being created to score requests included in Program Review. The Program Review Committee may be revived. It would be helpful to have an Executive Council member attend and report back.
Donna Hayes: Transfer Issues Committee: Academic Renewal policies are being examined by comparing the best practices of other colleges with the Title 5 and Ed Code requirements.

X. Open Forum:
- Additional concern was expressed regarding the move of counselors out of Conlan Hall.
- The need for every campus to offer full services was emphasized.
- Concern was expressed about the potential move of the Multicultural Retention Program away from Ocean Campus.
- Concern was expressed about finding room on Ocean Campus for all new administrators and personnel from Gough Street.
- Emails were received encouraging students to attend a Save CCSF Teach-In.
- A suggestion was made that the Executive Council appoint an awards coordinator.

XI. Adjournment: The meeting adjourned at 5:05 p.m.

Appendix A: President's Report
Appendix B: First Vice-President's Report
Appendix C: Ad Hoc Committee for the Drafting of Education Master Plan
Appendix D: Appointments to Committees

Appendix A:
President's Report 2013–09–18

<h2 style="text-align:center">Living on Coffee Fumes</h2>

Past Meetings/Events include
- 2013–09–04: Executive Council meeting
- 2013—09—05: Planning Committee of the PGC
- 2013—09—06: "Production of Schedule" meeting with the Chancellor et al.
- 2013–09–09: Crisis Management Team
- 2013—09—09: SLO Committee (Katryn's notes at http://www.ccsf.edu/NEW/en/about-city-college/slo/reports/sloc/meeting_notes.html), followed by an Elementary Algebra SLO Assessment meeting (not a Senate meeting; just evidence that I do it, too) By the way, we could sure use a rep from the EC on the SLO Committee. Any takers?
- 2013—09—10: Officers meeting
- 2013—09—13: PGC operations workgroup meeting
- 2013—09—16: Crisis Management Team

Upcoming
Area B Meeting, Friday, October 18 (must know soon if others wish to attend)
ASCCC Plenary Session, November 7--9

Draft Job Announcements reviewed (some with suggested changes)
- Two Culinary Arts chef-instructor positions
- Dean of Employee relations (with some suggestions)

Planning Committee 2013—09—05 notes
- Dean Mery shared the planning schedule for 2013—14.
- Administration's recommendations for resource allocation will occur in January/February 2014. The PGC begins determining overall prioritization in February 2014; process could last until April.
- It is crucial that responsible agents meet deadlines. The Committee discussed accountability measures. Underlying concern: Should students suffer because a dept chair or dean missed a deadline?

"Production of Schedule" meeting 2013—09—06 notes → Superfluous as of last week!
In attendance: Thelma Scott-Skillman, Gohar Momjian, Joanne Low, Tom Boegel, Karen Saginor, Jennifer Aries (by phone), *et je*.
- The administration presented reasons for changing how the District manages the print schedule. The Interim Chancellor described the cost of producing and mailing the print schedule as "astronomical", approximately $175k. We must arrange for a second production for late-start classes. A.V.C. Boegel produces errata lists; 2013 Spring's errata list ran to 56 pages by semester's end. The Interim Chancellor asserted that "all the research shows that [a complete print schedule] is not the way to go."
- The proposal is to print an "abbreviated" schedule that includes student-service information, enrollment instructions, and directions to the Centers, but not the classes themselves; think of it as "marketing toolkit" or as a large brochure, not as a schedule. The Interim Chancellor and Jennifer Aries assert that other districts have done this with no deleterious effect on enrollment. (I inserted the obligatory remark that we are unlike most other districts, especially because of our large noncredit offerings.)

9/18/2013

- The abbreviated schedule will direct students to the website or to the Centers and A&R for more detailed information. I asked if we could have intervention strategies in place in case some program or other experiences a precipitous drop ion enrollment. The Interim Chancellor assured me there is no way to link such a drop to the change in schedule. (However, Tom and Jennifer both said it's possible to build in some "analytics".)
- The Interim Chancellor directed Jennifer to begin developing the abbreviated schedule in time for distribution on Nov. 12.

Crisis Management Team meeting 2013—09—09 & --16 notes (on non-confidential issues)
In attendance: Muriel Parenteau, Lani Battiste, Samuel Santos, Giesce Ly, Carl Jew, Andre Barnes, Douglas Bish, and I.
- Lani is working on ways for the District to comply with the Title IX. This will include sexual harassment training for essentially all employees and all incoming students every year. (There is no funding for this training; it's a classic unfunded mandate.)
- Dean Santos is very close to having a final draft of the new Code of Student Conduct. He hopes to bring it to various governance groups for feedback before Board approval and publication in the online Catalog.

Foundation Update (courtesy of Steven Brown) The Foundation's Sept. 10 meeting was canceled. Here is what someone sent to the Foundation's board:
- The Chancellor and Special Trustee are working very hard with all constituencies to make all improvements necessary to retain accreditation. Progress is being made.
- Dawn Vroegop is moving our investment accounts to Vanguard.
- The Basic Skills Lunch is on target. Donations are pretty much equal to last year's as of now. My Dutch Uncle is working well with the chairs to produce the luncheon.
- Patricia Yee is working with the CCSF Scholarship Department to help them understand the various Scholarships we are holding.

9/17 Flex Day Participatory Governance session notes

In attendance: 1 admin, 3 dept chairs, 2 Classified, ~30 faculty (including presenters/facilitator)

Governance problems identified by the audience:
The new system is top-down, not developed with constituency input.
We want the system to work, but we do not know how to make it work.
Issues being discussed in the system are not tracked in a visible way.
We do not necessarily trust the system to function as a vehicle for good decisions.
Facilities, IT, Student Services, and Instruction all compete for resources and attention.
The Chancellor sets the PGC agenda.
No outreach: potential participants must use their own volition to "enter" the process.
We are not utilizing the "collective intellect" at CCSF sufficiently well.

Non-governance problems that came up:
Part-timers aren't afforded new hire orientations.
Classroom instructors should be able to block out committee times on their preference forms.

Ideas for solutions:
The PGC should choose a chair other than the Chancellor.
Support the department chairs and their role in administration.
9/18/2013

Appendix B:
September 19, 2013
Report of First Vice President of the Academic Senate
Karen Saginor, ksaginor@ccsf.edu

Past Meetings and Events
Chancellor Search Committee work
September 4. Academic Senate Executive Council meeting.
September 6. Accompanied President Teti to "Production of Schedule" meeting with the Chancellor et al.
September 12-13 Informal meetings with Lidia Jenkins concerning phone banking of credit students applied but not enrolled.

Notes, Reports and Drafts.
Compilation of notes about Technical Assistance visit. http://www.tinyurl.com/mugncrm
Materials for First Committee on Committee meeting
DRAFT Committee description and resolution for Ad Hoc Education Master Plan Committee

Ongoing projects
Committee Vacancy List posted and revised
Committee appointment records

Future projects
Revitalize languishing Academic Senate committees (mostly due to lack of committee chair)

Update on Content Filtering and ITAC (Information Technology Advisory Committee)
At the beginning of this semester, ITS (re-)instituted categorical blocking on employee computers of websites that are blacklisted by Palo Alto Networks as "adult." Student use computers (classrooms, student labs, wifi) are NOT blocked. The actual list of sites blocked is Palo Alto Network's proprietary information. We cannot view the list. Attempting to access a blocked website returns this message:

> **Web Page Blocked**
> Access to the web page you were trying to visit has been blocked in accordance with company policy. Please contact your system administrator if you believe this is in error.
> User: ccsf\[your ccsf login]
> URL: [url of site]
> Category: adult

Three years ago ITS blocked **both** student and employee computers from visiting several categories of sites – adult, gaming, and hacking or security related. The Academic Senate recommended against content blocking. **Resolution 2011-02-09-04** (http://www.ccsf.edu/NEW/content/dam/ccsf/images/academic_senate/AS_Docs/Resolutions/F2010_S2011/2011020904_Content_Filtering_CCSF_Computer%20Network.pdf) The resolution from the Academic Senate, with the approval of Chancellor Griffin was agendized by the Board of Trustees, but not actually considered by the Board because the practice had ceased by that time. The Information Technology Policies Committee (ITPC) adopted procedures on April 17, 2012 stating:

"There will be no URL-based blocking other than as required by law….Access to and from IP addresses that are determined to be a security threat will be restricted in order to protect against malware, worms, viruses, Trojans and other types of malicious activities.   These restrictions will have a time limit, and will be specified to individual IP addresses, not ranges of addresses. When IP addresses are blocked, the reason for such blockage will be documented. The guiding principle of academic freedom shall be applied when ITPC reviews the criteria that are used to maintain any list of blocked URLs and/or IPs, which might be blocked for either incoming or outgoing traffic. The ITS department shall document and report on a regular basis to the ITPC the decisions it has made to implement this section."

This issue was discussed at a recent Information Technology Advisory Committee (ITAC) meeting. ITAC is the successor committee to ITPC, but with an unclear status. ITPC reported to the College Advisory Council. ITAC would like to report to the Participatory Governance Council, but that is not currently the case. ITAC is temporarily listed as an Academic Senate Committee until its status has been clarified. ITAC members have been told that the committee will report to the Chief Information Technology Officer, when that person has been hired. On August 30, Presidents Beth Smith and Scott Lay recommended to those present at the meeting that governance committees not report to administrators.

Many thanks to Academic Senate members Anthony Costa and Craig Persiko for providing information about these issues.

P.S. In email correspondence, the following has be proposed (not yet known whether it will be implemented):
1. Lift the content filtering immediately.
2. Send a monthly reminder to faculty/staff about the the Computer Usage Policy (http://www.ccsf.edu/Policy/policy.shtml).
3. When ITS notices that a specific computer is accessing specific content, an email could be sent to the user (this information is captured by the firewall). The email can come from Peter until a new CTO is in place. The content of the email can focus on checking in with the user to make certain that the user did access the content.

Appendix C: Ad Hoc Committee for the Drafting of Education Master Plan

I. **Name:** Ad Hoc Committee for the Drafting of Education Master Plan

II. **Type of Committee:** Action

I. **Membership:** 8 faculty

III. **Committee Chair(s) Second Vice President of the Academic Senate.**

IV. **Meeting day and time:** Thursday, 3:00-4:30

V. **Meeting frequency:** about twice a month

VI. **Website address: N/A**

VII. **Support for student learning:** By assisting in the creation of the next Educational Master Plan, the committee will sustain and expand learning opportunities for students.

VIII. **Description of purpose and goals:** The Educational Master Plan that will provide vision and direction for the development of educational opportunity for students at City College of San Francisco. The committee will assist in the creation of the plan by researching, compiling, analyzing, synthesizing, composing and editing documents and data as directed by the Officers and Executive Council of the Academic Senate.

IX. **Academic and professional matters as adumbrated in CCSF Board Policy 2.08 and Title 5 CCR § 53200 (c)**
(4) educational program development;
(10) processes for institutional planning and budget development;

X. **ACCJC Accreditation Standards to which committee contributes:**

I.B.2. The institutional sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.

I.B.4. The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

IV.A.2.a Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.

IV.A.2.b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.

Appendix D   Appointments to Committees
Committees with Limited membership

Ad Hoc EMP	Ginther-Webster, Kim	C	Library Services	New Appointment
Ad Hoc EMP	Hanson, E Simon	C	Biological Sciences	New Appointment
Ad Hoc EMP	Mayers, Steven	C	English	New Appointment
Ad Hoc EMP	Villasani, Rosario (ex officio)	C	Child Development/Family Studies	New Appointment
CSU-UC Breadth	Abma, Deanna		Special	Resource Appointment
Curriculum	Cutten, Barbara M.	C	Business	Reappointment
Curriculum	Corry, Megan	C	Health Care Technology	New Appointment
Curriculum	Romano, Lisa	C	Counseling	New Appointment
Curriculum	Abma, Deanna		Special	New Appointment
Curriculum	Dewar, Cynthia		Special	New Appointment
Curriculum	Moriwaki, Kitty		Special	New Appointment
Institutional Review Board	Ancheta, Rebecca	C	Behavioral Sciences	New Appointment
Institutional Review Board	Kao, Lancelot	C	Astronomy	Reappointment
ITAC	Costa, Anthony	B	Library Services	Reappointment
Registration Enrollment	Alioto, Darlene	C	Social Sciences	Reappointment
Registration Enrollment	Killikelly, Timothy	C	Social Sciences	Reappointment
Student Grade and File	Adams, Mary	C	Social Sciences	Reappointment
Student Grade and File	Ayala-Austin, Eliazer	C	EOPS	Resource Appointment
Student Grade and File	Nixon, Shannon	C	Biological Sciences	New Appointment
Student Grade and File	Wilde, Jack	N	DSPS	Resource Appointment
Student Grade and File	Yee, Jill	C	Behavioral Sciences	Reappointment
Transfer Issues	Vargas, Nancy	C	Counseling Services	New Appointment
Transfer Issues	Cahill, Gregoria	C	Counseling	New Appointment

Committees with unlimited membership

Basic Skills	Cahill, Gregoria	C	Counseling	New Appointment
Basic Skills	McLanahan, Amy	C	Mathematics	New Appointment
Basic Skills	Stevens, Alice	C	Mathematics	New Appointment
Basic Skills	Keech, Gregory	B	ESL	Reappointment
Basic Skills	King, Andrew	C	English	Reappointment
Basic Skills	Lo, Suzanne	B	Library Services	Reappointment
Basic Skills	Meagher, Carole	C	Business	Reappointment

9/18/2013

Basic Skills	Minkowski, Caroline	C	English	Reappointment
Basic Skills	Walsh, Laura	C	ESL	Reappointment
Non-Credit Issues	Franklin, Kim	N	ESL	Reappointment
Non-Credit Issues	Roman-Murray, Carmen	N	ESL	Reappointment
Non-Credit Issues	Sneed, Jane	N	Transitional Studies	Reappointment
Non-Credit Issues	Gerasimova, Galina S.		DSPS	Reappointment
Scholarship	Garcia, Mauro	B	Library Services	Reappointment
Scholarship	Nicolas, Edissa	C	English	Reappointment
SLO	Sweeny, Megan	C	Social Sciences	New Appointment
SLO	Miraglia, Sheri	C	Biological Sciences	New Appointment
SLO	Muller, Lauren	C	IDST	New Appointment
SLO	Mitchell, Kathleen	C	Counseling Services	New Appointment
Sustainability	Conrad, Diva	N	Business	Reappointment
Sustainability	Grandy, Carla	C	Earth Sciences	Reappointment
Sustainability	Mayers, Steven	C	English	New Appointment
TLTR	Brown, Lori	B	Library Services	New Appointment
TLTR	Brunetti, Korey	C	Library Services	New Appointment
TLTR	McPeters, Melissa	N	Transitional Studies	Reappointment
TLTR	Schall, Susan	N	ESL	Reappointment
TLTR	Wu, Ana	N	ESL	Reappointment
Works of Art	Garcia-Denson, Diana	C	Foreign Languages	Reappointment
Works of Art	Muller, Lauren	C	IDST	Reappointment
Works of Art	Pugh, Suzanne	C	Art	Reappointment