



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 Processes • Others as agreed

CCSF Academic Senate Executive Council Draft Minutes Wednesday, 2013 November 20, 2:30–5:00pm Civic Center Campus, Room CVC 202

2013–2014 Council Members Present: Anna Asebedo, Monica Bosson, Steven Brown, Venette Cook, Matthew Duckworth, Beth Ericson, Vivian Ikeda, Lancelot Kao, Wendy Kaufmyn, Kimberly Keenan, Lillian Marrujo-Duck, Carole Meagher, Madeline Mueller, Francine Podenski, Suzanne Pugh, Carol Reitan, Lisa Romano, Karen Saginor, Fred Teti, Rosario Villasana, Ellen Wall, Laura Walsh, Debra Wilensky

2013–2014 Council Members Absent: Dayo Diggs, Donna Hayes, Suzanne Lo, Kitty Moriwaki,

On Leave: Lou Schubert

Other Senate Members Present: Kristina Whalen

Guests: Carl Jew

Carl Jew, Dean of the John Adams and Civic Center Campuses, introduced himself.

- I. Call to Order (2:37)
- II. Adoption of Agenda
Agenda adopted.
- III. Approval of Minutes
Minutes approved from 06 November 2013
- IV. Public Comment
 - The 3rd annual Festival of the Moving Image was announced.
 - Questions were posed regarding the selection of the Voorhees Group to assist CCSF with the update to the Education Master Plan.
 - AFT ratification sessions were announced and faculty were encouraged to vote.
 - Opinion was expressed that our CCSF website could make it more clear to students that we do not expect to close.
 - The 31st annual Scott Joplin ragtime birthday was announced.
 - A clarification to the language regarding the "creation of an Education Master Plan" was recommended. It should say "Update the Education Master Plan" as we do have one.
 - Appreciation was expressed for the snacks provided at the Executive Council meeting.
 - The 2nd Vice President was complimented on her running of the 2nd half of the last meeting.

V. Officers' Reports

President Fred Teti reported: (see Appendix A for full report)

- Three draft adjunct job announcements have been reviewed since the last meeting. No clarification has been received regarding full time faculty hiring. The officers continue to remind administration that both Title 5 and the Ed Code require adherence to the existing faculty hiring procedure agreement.
- Established courses with Course Outline updates currently being reviewed by the Curriculum Committee will be offered Spring 2014.
- Vice Chancellor Lamb is satisfied that it is legal for Continuing Education students to take classes with regular credit students.
- The officers continue to pursue Professional Development funds from the District. Faculty have been asked to create a set of spending priorities.
- The possibility has been raised of considering, again, block scheduling.
- The Student Code of Conduct has been further updated. Executive Council suggestions were taken into consideration. Students created the final organization of the document.
- The Due Process portion of the Student Code of Conduct is also being updated. President Teti continues to assert the role of the role of the Academic Senate in appointing faculty members to Due Process appeals committees.

First Vice President Karen Saginor reported: (see Appendix B for full report)

- The Plenary Meeting was informative. There is a new Eresource available for Basic Skills.
- She is preparing to attend the December 12-13 meeting of the National Advisory Committee on Institutional Quality and Integrity (NACIQI) representing only herself.

Second Vice President Rosario Villasana reported:

- Education Master Plan meetings have been productive. There will be an Education Master Plan workgroup under the PGC's Planning Committee; that workgroup's faculty members will be the Senate's Education Master Plan Ad Hoc Committee.

VI. Committee Appointments (see Appendix C for full report)

Resolution 2013.11.20.01 Resolution Appointing Faculty to Limited and Unlimited Committees

Resolved, that the CCSF Academic Senate appoint the faculty nominated to limited and unlimited committees by the Committee on Committees as listed in Appendix C.

Moved: Francine Podenski; Seconded: Steven Brown; MCU; Abstaining: Anna Asebedo, Lillian Marrujo-Duck

VII. Unfinished Business

A. Basic Skills Committee: Basic Skills Goals & Program Review Criteria

Fred Teti:

- The Basic Skills Initiative report is due to the State Chancellor's office. The Basic Skills committee has done as encouraged, replacing "basic skills students" with "students with basic skills needs" and including the Transitional Studies Department.

Basic Skills Committee members shared additional information:

- The Goals are not ready to be reviewed by the Executive Council yet.
- Suggestions were made that the Basic Skills Committee decide on a vision for Basic Skills that will inform how funds are spent to meet the Goals.

B. Accreditation Update

1. Road Map Update

Karen Saginor:

- One of the Road Map action items is to make library services available more equitably across the campuses. This requires hiring additional librarians and classified staff, yet funding is lacking. This issue is being identified in Program Review.
- One of the Road Map items requires the evaluation of the College's governance process. The Participatory Governance Council will be conducting an evaluation of activities of the council. We will discuss with the Vice Chancellor of Academic Affairs a review of the entire participatory governance system.
- The Participatory Governance Council is now chaired by the Vice Chancellor of Academic Affairs. The VC of Academic Affairs appears to better support the role of faculty in the planning process.
- The Curriculum Committee continues to work to update all Course Outlines that lacked clear Student Learning Outcomes. Faculty are working very hard to make sure that all accreditation items under the responsibility of faculty are completed.

2. SLO Report

Kristina Whalen:

- CCSF requested and received a feedback memo concerning our SLO work.
- The Vice President for Policy and Research at ACCJC, Krista Johns, met telephonically with our SLO coordinators and ALO Momjian to answer questions. Overall, CCSF is making great progress on SLOs. CCSF scores a 3.42 out of 5. The average score for California Community Colleges is a 3.44. This means that overall CCSF meets the standard for SLOs.
- There were two areas where CCSF scored low. Some suggested improvements: 1. improve ILO reporting by specifically mapping course level results up to the ILO level; 2. improve our higher level reports on trends across the college.
- SLO coordinators are exploring software choices to improve and facilitate reporting.
- Find the full report under Scorecard on the SLO web page.
- Course level reporting, with a benchmark of full course level SLO reporting every 3 years, is necessary because these reports create the data that maps up to the ILO level.

3. Resolution for ILOs in the Catalog

Resolution 2013.11.20.02 Resolution for ILOs in the Catalog

Resolved, that the CCSF Academic Senate authorize the President or designee, in consultation with appropriate faculty, to review and approve the Catalog language to be used as the narrative for the Institutional Learning Outcomes.

Moved: Monica Bosson; Seconded: Anna Asebedo; MCU

4. December 6th event status

Fred Teti:

- California State Academic Senate Accreditation Committee offered to conduct this workshop with CCSF constituent groups.
- The San Francisco State University Academic Senate has volunteered to cover the cost of facilities for the event at SFSU.
- Members of the administration, classified staff, faculty and students have been asked to send representatives. This includes members of AFT2121 and Department Chairs. Lotteries for additional openings are being organized.
- Outstanding funding issues are still being resolved.
- All faculty are encouraged to participate in the lotteries. This is an opportunity for faculty and administration to encourage good communication. We will be working with each other for many years to come.

VIII. New Business

A. AB86 Update/Noncredit Issues Committee items

1. AB86 Update

Fred Teti:

- We expect AB86 to become law. AB86 will create various consortia composed of community colleges and local high schools to manage adult basic education. As currently drafted, AB86 describes all English below transfer level and all math more than one level below transfer as noncredit. We expect CCSF to participate.

2. Resolution on faculty to participate in AB86 consortium-planning group

Resolution 2013.11.20.03 Resolution on Faculty Appointments to (future) AB86 Consortium Group

Whereas, the Noncredit Issues Committee has voted to request the Academic Senate support or advocate for the appointment of Susan Lopez and Jim Wong to whatever San Francisco AB86 consortium is formed and, by extension, to any group planning the development of that consortium; and

Whereas, the consortium group should have noncredit department chair representation; therefore be it

Resolved, that the Academic Senate appoint Susan Lopez, Jim Wong, Greg Keech, Muriel Parenteau, Jane Sneed, and Kathleen White to whatever group CCSF forms to draft its AB86 RFA and to make plans for the local consortium.

Moved: Karen Saginor; Seconded: Steven Brown; MCU

B. Resolution on Enrollment Visibility

Resolution 2013.11.20.04 Recommendation from Education Policies on Enrollment Visibility

Whereas, Banner has been re-programmed so that class enrollment can be turned on-and-off by department/program; therefore be it

Resolved, that the CCSF Academic Senate urge that the District policy make clear (by contract, MOU, or other written means) that the Department Chairs have the discretion to turn the enrollment visibility feature off or on as fits the needs of their departments.

Moved: Francine Podenski; Seconded: Steven Brown; MC

C. Report on ASCCC Plenary

Karen Saginor reported:

- Several accreditation resolutions were approved. In general, these resolutions urged ACCJC to do things differently. The resolutions were not as strong as we would have liked.

Fred Teti Reported:

- Presenters at Plenary implied that all paths to a degree must include GE requirements and all ILOs.
- Student representatives are advocating for lessening the GE requirements in order to earn degrees more quickly and with less content they find unnecessary.
- Opportunities to repeat courses have also been reduced.

D. Resolution supporting offering classes with outlines undergoing technical review

Fred Teti Reported:

- This issue has been resolved. Classes with Course Outlines undergoing revision by the Curriculum Committee will be available for student enrollment in while work on the course outlines continues.

E. Committee Evaluation Survey Instrument (Appendix D)

Resolution 2013.11.20.05 Resolution to Approve the Academic Senate Committee Evaluation Survey Questions

Whereas, accreditation requires regular evaluations of participatory governance;

Resolved, that the Academic Senate approve the Academic Senate Committee Evaluation Survey Questions.

Moved: Steven Brown; Seconded: Lancelot Kao; MCU

IX. Reports

Rosario Villasana:

- The ad hoc Educational Master Plan committee has reviewed Requests For Proposals.
- Two good RFPs were submitted. The committee felt the Voorhees Group presented the stronger proposal.
- The committee is being reorganized as our function changes to work with the Voorhees Group while maintaining the faculty voice in the process.

Laura Walsh:

- The Basic Skills committee found language at the CCCO website supporting the claim that funding can be used for both credit and noncredit classes.

X. Open Forum

- Difficulties were reported regarding problems with bookstore orders.
- Improvements were suggested to the CCSF website homepage.
- The annual Environmental Horticulture/Floristry Department Holiday Sale and Open House was announced.
- Faculty were encouraged to vote on the AFT2121 collective bargaining agreement.
- Faculty were encouraged to turn in all drug co-pay reimbursement paperwork quickly; if the AFT2121 collective bargaining agreement is approved by faculty, this benefit goes away.

XI. Adjournment (5:02)

President's Report

2013–11–20

Survivor: CCSF!

Past Meetings/Events include

- 2013–11–06: Executive Council meeting
- 2013 Nov 7—9: ASCCC Fall Plenary
- 2013–11–12: Officers meeting
- 2013–11–13: Meeting with officers and Trustee Agrella
- 2013–11–14: Meeting with officers and Vice Chancellor Lamb
- 2013–11–14: PGC
- 2013–11–15: Faculty Professional Development Activities Committee
- 2013–11–18: Crisis Management Team
- 2013–11–18: Education Policies
- 2013–11–19: Officers meeting featuring Simon Hanson
- 2013–11–19: Accreditation Committee
- 2013–11–19: AFT Contract presentation

Upcoming: meetings of note

Meeting Workshop on Constituency Roles and Communication, December 6

Draft Job Announcements reviewed (some with suggested changes)

- Registered Nursing Clinical T.A. [PT]
- Older Adults [PT]
- Administration of Justice [PT]

(No news yet on FT hiring. We continue to remind admin that FPAC still exists by an agreement that cannot be abrogated unilaterally. Oy!)

Various Outcomes of meetings with the Chancellor and the VCAA

- “Clemency 2k”: By now you all have heard that the College will be allowed to offer already-existing courses whose outlines have been submitted to (but not necessarily finished at) the College Curriculum Committee. However, they must win CCC approval before being offered in Summer or Fall 2014.
- Continuing Ed: At least for now, the College may continue offering continuing-ed students to attend credit classes concurrently with the credit students.
- Professional development: The officers continue to seek funding from the District. Admin wants a *plan*. (We’ve given them the Faculty Travel Agreement, of course, but that’s not a “plan”.)
- “Block Scheduling”: VC Lamb is interested in proposing a class-scheduling scheme wherein most classes currently scheduled MWF would be offered MW (for half-and-again as long each meeting). Fridays become a day for department and College meetings and for self-reflection.

Student Code of Conduct and Due Process

Dean Santos continues to work on these items. The Code of Conduct is nearly “perfected”. The proposed new Due Process is loosely based on the existing procedure described in the Catalog. I have made suggestions about clarifying the Senate’s role in the Process. The Crisis Management Team will review it again in December, whereafter Samuel will sunshine it around the College. I have invited him to our 12/11 meeting.

December 6th Update

Many thanks to Kristina Whalen for securing for us the Seven Hills Conference Center at SFSU for the workshop on Communication and Constituency Roles. I have invited faculty in various capacities to participate in lotteries for the 25 (and possibly more) seats available to us. We are still working a funding source for the event's costs and on the catering. The event even has its own website!

<http://asccc.org/events/2012/12/ccsf-workshop>

Appendix B:

November 20, 2013

Report of First Vice President of the Academic Senate

Karen Saginor, ksaginor@ccsf.edu

Past Meetings and Events

November 6. Committee on Committees.

November 6. Academic Senate Executive Council meeting.

November 7-9. ASCCC Fall Plenary

November 13. Officers meeting with Special Trustee, Chancellor, VC Lamb.

November 14. Officers meeting with Vice Chancellor Susan Lamb.

November 14. Participatory Governance Council

November 19. Accreditation Committee.

Notes, Reports and Drafts.

Thanks to Carole Meagher and Kim Ginther-Webster for notes on Participatory Governance committee meetings:

http://www.ccsf.edu/Organizations/Academic_Senate/EnrollmentManagementNotes131106.pdf

http://www.ccsf.edu/Organizations/Academic_Senate/PlanningNotes131003.pdf

Academic Senate for the California Community Colleges Fall Plenary Notes:

Committee Wrangling Activities

Arrangements made for Curriculum Committee Special Resource members to assist with technical reading of course outlines.

10 volunteers identified to start now.

~~Committee Vacancy List updated and posted.~~

Appointment letters sent interoffice to 30 appointees, re-appointees and committee chairs.

Emailed appointments expiring and solicitation of requests for reappointment to 25 faculty members (chairs cc'd)

Appendix C:
 APPOINTMENTS - NOVEMBER 20, 2013

LIMITED MEMBERSHIP COMMITTEES

Education Policies	Sengupta, Susmita	C	Biological Sciences	Re-appointment
Education Policies	Teti, Fred	C	Mathematics	Re-appointment
Faculty Position Allocation	Asebedo, Anna	C	Art	New appointment
Faculty Position Allocation	Leber, Lorraine	C	Graphic Communications	New appointment
Faculty Position Allocation	Teti, Fred	C	Mathematics	New appointment
International Education Advisory	Lee, Quinci	B	Counseling Services	Re-appointment
Registration Enrollment	Bradford, Daniel	B	Library Services	New appointment
Registration Enrollment	Pieper, David	C	Social Sciences	Re-appointment

UNLIMITED MEMBERSHIP COMMITTEES

Career & Technical Education	Jensen, Carol	C	Business	Re-appointment
Career & Technical Education	Lamha, Carmen	C	CNIT	Re-appointment
Career & Technical Education	Sparks, Jack	C	Counseling Services	Re-appointment
Career & Technical Education	Wong, James	B	Counseling Services	Re-appointment
Non-Credit Issues	Jones, Keith	N	Business	New appointment
Scholarship	Loo, Josephine	C	Learning Assistance	Re-appointment
SLO	Helmy, Anna-Lisa	C	ESL	Re-appointment
SLO	Marrujo-Duck, Lillian	C	Social Sciences	New appointment

Appendix D:

Committee Evaluation Survey Questions

1a. Did the committee collaborate with other groups to inform their processes and/or decisions this year?
Y/N

1b. If yes, what was the process for collaboration? Please choose from the following options; select all that apply.

Informal collaboration (consulting with other groups)

Joint meetings

Presentations by other groups at this committee's meetings

Providing updates at other College-wide meetings

Other

2a. Did committee members disseminate information to constituents? Y/N

2b. If yes, how did the committee ensure information was being shared? Select all that apply.

Meeting agendas and minutes were posted on the public website

Members held somewhat formal, broadly advertised, open meetings with others

Members held informal or selective meetings with others

Members sent email updates to others

Other

3a. Did the committee improve a policy, policy *language*, a program, a service, or student learning this year? Select all that apply:

Policy

Policy Language

Program (including curriculum)

Student Service

Employee Service

Student Learning (e.g., addressed an equity gap)

Other

3b. If yes to any, please provide examples of improvements made. (Committees with large volumes of output may reference posted minutes.)

[space for free responses]

Cont. next page

4a. Did the committee use data to improve a policy, policy *language*, a program, a service, or student learning this year? Y/N

4b. If yes, please choose from the following list of qualitative and quantitative data that was used (select all that apply):

Data collected and assessed by an instructional or student service program

Data collected and assessed by a college program or service (e.g., HR)

Data collected and assessed for student learning outcomes

Data collected and assessed for program level outcomes

Data collected through the program review process

A survey of students and/or employees

Data provided by the Research and Planning Office

Other

5a. Were the committee's processes adequate to achieve its intended outcomes this year? Y/N

5b. If no, what process alterations or modifications do you plan to implement next year? Please choose from the following list; select all that apply.

Decision making

Resource allocation

Facilities planning

Human resource planning

Physical resource planning

Technology planning

Program and/or service improvements

Student learning outcomes

Program-level outcomes

Other

Consult your committee's official description, available at <http://tinyurl.com/AcadComm>.

6. Find the accreditation standards to which your committee contributes (section IX). Pick at most two and describe how your committee's actions this past academic year helped the College meet those standards.

[space for free responses]

7a. Does your committee wish to change its official description? Y/N

7b. If yes, describe the desired change(s).

[space for free responses]