



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 Notes Wednesday, 2014 April 30, 2:30–5:00pm John Adams Campus, room JAD139

2013–2014 Council Members Present: Anna Asebedo, Monica Bosson, Donna Hayes, Vivian Ikeda, Lancelot Kao, Kimberly Keenan, Lillian Marrujo-Duck, Carole Meagher, Kitty Moriwaki, Madeline Mueller, Carol Reitan, Lisa Romano, Karen Saginor, Fred Teti, Rosario Villasana, Ellen Wall, Laura Walsh, Debra Wilensky

2013–2014 Council Members Absent: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

Other Senate Members Present: Erin Denney, John Ho, Dana Jae Labrecque, Li Lovett, Alexandra Nickliss, Sarah Thompson, Mr. or Ms. Heller

Guests: Carl Jew, Pam Mery, Faye Naples

- I. Call to Order (2:50)
- II. Adoption of Revised Agenda

Resolution 2014.4.30.01 Resolution to Revise the Agenda

Resolved, that the CCSF Academic Senate amend the Agenda to add under New Business Item G "Rename a School."

Moved: Francine Podenski; Seconded: Monica Bosson; MCU voted 2:53

Not Present: Lance Armstrong, Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Wendy Kaufmyn, Suzanne Lo, Carole Meagher, Kitty Moriwaki, Francine Podenski, Susan Pugh, Carol Reitan, Lou Schubert

Revised Agenda adopted.

- III. Approval of Minutes
Minutes approved from 16 April 2014
- IV. Public Comment
 - Concerns were expressed about the costs to students of health policies.
 - A renewed discussion about EFF guidelines was recommended.
 - Faculty was encouraged to attend the Cinco de Mayo fair.

V. Officers' Reports

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

- The Spring 2014 election for Executive Council has concluded. Everyone was elected except for one candidate.
- Next Tuesday the Categorical part of FPAC will meet to look at positions that are categorically funded.
- The 3rd and final visioning meeting will be Tuesday May 6, 2014.
- There is a request to appoint students and faculty to a hearing panel on student affairs.
- Volunteers continue to be sought for the search committee for the President of Ocean Campus.
- The Academic Senate office has a new part time secretary. She will be invited to the meeting on May 14, 2014.

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

- Please read the letter from Helen Benjamin, Chief Executive Officers of the CCCs. One of the ACCJC's requirements from the federal government is to demonstrate that ACCJC policies and decisions are accepted by educators and their institutions. This letter shows that the continued upholding of their decision about CCSF's accreditation is not accepted by their member colleges.
- The Asian Coalition dinner is on Friday. There are still tickets available.

Second Vice President Rosario Villasana reported:

- The EMP meetings have been well attended.

Secretary Lillian Marrujo-Duck reported:

- Elections for officers will take place at the next Executive Council meeting on May 14th. If you are interested in serving as an officer please prepare a short statement.

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

Resolution 2014.04.30.02 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: Ellen Wall; Seconded: Carole Meagher; MC Abstaining: Donna Hayes

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

VII. Unfinished Business

A. Accreditation Update: Spring Simulated Self Study

- The Simulated Visiting Team reviewed the Simulated Self Study. The evaluation of the Self Study found that the report was under-resourced. A set of three recommendations was forwarded to the Chancellor. These recommendations noted that a full self

evaluation would most likely be necessary by October 2014. This date leaves only 10 weeks, excluding summer, to develop a full report and requested that adequate resources be immediately directed toward a full self evaluation.

B. Discussion: Area C GELO Recommendations

- Recommendations were put together by the SLO assessment committee. An ad hoc committee evaluated those recommendations and developed suggestions for implementation of those recommendations.
- Discussion followed about the relationship between student preparation and success.
- Discussion followed about the appropriate role of the Academic Senate in making recommendations to academic and counseling departments.

Resolution 2014.04.30.03 Request College to Convene a Counseling/STEM School meeting on Advisories

Whereas, a meeting involving Counselors and STEM School faculty to discuss the merits of adding appropriate Advisories to STEM courses will facilitate implementing the Area C GELO Report Recommendations; be it

Resolved, That the CCSF Academic Senate respectfully ask the Vice Chancellors of Academic Affairs and Student Development to direct the Dean of STEM and the appropriate Student Development administrator, respectively, in collaboration with their department chairs to convene such a meeting; and be it further

Resolved, That the CCSF Academic Senate recommend that this meeting be held mid-day on a Friday with lunch provided, paid for from an appropriate funding source.

Moved: Karen Saginor; Seconded: Ellen Wall; Tabled

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, SusanPugh, Lou Schubert

C. Discussion: Education Master Plan process

- CCSF began work on the EMP in November. The Voorhees Group was hired as consultants to assist with this process. A draft is now available. The EMP workgroup has recommended that the goals outlined in this draft begin the process of Academic Senate and Participatory Governance review.

D. Collegial Consultation Process Agreement

Resolution 2014.04.30.04 Resolution on Collegial Consultation

Resolved, That the Academic Senate approve the revised Collegial Consultation Process Agreement between the Academic Senate and Administration.

Moved: Vivian Ikeda; Seconded: Anna Asebedo; MCU

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

VIII. New Business

A: Redistribution of Resources around the District

1. Student Development Presentation: Counselors at the Centers

- The idea behind the reorganization was to provide for more equitable services at the centers.
- Concern was expressed about the lack of data used in reorganizing the Counseling departments.
- Questions were asked about funding the expanding Counseling services.
- Council members asked for more evidence to base considerations on.
- VC Faye Naples insisted that evidence had been provided and suggested that Executive Council members provide direct questions that could be responded to.
- Sarah Thomson volunteered to lead a work group to put together recommendations from the Counseling departments.

2. Pathways at the centers

- Pathways at the centers will take at least three semesters to develop. The goal is to reduce the time students need to complete an educational goal at the centers.
- Discussion focused on the lack of complete information available to base decisions on: what are the enrollment demands at the centers, how were the course sequences chosen, who was involved in making these decisions, what protections will be offered to faculty who are assigned to teach at the centers if enrollment is too low?
- More information was promised regarding pathway development.

B: Discussion: Conversation of Relic RD Grades to Evaluative Symbols

Resolution 2014.04.30.05 Resolution Discussion: Conversion of Relic RD Grades to Evaluative Symbols

Resolved, that President Fred Teti write a letter to Vice Chancellor of Academic Affairs Susan Lamb to request clarification of the rule about changing the RD grade policy, the rationale behind the rule, and the student-centered nature of the changes in the RD grade policy.

Moved: Lillian Marrujo-Duck; Seconded: Carol Reitan; MCU

Not Present: Rosario Villasana, Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

C. Faculty Professional Development (PD) Activities Committee Items

1. Recommendation that the College create a College-wide PD Committee

Resolution 2014.04.30.06 Establishment of a Professional Development Committee

Whereas, California Ed Code, Section 87151, and Title 5, Section 55803, require colleges to have a professional development committee consisting of administrators, faculty, staff, and students, the purpose of which is “to make recommendations on instructional improvement activities” (Title 5, Section 55703e) and to assist “in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs” (California Ed Code, Section 87151), and

Whereas, City College of San Francisco currently does not have such a committee, nor does it have processes or procedures to assess needs or design activities to meet identified needs, and

Whereas, the Academic Senate for the California Community Colleges recommends that this committee be “broadly based and representative of the institution” (*Guidelines for the Implementation of the Flexible Calendar Program*, Section 8); therefore be it

Resolved, that the Academic Senate recommend to the Chancellor that the College form a Professional Development committee to begin meeting immediately in the Fall semester of 2014, and

Resolved, that this committee consist of administrators, faculty, staff, and students, in consultation with the four constituent groups in terms of number of members from each group to be appointed.

Moved: Monica Bosson; Seconded: Debra Wilensky; MCU

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

2. Recommendation that the College hire an 80%-reassigned faculty PD Coordinator

Resolution 2014.04.30.07 Establishment of a Professional Development Coordinator

Whereas, the *Guidelines for the Implementation of the Flexible Calendar Program*, Section 7, of the Academic Senate for the California Community Colleges recommends that a coordinator for professional development be appointed, and

Whereas, this coordinator, according to the *Guidelines* should be a faculty member who receives “sufficient reassigned time to handle the responsibilities of the job,” and

Whereas, the *Guidelines* specify that “there should be adequate clerical support, equipment and supplies to accomplish the necessary requirements of the program;” therefore be it

Resolved that the Academic Senate recommend to the Chancellor that the College establish a Professional Development coordinator position to begin in the Fall of 2014, and

Resolved, that this coordinator be a faculty member given 80% reassigned time and access to clerical support, equipment, and supplies to manage professional development activities according to the *Guidelines*.

Moved: Carole Meagher; Seconded: Anna Asebedo; MCU

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

3. Proposal to endorse "Flex Specs"

Resolution 2014.04.30.08 Establishment of Online Flex Reporting

Whereas, our current method of Flex reporting by filling out paper forms is inefficient, wasteful of paper and slow, which causes some faculty to fail to complete Flex reporting even though they are completing the required hours, and

Whereas, providing evidence of completion of Flex hours by paper would cost CCSF significant personnel and physical resources to process and store the paperwork, and

Whereas, a state audit finding of inadequate reporting or insufficient numbers of Flex hours would require CCSF to pay back significant sums, which would damage our school financially, and

Whereas, Banner has the capability to provide a simple online reporting system, which would simplify faculty tracking total hours completed and CCSF filing mandated state reports; therefore be it

Resolved, that the Academic Senate recommend to the Chancellor that the College establish an online Flex reporting system through the Banner system to be utilized in Fall 2014 or as soon as possible.

Moved: Karen Saginor; Seconded: Kimberly Keenan; MCU

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

E. Proposed Modification to Academic Renewal Policy

Resolution 2014.04.30.09 Recommend Modifications to Academic Renewal Policy

Whereas, offering more unit-v.-gpa options to qualify for Academic Renewal will benefit our students; and

Whereas, both the Transfer Issues and the Education Policies Committees have endorsed such a Policy change (along with some other, cosmetic changes); be it

Resolved, That the CCSF Academic Senate recommend that the College adopt the modifications to the Academic Renewal Policy shown on the attachment.

Moved: Monica Bosson; Seconded: Debra Wilensky; Tabled

F. Recommendation to Return to Former Administrator Hiring Procedures

Resolution 2014.04.30.10 Request to Return to the Former Administrator Hiring Procedures

Whereas, the Board adopted in November 2012 through new Board Policy 3.04 an exigent process for hiring administrators in order to manage the immense workload of re-hiring approximately two-thirds of the District's administrator positions; and

Whereas, the District is no longer engaged in that immense multiple-hiring project; therefore be it

Resolved, That the CCSF Academic Senate urge the District to discontinue the exigent process and restore the process described in the Administrator Hiring Procedures as adopted in 1992 by mutual agreement between the Senate and the Board.

Moved: Debra Wilensky; Seconded: Lance Kao; MCU

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

G. Resolution to rename the Arts Department

Resolution 2014.04.30.11 Resolution to Rename the Arts Department

Whereas, the faculty, including all ten chairs, in the School of Visual and Performing Arts, Journalism and Speech developed and unanimously approve of renaming their school as Fine, Applied and Communication Arts; be it

Resolved, That the CCSF Academic Senate recommend that the College change the name of the School of Visual and Performing Arts, Journalism and Speech to the School of Fine, Applied and Communication Arts.

Moved: Francine Podenski; Seconded: Donna Hayes; MC; Abstaining Karen Saginor

Not Present: Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Wendy Kaufmyn, Suzanne Lo, Francine Podenski, Susan Pugh, Lou Schubert

IX. Open Forum

- Concern was expressed about the cost of health insurance for students.
- Concern was expressed about the financial backing and services provided by Single Stop.
- Faculty Association and Friends retirement party was announced.

X. Adjournment (5:40)

Home Stretch

Past Meetings/Events include

- 2014-04-16: Executive Council meeting
- 2014-04-17: Faculty Association Planning Meeting
- 2014-04-17: PGC
- 2014-04-18: Area A GELO Assessment Team
- 2014-04-18: Faculty Professional Development Activities
- 2014-04-18: Karen's "Common Ground" meeting with the Chancellor
- 2014-04-21: CMT
- 2014-04-21: Education Policies
- 2014-04-22: Officers meeting
- 2014-04-23: Area C Recommendations meeting
- 2014-04-24: Planning Committee (1 hour only)
- 2014-04-24: Special Trustee's Public Comment session
- 2014-04-29: Officers meeting
- 2014-04-29: Impromptu meeting with Dean Sanchez

Draft Job Announcements reviewed (some with suggested changes)

- Biology [FT, re-opened]

Various Updates

- The Executive Council election has concluded. Many thanks to the Commissioners for finishing their task in record time! The new Council will be seated at our next meeting.
- "Categorical" FPAC will meet on Tuesday, May 6. I have called for a pre-meeting of the faculty committee members to familiarize ourselves with the requests and remind ourselves how the process works. (It's been a while!) No news yet on when "Unrestricted" FPAC will meet.
- The third "Visioning" Exercise will be held on the afternoon of Tuesday, May 6th.
- It's that time of year when the Student Affairs Office convenes hearings as part of the formal Student Complaint process. If you are willing to be in the pool of faculty appointed to the hearing panels, please let me know.
- Also, we're still interested in increasing the pool of volunteers for the President of Campus and Centers and the AVC of Schools search committees. Spread the word or volunteer yourself.

- The Academic Senate Office has a new part-time secretary. Winnie Phung! I will invite her to attend at least part of the May 14th meeting so the new Council can meet her and vice-versa.

Appendix B:

April 30, 2014

Report of First Vice President of the Academic Senate

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

Past Meetings and Events

April 14. Academic Senate Executive Council

April 15. Participatory Governance Committee

April 16. Meeting with Chancellor

April 22. Accreditation Committee.

April 24. Public Comment to the Special Trustee.

April 28. Outreach to San Diego City College, organized by AFT 2121

April 29. Outreach to State Center Community Colleges District, organized by AFT 2121

Committee Wrangling Activities

Updated Vacancy List

Sent more than 100 emails soliciting requests for reappointment, acknowledging requests and providing information -- and received about the same number of responses and requests for information.

Sent acknowledgement of interest forms and thanks letters to 25 faculty

Public Comment to Special Trustee Agrella

I used the opportunity on April 24th to make the following comments:

Last year in April the Board of Trustees and the College Community was provided with a report about the Student Success Scorecard on the State Chancellor's website. These achievement statistics show that City College students are more successful, on average, than students at other community colleges. The Scorecard also shows that we continue to have achievement gaps and that for some of our student populations, rates of achievement have fallen. What can we do about this?

We already have at City College programs of proven effectiveness for supporting student achievement: EOPS, the retention programs, Guardian scholars, Second Chance, resource centers, HARTS, Tulay, the diversity departments, such as Philippine Studies, and other programs that provide cultural awareness and practical resources while boosting confidence and engagement for all students. But these programs are suffering.

The loses vary: faculty and classified staffing shortages; failing computers; disempowerment of department chairs; inadequate data collection and reporting; facilities issues; funding losses; wait lists of students who qualify but cannot be accommodated, OR classes cancelled for lack of enrollment. In various ways, it adds up to lost opportunities and declining achievement for underserved populations in our communities.

Student achievement for all populations is our—yours and my – core value. Please support and expand programs of proven effectiveness in order to build achievement for all.

Appendix C:

April 30, 2014

Appointments made to committees with limited membership

Education Policies	Nickliss, Alexandra	Social Sciences	appointment
Education Policies	Kessler, Steven	Biological Sciences	appointment
Equivalency Committee	Piper, Mark	Latin American Studies	appointment
Faculty Possition Allocation	Heredia, Maria	Counseling Services	appointment as alternate
Faculty Possition Allocation	Hayes, Donna	Counseling	appointment as alternate
Honors Issues	Motamedi, Isabelle	Foreign Languages	appointment
Honors Issues	Blumenthal, Sheryl	Counseling Services	appointment
Registration Enrollment	Piontkowski, Dennis	Mathematics	appointment
Registration Enrollment	Tarpey, John F.	Biological Sciences	appointment
Basic Skills	Watson, John	Counseling Services	appointment
Basic Skills	Zarubin, Elizabeth	English	appointment

Appointments made to committees with unlimited membership

Career Tech Ed	Connors, Jim	Administration of Justice/Fire Sciences	appointment
Career Tech Ed	Conrad, Diva	Business	appointment
Career Tech Ed	White, Kathleen	Child Development/Family Studies	Appointment
Career Tech Ed	McAteer, Bob	Photography	appointment
International Ed Advisory	Israil, Kinnert	IDST	appointment
Noncredit Issues	Good, Maral	DSPS	appointment
Noncredit Issues	Ikedo, Vivian	ESL	appointment
Noncredit Issues	Wong, James	Counseling Services	appointment
Scholarship	Holsten, Matthew	ESL	appointment
Scholarship	Cheng, Eva	Counseling Services	appointment
SLO	Leung, Lorelei	EOPS	appointment
SLO	Ternar, Mime	Art	appointment
Sustainability	Fiandaca, Anastasia	Counseling Services	appointment
Sustainability	Durighello, Joy	ESL	appointment
TLTR	Ginther-Webster, Kimberly	Library Services	appointment
TLTR	Su, Tim	Chemistry	appointment
TLTR	Lee, Soon Duk	DSPS	appointment