The Academic Senate

CITY COLLEGE OF SAN FRANCISCO
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 March 12, 2:30–5:00pm
Mission Campus, room MIS201

2013–2014 Council Members Present: Anna Asebedo, Monica Bosson, Steven Brown, Donna Hayes, Vivian Ikeda, Lancelot Kao, Wendy Kaufmyn, Kimberly Keenan, Suzanne Lo, Lillian Marrujo-Duck, Carole Meagher, 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, Matthew Duckworth, Beth Ericson, Kitty Moriwaki

Other Senate Members Present: Cynthia Dewar, E. Simon Hanson, Dana Jae Labrecque

Guests:

I. Call to Order (2:34)

II. Adoption of Agenda
Revised Agenda adopted.

III. Approval of Minutes
Minutes approved from 19 February 2014

IV. Public Comment

- Council Members were encouraged to attend the annual Asian Coalition Scholarship dinner on Friday May 2nd.
- An article by Anita Grier, emphasizing her support for CCSF, was shared.
- Concern was expressed regarding a State Chancellor's handout that mentions the use of force at student rallies.
- Council members were encouraged to attend the AFT General Membership Tuesday 3/25 at 3:00 pm in MUB 255.

V. Officers' Reports

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

- Roll call voting is now required by the Brown Act.
- Cabrillo College resolution: This will be on the Area B meeting agenda. There will a few small recommendations for changes. If you have other suggestions for improvements let me know.
- The Chancellor is remodeling a portion of Conlan Hall to create a conference room.

- The Chancellor has requested the Academic Senate submit some questions regarding Senate matters for him to provide answers to on video.
- There is the possibility that some of the new administrators, not previously employed at CCSF, have retreat rights included in their hiring contracts. Since the required Academic Senate approval (per CA State Ed Code) of the retreat rights decision was not included in the hiring process, the validity of these retreat rights are being explored.

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

- Faculty, Staff, and Administrators are encouraged to attend the Accreditation Forum this Friday from 11 am - 1 pm.
- Faculty are encouraged to run for election to the Executive Council.
- A letter has been sent to the Chancellor and Special Trustee containing information regarding the failure of CCSF's review request and suggesting items for inclusion in the request for appeal. This letter was sent as an individual, not as a member of the Academic Senate.

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

Resolution 2014.03.12.01 Resolution Appointing Faculty to Limited and Unlimited Committees and the Education Master Plan Work Group

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: Suzanne Lo; Seconded: Steven Brown; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Lancelot Kao, Wendy Kaufmyn, Kimberly Keenan, Kitty Moriwaki

VII. Unfinished Business

A. Accreditation Update

- The deadline for submitting CCSF's Appeal may have passed without the Administration providing any information to Faculty.
- The Accreditation Committee continues to work on the simulated self-study. Faculty Assistance with Standard II would be appreciated.

B. Recommendation on wording for Board Policy 2.07: Participatory Governance

Resolution 2014.03.12.02 Board Policy 2.07 (BP2.07) on Participatory Governance

Resolved, That the CCSF Academic Senate recommend that line IV.B.4 of BP 2.07 be amended to read "Reviews and makes a recommendation on the developed budget".

Moved: Karen Saginor; Seconded: Suzanne Pugh; MCU Lisa Romano Abstains.
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kitty Moriwaki, Lou Schubert

C. Discussion: Area C GELO Recommendations

- An update on the Area C GELO Recommendations will be available at the next Executive Council meeting.

D. Education Master Plan Update

- Breakout groups continue to discussion the Education Master Plan. The first draft is expected to be complete by May 1st.
- The Chancellor has stated that the Education Master Plan will be presented to the Executive Council for review and recommendation.
- The Executive Council may need to organize some activities regarding review of the Education Master Plan over the summer.

E. Collegial Consultation Agreement

Resolution 2014.03.12.03 Resolution Recommending Collegial Consultation Agreement

Whereas, The Senate Officers have been discussing the Collegial Consultation agreement---a Roadmap item---with administration for over a year and now have a draft ready for formal presentation to the Chancellor; therefore be it

Resolved, That the CCSF Academic Senate recommend that the Board adopt as an administrative procedure the Collegial Consultation agreement as presented to the Executive Council.

Moved: Rosario Villasana; Seconded: Anna Asebedo; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kitty Moriwaki, Lou Schubert

F. Second Reading: Recommendation on AP/IB/CLEP Exam Scores

Resolution 2014.03.12.04 Resolution to Accept the AP/IB/CLEP Exam Score Tables

Resolved, that the CCSF Academic Senate recommend the AP/IB/CLEP Exam Score Tables for approval by the Bipartite Committee on Graduation Requirements.

Moved: Monica Bosson; Seconded: Steven Brown; MCU Abstaining: Debra Wilensky and Vivian Ikeda
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kitty Moriwaki, Lou Schubert

G. Second Reading: Recommendation for Time Limit on Late Withdrawal Requests

Resolution 2014.03.12.05 Time Limit on Late Withdrawals

Resolved, That the CCSF Academic Senate recommend that the College adopt the following limitation on Late Withdrawals:

Students seeking late withdrawals after the established withdrawal deadline must request the late withdrawal within two (2) calendar years of the last day of the semester in which the student was

enrolled in the course. Late withdrawals are only permitted if the request is due to extenuating circumstances which are "verified cases of accidents, illnesses or other circumstances beyond the control of the student" (Title 5, 55024(a)(2)). Students incurring extraordinary hardships that prevent a request within two (2) calendar years of the last day of the semester in which the student was enrolled in the course may file with the Admissions and Records Office a Petition for Waiving Regulations.

Moved: Francine Podenski; Seconded: Suzanne Lo; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kitty Moriwaki, Lou Schubert

H. Enrollment Visibility Pilot Update

- The Enrollment Visibility Pilot will be conducted this Fall 2014 instead of Summer 2014.
- Information regarding the availability of space in classes at the beginning of the semester is useful to students attempting to build their class schedules. However, the raw number of students enrolled often does not accurately represent the availability of space in some classes. As a result, a method of listing classes as either Wait List, Full, Almost Full, or Open or wording similar to this is being explored.
- Concern was expressed that low enrolled classes will be interpreted as "unpopular" by students.

VIII. New Business

A: Discussion: Support for Department Chairs' Role in District Decisions

Resolution 2014.03.12.06 Support for Department Chairs in District Decisions

Whereas, The SFCCD Administration is requesting from the CCSF Academic Senate recommendations on issues requiring the valuable expertise of the department chairs regarding academic and professional matters not under the DCC contract;

Resolved, That the CCSF Academic Senate form an ad hoc, Department Chairs Issues Committee, committee whose membership consists of all department chairs *ex officio*.

Moved: Steven Brown; Seconded: Donna Hayes; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Wendy Kaufmyn, Kimberly Keenan, Kitty Moriwaki, Lou Schubert

B: Faculty Hiring Procedures Agreement Update

Resolution 2014.03.12.07 Resolution concerning Faculty Hiring

Whereas, City College of San Francisco has a process in place for faculty hiring established by the mutual agreement of the Board of Trustees and the CCSF Academic Senate as required by the Education Code, and that agreement established a faculty position allocation committee; and

Whereas it has been more than two years since that committee has met to review needs for full time faculty positions, in which time many full time faculty have retired or otherwise left the district without

replacement; and

Whereas the administration has communicated a desire to make adjustments to the process that would not change the structure, membership, or charge of the faculty position allocation committee; therefore, be it

Resolved that the CCSF Academic Senate recommend to the Chancellor that he appoint administrative members to the faculty position allocation committee without delay and that he direct the appropriate Vice Chancellor to convene the committee; and be it further

Resolved that, should the committee not be convened within two weeks, then the CCSF Academic Senate direct President Teti to convene a meeting of the faculty portion of that committee and take additional steps to commence the work of evaluating and prioritizing full-time faculty position allocations.

Moved: Karen Saginor; Seconded: Anna Asebedo; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kitty Moriwaki, Lou Schubert, Debra Wilensky

C. Proposed New Student Authentication Policy

Resolution 2014.03.12.08 Resolution to Recommend the new Student Authentication Policy

Whereas the Higher Education Opportunity Act in 2008 states that institutions must require students to log into a learning management system using identification provided by the institution, and

Whereas interpretation of the language in the Act shows a governmental concern that students taking online classes at CCSF are the students enrolled in the class, therefore be it

Resolved, that the Academic Senate approves the Student Authenticaction Policy.

Moved: Anna Asebedo; Seconded: Carol Reitan; MCU 4:12 - use pic from 3:30
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Suzanne Lo, Kitty Moriwaki, Lou Schubert, Debra Wilensky

D. Recommendations for Institutional Resource Allocation

Resolution 2014.03.12.09 Resolution: Automotive Technology Equipment, Tools and Materials

Whereas the Automotive Technology Department needs equipment, tools and materials for student learning experiences in order to stay in compliance with its accreditation standards under the National Teachers Education Foundation (NATEF), the national certifying agency for the training of automotive technicians within all the Automotive Service Excellence (ASE) areas of certification; therefore be it

Resolved that the CCSF Academic Senate recommend prioritizing the acquisition of equipment, tools and materials necessary for the Automotive Technology Department to maintain its accreditation standards.

Moved: Francine Podenski; Seconded: Steven Brown; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kitty Moriwaki, Lou Schubert

Resolution 2014.03.12.10 Process for the Allocation of Lottery Funding, Instructional Equipment and Library Materials Funding, etc.

Whereas in May, 2013 the CCSF Academic Senate in Resolution 2013.05.15.04 recommended that

> **"… following best practices in use throughout California community colleges, the College adjust the planning process to include the active participation of faculty and other constituent groups in the annual process of prioritizing budget requests arising from program review [and] that criteria and rationales for setting budget priorities be clearly identified and applied consistently;"**

and

Whereas input has been requested from the Academic Senate Executive Council in regards to decisions made by the administration on allocations of lottery funding, but no member of the Academic Senate has participated in that decision making process, insufficient information has been provided to the Executive Council, and the Academic Senate Executive Council now lacks the resources of time to compile sufficient information independently from the process that administration has engaged in; therefore be it

Resolved that the CCSF Academic Senate thank Vice Chancellor Lamb for asking the Academic Senate for input, but refrain from making a recommendation based on insufficient information; and be it further

Resolved that the Academic Senate Executive Council ask the Ad Hoc Department Chair Issues Committee to provide advice to the Executive Council on this issue; and be it further

Resolved that the Academic Senate Executive Council appoint faculty to read program review documents in 2014-15, compile college-wide information from them, and report to the Executive Council, so that next year's Academic Senate may be sufficiently well-informed to make recommendations; and be it finally

Resolved that in relation to processes for program review and processes for institutional planning and budget development, the Academic Senate again recommend:

- **that, following best practices in use throughout California community colleges, the College adjust the planning process to include the active participation of faculty and other constituent groups in the annual process of prioritizing budget requests arising from program review;**
- **that criteria and rationales for setting budget priorities be clearly identified and applied consistently;**
- **that the College increase transparency for the budget development process by providing**

training in Argos and other tools to constituent representatives along with access to data files, by publishing information in the "budget book" about restricted fund expenditures in the same way (by account code) that information is provided about unrestricted fund expenditures, and by implementing a rational and comprehensive coding system for faculty assignments that the state counts as non-instructional that will facilitate the collection of information about the types and quantity of faculty work performed outside of classrooms;

and that within the program review and budgeting process, provision be made for differentiating low cost requests from high cost requests, for differentiating one-time funding needs from recurring costs, and for differentiating priorities that may be funded with soft money from priorities that will be supported with more stable funding sources.

Moved: Karen Saginor; Seconded: Anna Asebedo; MCU
Not Present: Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Kimberly Keenan, Suzanne Lo, Kitty Moriwaki, Lou Schubert

IX. Open Forum

- An announcement was made inviting faculty to attend an auction at the Irish Cultural Center.
- Concern was expressed that Final Exam times have changed recently online.
- The ACCJC motions will be heard in court next Friday at 9 am.

X. Adjournment (5:05)

Appendix A:

President's Report 2014–03–12

The Voices! *The Voices!*

Past Meetings/Events include

- 2014–02–19: Executive Council meeting
- 2014–02–20: PGC meeting
- 2014–02–21: Meeting with Darlene Alioto and VP#1 Karen.
- 2014–02–21: Meeting with the other officers and the Voorhees Group
- 2014–02–25: Appreciation brunch at the Educated Palate
- 2014–02–25: Officers meeting
- 2014–02–27: Impromptu meeting with Athena and Ona from AFT2121
- 2014–02–27: Collegial Consultation with the Chancellor
- 2014–02–28: Area A GELO meeting
- 2014–03–03: Crisis Management Team
- 2014–03–04: (one hour of) Board of Governors meeting
- 2014–03–04: Officers meeting "lite"
- 2014–03–04: Presentation of Hayward Award to Katryn Wiese
- 2014–03–04: Accreditation Committee
- 2014–03–05: Meeting with Karen and auditors from the State
- 2014–03–05: Bipartite Committee on Graduation Requirements
- 2014–03–07: Area A GELOs meeting
- 2014–03–10: Meeting with officers and VC Lamb
- 2014–03–11: Faculty Association Lunch Table
- 2014–03–11: Officers meeting

Draft Job Announcements reviewed (some with suggested changes)

- Pilipino (For. Lang.) [PT]
- Latin American Art History [PT]
- Metal Arts [PT temp upgrade, so I'm told]

Cabrillo College's Repeatability Resolution for the ASCCC

The Area B cabal will be considering this resolution on 3/21. I feel the second whereas should iterate the list of affected disciplines and that we should delete "public" from "public community colleges" unless someone can name a private one. Write to me with other suggestions for improvements.

PGC notes from 2014—02--20

The PGC actually made some recommendations to the Chancellor: a suite of board policies, the Designated Smoking Areas proposal, and tying the student minimum wage to the S.F. City minimum wage. We tried to get Susan to reveal whether the administration is developing a "faculty staffing plan" without going through FPAC but she wouldn't sing.

Accreditation Committee 3/4

The simulation standard teams will complete their templates by March 18, after which Kristin Charles will compile them into a coherent document with working footnotes for

references to the evidence (she says) for review by the simulation assessment team. The Standard II.A (instruction) team could really use some more faculty.

Q&A for the Chancellor

Now that the Chancellor has recorded a video wherein he answers questions from the AS, he wants the Senate to be next to ask questions. Please send me sample questions you'd like the Chancellor to answer. He asked only that they be relevant to Senate "10+1" matters (hence not Union matters). I will repackage them as appropriate into seven questions for the Chancellor. He expects to record this next video at the end of March.

Draft Board Policies from Student Development Division

We are expecting a raft of new Board policies to emerge from VC Naples's office. The most I've heard is that they say simply that CCSF abides by Title 5 in the areas listed below. The Officers will be vigilant and look for the final wording to ensure they don't change any College policies without Senate consultation. (Insert here my usual bafflement that we need policies to say that we follow the law and regulations. Like we have a choice?)

Academic Renewal
Admissions for Concurrent (H.S.) Enrollment
Course Repetition
Disabled Students Program
Enrollment and Tuition Refund
Enrollment Priorities
EOPS
Financial Aid
Grade changes
International Students Admissions
Multiple and Overlapping Enrollments
Non-resident Tuition
Open Enrollment, Prerequisites, Corequisites, and Admissions Policy
Residency
Rules of Student Conduct
Student Activities
Student Health Services
Student Services -- General Provisions
Withholding of Student Grades, Transcripts, Diplomas, Awards, Certificates of Completion, and Registration

Appendix B:

March 12, 2014
Report of First Vice President of the Academic Senate
Karen Saginor ksaginor@ccsf.edu 415-860-4173

Past Meetings and Events
February 19. Introduction of AB1942 Bonta
February 19. Academic Senate Executive Council, last 45 minutes.
February 19. Attended Panel discussion sponsored by Chinese for Affirmative Action.
February 20. Participatory Governance Council
February 21. Interview with Pam Mery, Loren Bell, Rick Vorhees, Tom Gonzales, concerning Education Master Plan.
February 26. Learning Communities and Career Pathways Committee.
February 27. Officers meeting with Chancellor Tyler
March 4. Accompanied President Teti to Board of Governor's Meeting in Sacramento. He accepted Hayward Award on behalf of Katryn Wiese.
March 5. Bipartite Committee on Graduation Requirements.
March 6 – 7. Council of Chief Librarians for the California Community Colleges. Deans and Directors Meeting in Sacramento. Attended for CCSF Library / Learning Resources.
March 10. Officers meeting with Vice Chancellor Lamb

Notes, Reports, Drafts
March 11 Draft of Collegial Consultation. (in packet)
Letter to Chancellor Tyler and Special Trustee Agrella. (provided at meeting)
Accreditation Institute 2014 Composite notes (with plentiful input from colleagues)
http://tinyurl.com/2014Acc-Inst
Informal notes on February 20, 2014 Participatory Governance Council meeting
http://www.ccsf.edu/Organizations/Academic_Senate/PGCMeeting20140220.pdf
Informal notes on Council of Chief Librarians meeting
http://www.ccsf.edu/Organizations/Academic_Senate/CCLConference.pdf

Committee Wrangling Activities
Routine work

Accreditation Forum
March 14, Friday, 11:00 – 1:00
In MUB 140

11:00 Wendy Kaufmyn -- Basics of the Accreditation process and faculty roles
Cynthia Dewar -- Substantive Change for Distance Ed and other areas.
General Discussion -- Getting more CCSF employees involved & structures of involvement.
12:00 Simon Hanson -- Institutional-set Standards for Student Achievement.
Karen Saginor -- New Draft Standards.
General Discussion -- What revisions to the standards are important to CCSF?

Appendix C:

APPOINTMENTS - March 12, 2014

LIMITED MEMBERSHIP COMMITTEES

Appointment	Distance Learning	Markham, Diana	C	Physics
Appointment	Faculty Professional Development	Pon, Teresa	N	ESL
Appointment	Honors Issues	Scrafford, Barbara	C	English
Appointment	Matriculation Advisory	Keech, Greg	B	ESL
Appointment	Matriculation Advisory	McKnight, Lindy	C	Counseling Services
Re-Appointment	Matriculation Advisory	Moriwaki, Kitty	C	Martriculation/ESL
Appointment	Matriculation Advisory	Piontkowski, Dennis	C	Mathematics
Appointment	Matriculation Advisory	Sapienza, John	C	English
Appointment	Matriculation Advisory	Sparks, Jack	C	Counseling Services
Appointment	Matriculation Advisory	Stoffers, Peter	C	Counseling Services

UNLIMITED MEMBERSHIP COMMITTEES

Appointment	TLTR	Markham, Diana	C	Physics

Work Group

Appointment	EMP Work Group	Osborne, Marie	C	Counseling Services