



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, 2014 February 19, 2:30–5:00pm Ocean Campus, HC 215

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

2013–2014 Council Members Absent: Venette Cook, Dayo Diggs, Vivian Ikeda,

Other Senate Members Present: Deanna Abma, Dana Jae Labracque

Guests: Susan Lamb

- I. Call to Order (2:38)
- II. Adoption of Agenda
- III. Approval of Minutes
Minutes approved from 22 January 2014
5 February 2014
- IV. Public Comment
 - For those in need of respite, the CCSF Horticulture Department recommends a visit to the Filoli gardens, open Friday and Saturday.
 - Note was taken of news of a financial aid scam that involved several area colleges.
 - Upcoming Music Department Recitals were announced.
- V. Officers' Reports

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

- The removal of the word "counselor" from the CalWORKs job title is still being discussed.
- It has been recommended that the Executive Council approve a request for travel funds for upcoming events while a more thorough Executive Council budget is developed.

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

- Assemblyman Bonta introduced AB 1942: Fair Accreditation for California Community Colleges Act. The main components of the Act include greater transparency, accountability, fairness, due process, and integrity on the part of the accrediting agency.
 - o The Federal Government has only nine standards that represent the minimum standards every accrediting agency must use. These minimum standards do not include the ACCJC's section on governance. This section on governance has been added by ACCJC.
 - o AB 1942 will state that accrediting bodies will use the nine federal standards for California community colleges. Any additional standards will have to be approved by the Board of Governors.
 - o Accrediting bodies will be subject to the Bagley-Keene Open Meeting Act. This act is similar to the Brown Act and will require transparency and accountability, including requirements for open meetings, published minutes, and storage of all records for ten years. Many of the documents that are today listed as secret will become public.
 - o Community colleges will be able to select the accrediting body which will evaluate them. Because law trumps Title 5 regulations, this will remove the requirement that community colleges use ACCJC.
 - o An appeals process will be provided that involves a third party.
 - o If passed this year it could become effective January 1, 2015. It is not retroactive.
- Three additional bills that could affect our accreditation status have also been introduced.

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

Resolution 2014.02.19.02 Resolution Appointing Faculty to Scholarship Committee

Resolved, that the CCSF Academic Senate appoint the faculty listed below to the Scholarship Committee, a committee that permits an unlimited number of members.

Moved: Steven Brown; Seconded: Carole Meagher; MCU

VII. Unfinished Business

A. Accreditation Update

1. Reports from the Accreditation Institute

Accreditation Attendees reported out:

- Eight faculty members attended the Accreditation Institute. None of the CCSF administrators attended. The faculty members divided up the sessions to make sure all of the sessions were attended. Notes from the sessions are online. There will be a forum for faculty to report on what was learned.
- There was not enough discussion of the new proposed accreditation standards. A comparison of the current standards and the proposed standards is online.
- Faculty attending the Institute also met with Beth Smith and John Freitas from the ASCCC to discuss CCSF needs. One possible means of gaining greater representation in the decision-making could be to create co-chairs of key committees.
- In several sessions there seemed to be an assumption that the college ALOs had corresponding and equal-stature faculty as an associate.
- The new accreditation standards represent a move from evaluating college processes to evaluating student learning outcomes.

- Several colleges received acclaim for receiving improved accreditation statuses.
- Composite notes can be found here: http://www.ccsf.edu/NEW/en/about-city-college/participatory_governance/academic-senate.html

B. Discussion: Area C GELO Recommendations

Steven Brown

- The workgroup for the Area C GELO Recommendations is being formed. Interested faculty should contact Steven Brown.

C. Education Master Plan Update

Wendy Kaufmyn:

- A second round of strategy sessions is taking place this week.
- The plan to include faculty facilitators and public participants through discussions and worksheets on the EMP needs improvement. Faculty need more time to work with the material before leading public worksheet activities. Some of the discussion material includes data that the faculty do not agree with.
- The critiques of the data included in the environmental scan have not been addressed. Large amounts of raw data have been placed online. One suggestion from the Voorhees Group was that faculty be recruited to parse out the data.
- Clear responses to questions about decision-making processes have not been provided by Administration.

D. Collegial Consultation Agreement

Karen Saginor:

- The Collegial Consultation Agreement has been restructured to remove repetitive information. The Agreement outlines a process in which decisions made rely primarily upon the input of Faculty. Suggestions are needed to clarify the consultation process. We would like to vote on this next meeting.
- The Agreement will remove the word "first" from the document, as there are several instances when the Academic Senate would not go first to the Chancellor.

VIII. New Business

A: Preparation for the Bipartite Committee on Graduation Requirements

Rosario Villasana:

- Your packets for the upcoming Bipartite Committee were in the mail.

B. Proposal from Education Policies Committee: AP/IB/CLEP Exam Scores

Deanna Abma:

- The Education Policies Committee is working to clarify CCSF's policies regarding the acceptance of these exams for college credit.
- The recommendation of the Academic Senate for CCCs is based on a mapping of the Exams to Title 5 requirements and represents a floor for CCSF to base their own policies on.
- Concern has been expressed that students who receive CCSF credit for Exam scores then are required to retake the course when the transfer institution does not accept the score. This

happens more frequently when students are attempting to use the AP score to replace a core course for a major.

- A proposal will come before the Academic Senate. If accepted, the proposal would be presented at the Fall Bipartite meeting.

D. Proposal from Education Policies Committee: Time Limit on Late Withdrawal Requests

Deanna Abma:

- CCSF's current practice on Late Withdrawal Requests is to allow students two years to file a request. This practice needs to be put in writing. Title 5 does not set a specific time limit.
- The suggestion from the CCSF Attorney and one of the student representatives is to allow students six months to file a request for a late withdrawal. Students outside of the six month window could appeal for a waiver of College regulation.
- Concern was expressed that shortening the time allotted was unnecessary. It placed unnecessary barriers to student success.
- It was also recommended that the written policy include a reference to the process for waiving College regulation.

E. Recommendations for Lottery Money

Susan Lamb:

- We have two sets of lottery money available for funding requests identified in Program Review. One set can be used for supplies that cost less than \$500.00. The other set can be used to fund larger departmental needs.
- The Automotive Department has specific requests that are necessary for them to meet their accreditation requirements. These items have been given priority.
- This money is available for spending for this semester.
- Because these items, according to Title 5 and AB 1725, fall under academic and professional matters, feedback on prioritizing and approving this spending is needed from the Academic Senate.

Concerns Expressed:

- CCSF's current practice is to send Program Review budget requests through the faculty-elected Department Chair Council. That body has the expertise to make these recommendations.

IX. Reports

A. Transfer Issues Committee: Proposed New Academic Renewal Policy

Donna Hayes:

- CCSF's Academic Renewal policy is under review. Currently CCSF allows for Academic Renewal under two circumstances: (1) - once a student completes 12 units with an average GPA of 3.0 or (2) - once a student complete 24 units with a GPA of 2.0. The proposal is to add a third option: once a student completes 18 unites with a GPA of 2.5.
- Title 5 requirements do allow for this option.

B. Enrollment Management

- Several different strategies are both in effect and under consideration.

- Post cards are being sent to zip codes identified as having high potential for student recruitment. There is some concern that the expertise of CCSF faculty in identifying such neighborhoods is not being given consideration.
- The Summer Semester calendar is being designed to capture more university students.
- How to meet an Enrollment Productivity goal of 17.5 across the college are also under discussion.

X. Open Forum

- Concern was expressed that Administration might need some clarification on the Academic Senate resolution approval process, namely that simply making a presentation to the Council is not the same as our having approved a resolution.
- Advice was shared on getting copies made more efficiently by emailing the originals to the copy center in advance.
- Questions were raised regarding how to identify clearly the roles of the Academic Senate and the Department Chair Council. Los Angeles City College has merged their two corresponding bodies.
- Information was shared regarding an assignment of counselors to centers at least part time.
- In two weeks we have Bipartite: please look through your Bipartite packets. Don't lose them. And the week after that we have a council meeting 3/12. We are trying to move that meeting to the Mission Campus to make up for the move to this campus for this meeting. .

XI. Adjournment (5:04)

Weltschmerz on the Half-Shell**Past Meetings/Events include**

- 2014-02-05: Executive Council meeting
- 2014-02-06: Meeting with the Officers, the Chancellor, Vice Chancellor Lamb, ALO Momjian, Mickey Branca, and DCC Vice President Dennis Piontkowski to discuss the Substantive Change Proposals and VC Lamb's curriculum issues
- 2014-02-10: State Senator Mark Leno's press conference (made me miss CMT)
- 2014-02-11: Faculty Association lunch table
- 2014-02-11: Officers meeting
- 2014-02-11: Officers meeting with Vice Chancellor Lamb
- 2014-02-13: Impromptu meeting with AFT President Messer
- 2014-02-18: Faculty Association lunch table
- 2014-02-18: Officers meeting
- 2014-02-18: Accreditation Committee
- 2014-02-19: Sacramento Adventure with VP#1 Karen and others

Draft Job Announcements reviewed (some with suggested changes)

- Economics and Statistics (Soc. Sci.) [PT]

FPAC Update

Same as two weeks ago: We await notice from the vice chancellor convening a meeting.

Collegial Consultation item update: None at this time

Academic Senate Budget

Vice Chancellor Lamb suggested we draft a very simple travel budget request (below) for the remainder of 2014. I will bring this to the Chancellor on 2/26.

2014 Initial Travel Budget for CCSF Academic Senate to ASCCC Events

Spring Plenary (SFO Westin): 4 (1 @\$800, 3 @ \$400) = \$2000

This is one of two annual meetings held by the ASCCC. There are two days of extremely useful workshops and presentations and one day of resolution-voting.

Faculty Leadership Institute (San Diego): 2 @ \$1000 = \$2000

This is the ASCCC's annual meeting where upcoming leaders learn about California Education Code, Title 5, the CCC System, especially the State Chancellor's Office, and best practices from around the State.

Summer Curriculum Institute (San Jose): 4 @ \$625 = \$2500

The presentations and workshops at this event train faculty in the entire curriculum process, as well as the attendant laws and regulations.

Fall Plenary (Southern California): 2 @ \$1000 = \$2000

See "Spring Plenary" above.

Total for 2014: **\$8,500**

Appendix B:

February 19, 2014

Report of First Vice President of the Academic Senate

Karen Saginor ksaginor@ccsf.edu 415-860-4173

Past Meetings and Events

February 5: sick. Sorry that I missed the Academic Senate Executive Council meeting

February 6. Outreach to College of Marin, organized by AFT 2121

February 7-8. Accreditation Institute in La Jolla, sponsored by ASCCC and ACCJC

February 10. Enrollment Management Committee.

February 11. Outreach to San Jose City College, organized by AFT 2121

February 11. Officers meeting with VC Lamb

February 11. Special meeting called by Susan Lamb re curriculum issues

February 12. Curriculum Committee

February 18 Education Master Plan Workgroup

Notes, Reports, Drafts

February 17 Draft of Collegial Consultation. (in packet)

Small revision to Educational Master Plan -- Observations on the Environmental Scan -- External Trends

Report created by Voorhees Group. <http://www.tinyurl.com/commentvoorhees>

Accreditation Institute 2014 Composite notes (with plentiful input from colleagues)

<http://tinyurl.com/2014Acc-Inst>

Committee Wrangling Activities

Posted Final Self Evaluations of Committees of the Academic Senate

Cleared up membership records for Matriculation Committee

Sent acknowledgement of interest forms and thanks letters to 17 faculty

**Educational Master Plan Activities SCHEDULE HAS CHANGED!!
PLEASE PARTICIPATE AND ENCOURAGE COLLEGUES!**

Strategy sessions – Go to these sessions prepared to provide feedback about data and assumptions. Best to prepare by reading EMP materials. Take students, community members, and colleagues with you.

Wednesday, February 19 Civic Center, Room 201, 3:00-4:30, and 5:30-7:00 pm

John Adams, Room 139, 3:00-4:30, and 5:30-7:00 pm

Ocean Campus, **MUB140**, 3:00-4:30, and 5:30-7:00 pm

Thursday, February 20 Downtown Center, **Room 821**, 3:00-4:30, and **Room 725** 5:30-7:00 pm

Southeast Center, Room 413, 3:00-4:30, and 5:30-7:00 pm

Ocean Campus, **Rosenberg 305**, 3:00-4:30, and 5:30-7:00 pm

Tuesday, March 11 Downtown Center, **Room 725**, 3:00-4:30, and 5:30-7:00 pm

Mission Center, Room 453, 3:00-4:30, and 5:30-7:00 pm

Southeast Center, Room 413, 3:00-4:30, and 5:30-7:00 pm

Public forums – Go to a Forum to receive information about the process with an opportunity to ask questions.

- 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

PLEASE TAKE THE SOAR SURVEY: <https://www.surveymonkey.com/s/2K2622W>

Find links to EMP materials at <http://www.ccsf.edu/EMP>

Find my observations on EMP data at <http://www.tinyurl.com/commentvoorhees>

Coming soon – opportunities to apply your research and critical thinking skills to improving EMP data.

We need an Education Master Plan (last one was written in 2006)

We need for our Education Master Plan to support learning for the members of our communities.

Appendix C:

Lass, Barbara	C	Behavioral Sciences
Levin, Stephanie	C	ESL
Menendez, Thomas	C	Social Sciences
Reyes, Joseph	C	Biological Sciences
Scott, Diana	C	Art
Smith, Elizabeth	C	English
Wirth, Nathan	C	English