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 Official Minutes
Wednesday, 2013 December 11, 2:30–5:00pm
Ocean Campus, Room Artx 218

2013–2014 Council Members Present: Anna Asebedo, Monica Bosson, Steven Brown, Dayo Diggs, Matthew Duckworth, Donna Hayes, Vivian Ikeda, Lancelot Kao, Kimberly Keenan, Lillian Marrujo-Duck, Carole Meagher, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Suzanne Pugh, Carol Reitan, Lisa Romano, Fred Teti, Rosario Villasana, Ellen Wall, Laura Walsh, Debra Wilensky

2013–2014 Council Members Absent: Venette Cook, Beth Ericson, Wendy Kaufmyn, Suzanne Lo, Karen Saginor

On Leave: Lou Schubert

Other Senate Members Present: S. Erin Denney, Deanna Abma, Michelle Simotas, Kristen Hren

Guests: Susan Lamb, Quyen Lu, Tim Ryan, Samuel Santos

I. Call to Order (2:33)

II. Adoption of Agenda
Agenda adopted.

III. Approval of Minutes
Minutes approved from 20 November 2013

IV. Public Comment

- A draft resolution was shared requesting that Administration release more accurate information regarding the continued accreditation of CCSF.
- Feedback regarding the December 6th Communication and Collaboration workshop was shared.
- The Floristry annual holiday sale was announced.
- Faculty were encouraged to listen to orchid experts speak after the Floristry sale.
- The next AFT meeting was announced.
- Flyers were distributed encouraging Faculty to attend the court hearing on December 26th.
- It was strongly encouraged that CCSF invest in plagiarism detection software.

V. Officers' Reports

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

- There is as yet no plan to hire full-time faculty. However, the officers think administration now understands that all full-time faculty hires must be approved by the Faculty Position Allocation Committee (FPAC). The Chancellor has expressed a desire for FPAC to report directly to him instead of going through the Participatory Governance Council (PGC).
- The Department of Education's exit speech summarizing CCSF's Financial Aid audit was positive. The visiting team did recommend stricter rules regarding student time sheets.
- The Department of Education has requested that our policy on drug and alcohol use be included on all of our class syllabi. We might request that the District create a standard handout.
- The CCSF Police's active-shooter training using mock weapons is still scheduled for Spring Break.
- CurricuNet has been purchased for CCSF using donated funds.
- Money has also been donated for funding the revision of the Education Master Plan.

First Vice President Karen Saginor submitted a written report: (see Appendix B)

Second Vice President Rosario Villasana reported:
- Attended the December 6th workshop.
- A new workgroup is being formed to work with the Voorhees group on the Education Master Plan. The AS ad hoc committee will fold into this new work group. The Academic Senate ad hoc Education Master Plan will not continue to meet on a regular basis.

Secretary Marrujo-Duck reported:
- Attended the December 6th workshop.

VI. Unfinished Business

A. Accreditation Update

Fred Teti:
- Accreditation Liaison Officer Momjian is preparing to submit Substantive Change reports to ACCJC.
- ALO Momjian will be asked to accept faculty suggestions for additional Substantive Change reports.
- One goal of the Substantive Change reports is to prompt another site visit by ACCJC and demonstrate justification to upgrade CCSF's accreditation status.

VII. New Business

A. Noncredit Issues Committee Description

Resolution 2013.12.11.01 Resolution to Conditionally Approve the NonCredit Issues Committee Description (Appendix C)

Resolved, that the Academic Senate Executive Council conditionally* approve the NonCredit Issues Committee description.

*conditional upon explicit citation of the Standards in section XI.

Moved: Carole Meagher; Seconded: Steven Brown; MCU

B. Proposed new 12-unit residence requirement for graduation

Resolution 2013.12.11.02 Resolution to Change Residency Requirement Language

Whereas, Title 5 sets the minimum residency requirements for the AA-T/AS-T and AS/AA,

Resolved, the Academic Senate recommend that CCSF change the residency requirement for the AA-T/AS-T and for the CCSF AS/AA to be a "minimum of 12 units to be taken at CCSF."

Moved: Monica Bosson; Seconded: Donna Hayes; MCU

C. Due Process for Code of Conduct

Resolution 2013.12.11.03 Resolution to Support the Work of Dean Santos on the Student Due Process Protocol

Resolved, that the CCSF Academic Senate support and commend Dean Samuel Santos for his work on the Student Due Process Protocol.

Moved: Steven Brown; Seconded: Francine Podenski; MCU

D. Tim Ryan: Banner Advisory Group

Tim Ryan, the Technical Operations Manager, introduced himself.

- Sample instructions packets describing how to sign in to ARGOS were shared.
- The ARGOS rollout is expected to take 3 to 4 months. Training is ongoing.
- The Chief Technology Officer position will be filled soon.
- Implementing baseline BANNER will take 12 to 18 months.
- New computers are being installed.
- The Batmale Hall Faculty lounge has 4 new computers.

E. Motion to authorize letter to Chancellors Harris and Tyler

Resolution 2013.12.11.04 Resolution Authorizing a Letter to Chancellors Harris and Tyler

Resolved, that the CCSF Academic Senate direct the Officers to write a letter to State Chancellor Harris and CCSF Chancellor Tyler in which the Officers:

- Express the Senate's concerns about availability of information and in the interest of building trust we respectfully request communication and availability of information about the Review process
- Request that either the ACCJC policy requiring confidentiality of the "justification for review" or the "justification for review" itself be made public
- Ask if they have the Appeal Procedures Manual referenced in ACCJC By-Laws Article IX Section 3 and, if so, that it also be made public.

Moved: Steven Brown; Seconded: Carole Meagher; MC Abstained: Monica Bosson, Rosario Villasana, Lisa Romano, Lancelot Kao

F. Discussion of December 6th Workshop

- Much information was shared on the different roles of Faculty and Administration.
- Faculty requested to be able to hire substitutes to attend future events.
- It was suggested that flex day events include similar workshops.
- The example of collaboration between the ALO and the Senate President at Cuesta College was found to be constructive.
- Concern was expressed that the size of CCSF might inhibit the ability of the ALO and Faculty to collaborate effectively.
- More frequent meetings between Administration and Faculty were requested.
- Concern was expressed that ALO Momjian is working on accreditation issues without sufficient input from Faculty.

G. Ideas for February 6 Flex Day

- The Academic Senate has been asked to coordinate the Feb 6th Flex Day.
- Exemplary CCSF programs will share SLO collaboration strategies.
- Department and School meetings are scheduled.

H. Welcome New Administrator: Vice Chancellor Susan Lamb

Susan Lamb introduced herself.

- CCSF has high quality programs.
- CCSF could improve on streamlining processes.
- Program Review priorities are being reviewed and will be presented to the Academic Senate.
- FPAC process is under review.
- A timeline for creating schedules is being developed.

I. Scheduling Enrollment Management

- A special meeting of the Academic Senate Executive Council to discuss enrollment management is scheduled for January 15th.

J. Resolution on New Budget Approval Process in BP2.07

Resolution 2013.11.20.05 Resolution to Change Budget Recommendation Process

Resolved, that the CCSF Academic Senate recommends against the proposed change in Board Policy 2.07 IV.B.4, amending "The PGC...reviews and recommends the annual budget" to "The PGC...reviews the recommended budget."

Moved: Francine Podenski; Seconded: Anna Asebedo; MCU

K. Motion Thanking the College of San Mateo Academic Senate

Resolution 2013.11.20.06 Resolution to Express Thanks to College of San Mateo

Resolved, that the CCSF Academic Senate direct the President to write a letter to the College of San Mateo Academic Senate thanking them for their resolution in support of CCSF's continued accreditation.

Moved: Monica Bosson; Seconded: Francine Podenski; MCU

L. Committee Report: Learning Communities and Career Pathways

Michelle Samatos presented what the Learning Communities committee has been working on.

- This new committee is focused on pursuing the CCSF Board of Trustees achievement gap resolution.
- The history of learning communities at CCSF is being explored.
- Best practices from colleges across the nation are being examined.
- Student retention is being explored.
- It is recommended that CCSF have a Learning Communities coordinator.
- Professional Development activities are being planned and Faculty teams are being developed.
- CCSF's achievement gaps are similar to those at colleges throughout California.

VIII. Reports

Student Equity Strategies:

Kitty Moriwaki reported:

- A resolution will be coming before the Executive Council in January requiring achievement data be included in annual program reviews.

IX. Adjournment (5:11)

Appendix A:

President's Report 2013–12–11

Countdown

Past Meetings/Events include

- 2013–11–20: Executive Council meeting
- 2013–11–21: Officers' meeting with V.C. Lamb
- 2013–11–22: Area A GELO meeting
- 2013–11–25: CMT
- 2013–11–26: Officers meeting featuring Wendy Kaufmyn & lotteries
- 2013–12–02: Crisis Management Team
- 2013–12–03: Officers meeting
- 2013–12–03: Accreditation Committee
- 2013–12–03: Planning Committee
- 2013–12–04: Internal Auditor screening committee (I managed to say "impactful" and "value-added" *five times* without retching. Where's my Oscar?)
- 2013–12–05: Officers meeting with Vice Chancellor Lamb
- 2013–12–05: PGC
- 2013–12–06: Communication and Constituency Roles training
- 2013–12–09: Crisis Management Team
- 2013–12–09: 12/6 Follow-up with Classified Senate President
- 2013–12–09: Education Policies Committee
- 2013–12–10: Officers meeting
- 2013–12–10: Telephone meeting with Steven Bruckman

Draft Job Announcements reviewed (some with suggested changes)

- Health Care Tech [PT]

Crisis Management Team 12/2 & 12/9

- Dean Santos raised the possibility of training all faculty in ways to deal with disruptive students.
- Muriel Parenteau suggested the District plan for a testing center.
- Apparently, the DOE wants the College's Alcohol and Drug Policy (or at least a summary of it) on all of our syllabuses. I gently objected that all these requests for yet more content on our syllabuses was turning them into encyclopedias. It was suggested that the District prepare a "boilerplate" addendum that instructors will attach to the individualized syllabuses they write for themselves.
- The "active shooter training" for the campus police is still planned for spring break.
- In its audit last week, the DOE found one (1) student employee time sheet lacking a supervisor's signature. Alas, that was enough to earn us a citation, so expect stricter rules about student timesheets soon.

Accreditation (12/3)

- The District has found grant funding for Curricunet ($80k + $20k/yr) and for the Education Master Plan advisory group ($120k). Donor assistance also helped pay for Argos.
- Gohar has submitted a letter of intent to file Substantive Change reports on shift in control to a Special trustee, >50% online programs, and the move of classes to Evans during Southeast's closed year I suggested also the change in the Mission Statement. However, judging from what the Chancellor said on 12/6, I don't think that will be included.
- Gohar says we *want* to trigger a site visit. The Chancellor confirmed this at the 12/6 training.

Other Stuff

- The officers will meet with V.C. Lamb tomorrow. We hope to learn whether the College of Marin's professional development plan is a suitable model for the one she wants from us.
- No news yet on whether the District will authorize any non-essential FT faculty hires.

Appendix B:

December 11, 2013

Report of First Vice President of the Academic Senate

Karen Saginor, ksaginor@ccsf.edu

Past Meetings and Events

November 20. Committee on Committees.
November 20. Academic Senate Executive Council meeting.
November 21. Officers meeting with Vice Chancellor Susan Lamb.
November 25 Education Master Plan Workgroup meeting.
December 2. Outreach to Cabrillo College, organized by AFT 2121.
December 3. Planning Committee.
December 4. Officers meeting with Chancellor Tyler.
December 5. Officers meeting with Vice Chancellor Susan Lamb.
December 5. Enrollment Management Committee.
December 5. Participatory Governance Council
December 6. CCSF: Collective Collaboration for a Shared Future: Technical Assistance CCLC and ASCCC

Committee Wrangling Activities

Committee Vacancy List updated and posted.
Appointment letters sent interoffice to 25 appointees, re-appointees and committee chairs.
11 Committee Self Evaluations received.

From the December 6 Event – Next Steps proposed at the end of the day

How will we work together, constructively and with unity?
We will pay attention to the roles of the faculty and classified unions and seek to work together over shared interest.
We need to rebuild trust, and get everyone to buy in.
We can accomplish trust and buy in by doing the following:
Ask ourselves as individuals, "What am I doing to re-establish trust?"
Practice "appreciative inquiry" (google it)
Chose processes that will build trust.
Establish consistency in our processes.
When we change how we do things, document the new process by writing it down.
Improve communication
Hold in person meetings.
Hold additional forums/open meetings on a regular basis.
Have more campus-wide, college-wide meetings
More communication that includes other campuses/sites
Put out reliable information - inaccurate information erodes trust.
Work more closely with students - get more involved/communicate more with them.
Develop timelines and communicate those with www.ccsf.forward.com (Roadmap)
Showcase success stories
Share strategies openly in meetings like this one (including leadership from all constituencies)

Appendix C:

Final Noncredit Issue Committee Description

I. **Name:** Non-Credit Issues Committee

II. **Type:** Advisory Committee

III. **Membership:** Unlimited number of faculty, classified staff, and administrators.

IV. **Committee Chair(s) elected annually in**: October

V. **Meeting day and time:** Friday, 1:30 – 3:00 PM

VI. **Meeting frequency:** Twice a Semester

VII. **Website address:** https://sites.google.com/site/ccsfnoncreditissuescommittee/minutes

VIII. **Support for Student Learning:** Contextualized learning and teaching that integrates disciplines that promote student engagement and retention for Noncredit Courses.

IX. **Description of purpose and goals:** The Noncredit Issues Committee recommends policies related to noncredit instruction and issues. Seeks information regarding noncredit issues and informs faculty. Brings matters of noncredit issues to the Academic Senate seeking resolution to advance noncredit instruction.

X. VII. Academic and professional matters as adumbrated in CCSF Board Policy 2.08 and Title 5 CCR 53200 ©:

Almost every section of Standard II.A. Instructional Programs. The institution offers high quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.

The Noncredit Issues Committee encourages staff, faculty, administrators and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.

XI. ACCJC Accreditation Standards to which committee contributes

The Noncredit Issues Committee creates an environment for empowerment, innovation and institutional effectiveness. They encourage staff, faculty administrators and students, no matter what their official titles, to take initiative in improving the practices, programs and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.