The Academic Senate

C I T Y   C O L L E G E   O F   S A N   F R A N C I S C O

50 Phelan Avenue, Box E-202, San Francisco, CA 94112 ● (415) 239-3611 ● Fax (415) 452-5115
www.ccsf.edu/academic-senate ● email: asenate@ccsf.edu

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, 2014 January 22, 2:30–5:00pm
Ocean Campus, Arts A218

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

2013–2014 Council Members Absent: Beth Ericson, Suzanne Pugh

Other Senate Members Present: Dana Jae Labrecque, Alexandra Nickliss, Kristina Whalen

Guests: Katie Gelardi, Molly Chlebrikow, Becky Perelli

  I.   Call to Order (2:38)

  II.   Adoption of Revised Agenda

Resolution 2014.1.22.01   Resolution to Revise the Agenda

Resolved, that the CCSF Academic Senate amend the Agenda to add under New Business two urgent items for 10 minutes apiece - one regarding substantive change and one regarding the substantive change proposals and one regarding a full time faculty hiring of Financial Aid Office Advisor/Counselors.

Moved: Karen Saginor; Seconded: Monica Bosson; MCU

          Revised Agenda adopted.

  III.   Approval of Minutes
          Minutes approved from 11 December 2013
          Minutes approved from 9 January 2014

  IV.   Public Comment
  • Concern was expressed that the number of scheduled Spring 2014 flex days exceeds the amount of flex hours required.
  • Reduced night services at John Adams Campus is causing concern.
  • Appreciation was expressed for the presentation that Sarah Eisenberg made to CCSF students.

- Concern was expressed regarding the reliability of student demographic information used for decision making.

V.   Officers' Reports

President Fred Teti reported: (see Appendix A for full report)
- At the Crisis Management Team meeting it was decided that students who register online for classes will be notified of the CCSF drug and alcohol policy via a pop up window instead of requiring a statement on each instructor's class syllabus.

First Vice President Karen Saginor reported: (see Appendix B for full report)
- Education Master Plan strategy sessions are scheduled. Strategy sessions are intended to collect information from the community.

Second Vice President Rosario Villasana reported:
- Executive Council elections are approaching. Please encourage colleagues to run for election. Election plans will be finalized at the next Council meeting.

Secretary Marrujo-Duck reported:
- Faculty who have not yet completed the online accreditation course are encouraged to do so.

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

Resolution 2014.1.22.02   Resolution Appointing Faculty to Limited 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: Donna Hayes; Seconded: Suzanne Lo; MCU

Resolution 2014.1.22.03   Resolution Appointing Faculty to Vision Exercise

Resolved, that the CCSF Academic Senate appoint sixteen faculty, as listed in Appendix C, to participate in the Chancellor's Visioning Exercise.

Moved: Karen Saginor; Seconded: Anna Asebedo; MC Abstaining: Francine Podenski

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Resolution 2014.1.22.04   Resolution Appointing Faculty to EMP workgroup

Resolved, that the CCSF Academic Senate appoint faculty, as listed in Appendix C, to the Education Master Plan.

Moved: Francine Podenski; Seconded: Deborah Wilensky; MC Appointees abstained

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Resolution 2014.1.22.05   Resolution Appointing Faculty to Mock Accreditation Team

Resolved, that the CCSF Academic Senate authorize President Teti to nominate faculty to the Mock Accreditation Team.

Moved: Karen Saginor; Seconded: Wendy Kaufmyn; MCU

VII.   Unfinished Business
    A. Accreditation Update
Karen Saginor:
- Committees of the Academic Senate completed self evaluations.
- The Executive Council will have an opportunity to approve the self evaluation analysis at the next meeting.

VIII.   New Business

    A: Substantive Change Proposals from the Chancellor
Fred Teti:
- The Chancellor has met with the ACCJC and informed them he intends to submit three Substantive Change Proposals. Change Proposals are required to be submitted under certain enumerated circumstances. The Chancellor hopes that these Change Proposals prompt the ACCJC to re-visit CCSF.
- Council members are encouraged to read the Substantive Change Proposals.
- One of the Substantive Change Proposals describes a change of control at the college. It might include a plan to create a new administrative position of "President" in charge of Ocean Campus.
- The signature page has a line for the Academic Senate President.

Resolution 2014.1.22.06   Resolution Concerning Substantive Change Proposals

Whereas, in signing Chancellor Tyler's Substantive Change proposals to the ACCJC, President Teti will be attesting on behalf of the Academic Senate to the accuracy of the information and the desirability of the changes presented in the proposals; Therefore be it

Resolved, that the CCSF Academic Senate authorize President Teti to sign the Substantive Change Proposal for Change in the Location of a Center at his discretion in consultation with the officers and other appropriate Senate members; and be it further

Resolved, that the CCSF Academic Senate authorize President Teti to sign the Substantive Change Proposal for Change in the Delivery of Course or Programs at his discretion in consultation with the officers and other appropriate Senate members; and be it finally

Resolved, that the CCSF Academic Senate authorize President Teti to sign the Substantive Change Proposal for Change in the Control or Legal Status of the Institution at his discretion in consultation with the officers and other appropriate Senate members, provided the difficulties already identified by the Senate have been appropriately resolved.

Moved: Karen Saginor; Seconded: Anna Asebedo; MC Abstaining: 5 Council Members

      B: Full Time Temporary Financial Aid Counselor Hiring

Resolution 2014.1.22.07   Resolution authorizing the President to send a letter regarding Full Time Temporary Financial Aid Counselor Hiring

Whereas it has come to the Academic Senate Executive Council's attention that the Faculty Hiring Procedures agreement appears to have been violated, and

Whereas the Faculty Hiring Procedures agreement requires that all faculty positions must be reviewed and approved by the Faculty Position Allocation Committee (FPAC) as described on page 3 in the Faculty Hiring Procedures document, and

Whereas it appears that a full time faculty hiring process has been undertaken without first being reviewed and approved by FPAC. Therefore be it

Resolved, that President Teti send a letter urging that this process be immediately ceased and that process required by the Faculty Hiring Procedures agreement be undertaken.

Moved: Steven Brown; Seconded: Donna Hayes; MCU

      A. Report: Area C GELOs
SLO Coordinator Kristina Whalen:

- Whalen encouraged everyone to review the SLO Area C Report at: http://www.ccsf.edu/NEW/content/dam/Organizational Assets/About CCSF/outcomes assessment/reports/AreaCReport.pdf
- Area C GELO assessment showed a 39% proficiency rate among the students assessed. The report recommends interactions with counselors, students, and instructional faculty. None of the recommendations are policy actions. They are recommendations that need engagement behind them. The SLO Committee can change the recommendations into policy actions if requested.
- The ILO forms online closed on the 2nd. ILO #1 Critical Thinking was assessed in Fall 2013. The preliminary data provided by this assessment showed about an approximately 40% proficiency rate among the students assessed.

      B. Update: AB86 Consortium
- The resolution for the Noncredit Issues Committee was withdrawn.

      C. First Reading: Enrollment Visibility Pilot proposal from Education Policies
Fred Teti reported:
- Please review the resolution regarding Enrollment Visibility. The Education Policies Committee is recommending this resolution to run a pilot test by turning on enrollment visibility during Summer 2014. There was much discussion. Some Senate members present volunteered to meet and draft a less contentious pilot proposal.

D. Approval of Proposed "New" Computer Usage Policy

Resolution 2014.1.22.08   Resolution on Computer Usage Policy

Resolved, that the new [2012 version] Computer Usage Policy be approved.

Moved: Karen Saginor; Seconded: Steven Brown; MCU

E. Discussion: Request for clarification of CCSF's accreditation status
- Concern was expressed that there remains a lack of transparency between Administration and other constituency groups.
- Several Council members volunteered to assist in drafting a proposal identifying specific issues that could benefit from greater transparency.

F. Welcome new administrator Becky Perelli, Student Health Services Director
- Becky Perelli introduced herself and answered questions about services available to employees and to students.

IX.   Reports
A. SLO Committee: Mapping PSLOs to ILOs
Kristina Whalen:
- The report on mapping PSLOs to ILs is available on the SLO website.
- The analysis of the self-reported mapping to ILO #1 Critical Thinking showed an approximate 20% inaccuracy in mapping course learning outcomes to ILOs. A professional development workshop has been planned to assist faculty and staff with this process.

B. Student Equity Strategies

Resolution 2014.1.22.09   Resolution for inclusion of student equity data and analysis in program review

Whereas, the Mission of City College of San Francisco states: "To enhance student success and close equity achievement gaps, the college identifies and regularly assesses student learning outcomes to improve institutional effectiveness;" and

Whereas, the faculty driven program review process and its cycle of assessment and evaluation is a highly effective setting for colleges to assess equity issues and improve student outcomes, and

Whereas, "Integrating the student equity plan into program review processes brings more attention to the issues of student success on a regular basis, and program review is typically the process that establishes plans or actions for the college or departments;" and

Whereas, at CCSF, programs are currently not required to include an analysis or discussion of student data related to equitable student access and achievement, nor strategies to achieve equity and close the achievement gap; therefore

Be It Resolved that the Academic Senate recommend that the Program Review process require the inclusion of data related to equity of student access and achievement, disaggregated by department, program, and gateway courses;

Be It Further Resolved that the Academic Senate recommend that the analysis of student equity data by department/program/gateway courses, the discussion of strategies to address disproportionately low rates of access and achievement, as well as the discussion of strategies that have led to successful rates of access and achievement, become required components of the Program Review process.

Moved: Steven Brown; Seconded: Carole Meagher; MCU

X.   Open Forum
- A new smoking policy at CCSF is under consideration.
- An art opening "Under Employed" was announced.
- Council Members were encouraged to share Educational Master Plan strategy sessions information.

XI.   Adjournment in gratitude to Sarah Eisenberg for her service to the College. (5:00)

Appendix A:

President's Report   2014–01–22
How Many Nimons?

Past Meetings/Events include
- 2013–12–11: Executive Council meeting
- 2013–12–12: Officers' meeting with V.C. Lamb (although I wasn't allowed a word edgewise ☺)
- 2013–12–16: Crisis Management Team
- 2013–12–16: Officers' meeting
- 2013–12–16: Chancellor's holiday party (the first hour or so)
- 2013–12–17: Accreditation Committee (of the PGC)
- 2013–12–18: Interviews for office secretary
- 2013–12–20: Officers' meeting with the Chancellor
- 2013–12–26: Courthouse (I didn't get into the courtroom so I helped hold up the banner outside)
- 2013–12–30: Courthouse (got in this time; I stayed for the morning session)
- 2014–01–07: BART/MUNI enrollment drive
- 2013–01–07: pre-Bipartite meeting with VCAA office
- 2013–01–07: Accreditation Committee
- 2013–01–08: Officers' meeting
- 2013–01–09: Plenary, Flex, etc.
- 2013–01–10: Area A GEO meeting
- 2013–01–10: Officers meeting with the Chancellor to discuss Substantive Change
- 2013–01–13: meeting with Velma Quan in the VCAA office
- 2013–01–14: Crisis Management Team
- 2013–01–14: Officers meeting
- 2013–01–15: Council meeting featuring Vice Chancellor Lamb
- 2013–01–16: "Deans and Department Chairs" meeting featuring V.C. Lamb (~an hour)
- 2013–01–16: Participatory Governance Council
- 2013–01–21: ITAC meeting (~an hour)
- 2013–01–21: Officers meeting
- 2013–01–21: Accreditation Committee
- 2013–01–22: Ed Master Plan process discussion with Dean Mery, Karen, and Lillian

Draft Job Announcements reviewed (some with suggested changes)
- Child Development and Family Studies [PT]

Letters Written
As directed by the Council, I have written letters to
- Chancellors Harris and Tyler, requesting they release information about the Review and Appeal process (responses from them? Hollow laugh!)
- David Lederman and the CSM Academic Senate, thanking them for their support

CMT 1/14
- Chief Barnes will be bringing a restricted-smoking policy to PGC. People asked him to include vaping and chewing tobacco.
- The law requires that we ensure students receive information about drug/alcohol abuse and sexual harassment. Such info can go into the Catalog. Samuel will see if the credit registration and the student

employment applications cans can have pop-up windows. He'll ask Monika Liu about ideas for noncredit students.
- The Student Union video phone keeps being vandalized. It will be repaired (again) but Muriel Parenteau would like to find an alternate safe, accessible location. I suggested the Police Department but Chief Barnes gave me a dirty look.

ITAC 1/21
- CTO (*not* CITO, says VC Gerhard): Finalist selected. HR finishing pre-employment minutiae for 1/23 Board agenda.
- Ellucian: A 7-person team will be onsite starting next week, mostly for meetings. One of their directors will attend ITAC meetings, too.
- Rollout of student computers: Lab computers that are ≥ 5 years old can replace (older) employee computers. Factoid: The District has ~130 computer labs with ~3500 computers.
- WiFi expansion: We're a test site for new products so we can buy products somewhat cheaply. 70 new units so far but 55 old ones remain. IT is focusing on Arts, Rosenberg, and MUB, but it also has 32 units dedicated for Mission. Factoid: In late morning about 1300 are accessing the guest network simultaneously. One antenna can handle 30 devices; more causes drops.
- Banner Security: Tim Ryan has drafted a new policy/admin procedure. Still needs work. Craig P. has electronic copies.

Education Master Plan Process discussion, 1/22
- The "external advisory group" referenced in some informational pieces is not the Voorhees Group. The Voorhees group is facilitating the planning process while providing guidance and suggesting best practices.
- The external advisory group consists of people selected by the Chancellor to provide feedback and input. While any College community member may provide feedback and input, the external advisory group members' opinions will be given commensurate weight. The invitee list Is not public but it includes representatives from the Chamber of Commerce, SFUSD, and local higher education institutions.
- All are encouraged to attend the college-wide forums and the strategy sessions. See the calendar at www.ccsf.edu/emp.

Appendix B:

January 22, 2014
Report of First Vice President of the Academic Senate
Karen Saginor   ksaginor@ccsf.edu   415-860-4173

Past Meetings and Events
December 12-13. NACIQI meeting, Washington, D.C.
December 17. Meeting with Vice Chancellor Susan Lamb concerning Collegial Consultation.
December 20. Officers' meeting with Chancellor Tyler.
December 26. California Superior Court, Judge Karnow presiding.
December 30. California Superior Court, Judge Karnow presiding.
January 6. Press Conference with Leader Nancy Pelosi et al., Chinatown/North Beach Campus.
January 9. Plenary meeting of the Academic Senate.
January 10. ACCJC Public meeting, Sacramento.
January 15. Academic Senate Executive Council
January 16. Participatory Governance Council
January 21. Accreditation Committee.'

Notes, Reports, Drafts
December 17 Draft of Collegial Consultation.
Informal Notes on Court Proceedings, December 26 and December 30:
    http://www.ccsf.edu/Organizations/Academic_Senate/December26CourtInformalNotes.pdf
    http://www.ccsf.edu/Organizations/Academic_Senate/December30CourtInformalNotes.pdf
First Draft Report on Self Evaluations of Committees of the Academic Senate (will post second draft)
Accreditation News RoundUp:
    http://www.ccsf.edu/Organizations/Academic_Senate/AccredNewsRoundUpJan2014.pdf
Informal Notes on Participatory Governance Council. January 16, 2014
    http://www.ccsf.edu/Organizations/Academic_Senate/PGGMeetingJan16.pdf

Committee Wrangling Activities
Committee Vacancy List updated and posted.
With follow up to initial request, ~~19~~ 22 Committee Self Evaluations received, draft report composed.
Draft resolutions for appointments to Educational Master Plan Workgroup and Visioning Workshop

Educational Master Plan Activities – PLEASE PARTICIPATE AND ENCOURAGE COLLEGUES

Public forums -- Learn about the College's Education Master Planning process and progress how Plan will
    help shape the College's future directions:
- Thursday, January 30**, Mission Center**, R107, 5-6:15 pm
- Friday, February 21, **Ocean Campus**, MUB140, 5-6:15 pm
- Thursday, March 13, **Chinatown/North Beach**, Annex Auditorium (628 Washington St.), 5-6:15
    pm

Strategy sessions -- smaller, working sessions held across the College's instructional centers. Participants
    will consider data and strategize about how these data and information can be used to address the
    College's future. Input from these sessions will help frame the overall Plan.
Tuesday, January 28   Chinatown/North Beach Center, R905, 12-1, 3-4, and 5:30-6:30 pm

Downtown Center, R322, 12-1, 3-4, and 5:30-6:30 pm
Ocean Campus, MUB140, 12-1, 3-4, and 5:30-6:30 pm

Wednesday, January 29   Evans Center, R227, 12-1, 3-4, and 5:30-6:30 pm
John Adams Center, R139, 12-1, 3-4, and 5:30-6:30 pm
Mission Center, R201, 12-1, 3-4, and 5:30-6:30 pm

Wednesday, February 19 Civic Center, R201, 3-4, and 5:30-6:30 pm
John Adams Center, R139, 3-4, and 5:30-6:30 pm
Ocean Campus, MUB140, 3-4, and 5:30-6:30 pm

Tuesday, March 11   Downtown Center, R725, 3-4, and 5:30-6:30 pm
Mission Center, R453, 3-4, and 5:30-6:30 pm
Southeast Center, R413, 3-4, and 5:30-6:30 pm

Appendix C:

Committees with Unlimited Membership

Career Tech Ed	Persiko, Craig	C	Computer Science	New Appointment
Career Tech Ed	Soneji, Hitesh	C	Engineering and Tech	New Appointment
Noncredit Issues	Glazer, Shelley	N	Older Adults	New Appointment
Noncredit Issues	Yamashiro , Lisa	N	Consumer Education	New Appointment

Visioning Exercise Faculty Appointments

Cynthia Dewar, Distance Education
Tarik Farrar, African American Studies
Simon Hanson, Biology
Donna Hayes, Counseling
Wendy Kaufmyn, Engineering and Technology
Greg Keech, ESL
Nancy Mackowsky, ESL
Lillian Marrujo-Duck, Academic Senate Secretary, Social Sciences
Wendy Miller, Fashion
Francine Podenski, BEMA
Karen Saginor, Academic Senate First Vice President, Library Services
Fred Teti, Academic Senate President, Mathematics
Edgar Torres, Latino/a Studies
Rosario Villasana, Academic Senate Second Vice President, Child Development/Family Studies
Kristina Whalen, SLO Coordinator
Kathleen White, Child Development/Family Studies

FACULTY APPOINTED TO EDUCATION MASTER PLAN WORK-GROUP

Wendy Kaufmyn - Engineering and Technology - Credit - Ocean
Dana Jae Labrecque - BEMA - Credit – Ocean
Mandy Liang - New Students Counseling - Ocean
Susan Lopez - ESL Noncredit - Mission
Carol Meagher - Business - Credit - Ocean
Wendy Miller - Fashion - Credit - Evans
Rudolpho Padilla - Business - Noncredit -- Downtown
Susmita Sengupta - Biological Science - Credit - Ocean
Lia Smith - ESL – Ocean