



# 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 May 14, 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, Beth Ericson, Donna Hayes, Vivian Ikeda, 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:** Lou Schubert

**2014-2015 Council Members Present:** Todd Rigg Carriero, Ms. Bob Davis, Lawrence Edwardson, Dana Jae Labrecque, Mandy Liang, Ghizlaine Maze

**2014-2015 Council Members Absent:** Susan Berston, Cynthia Dewar, Stanford Rappaport

**Other Senate Members Present:** William McGuire, Sarah Thompson

**Guests:** Loren Bell, Pamela Mery, Becky Perelli

- I. Call to Order (2:33)
- II. Adoption of Agenda
- III. Public Comment
  - A poem read into the record of the Academic Senate:

I dreamed I saw black bearded  
Alan Ginsburg as live as you and me  
declaiming William Blake on the Ram Plaza  
as a river of students ran through  
ears plugged Ipod deaf to the world  
the "tyger, tyger burning bright"  
was Poetry and Revolution in the  
"forest of the night"  
Was right here

I dreamed I saw white bearded  
Walk Whitman peddling "Leaves of Grass"  
from class to class like he did

on Brooklyn streets but no one cared  
since it was not on the final  
and the City College Board of Trustees  
have taken cultural enrichment and  
lifelong learning out of the mission statement

I dreamed I saw bloody and tattered poet of Andalusia  
Frederico Garcia Lorca in front of the library  
where his poems have sat for years  
accused of panhandling  
Hassled by campus cops  
And all he wanted  
was directions to  
the Queer Resources Center  
where he had a reading scheduled

- It was announced that the Department of Education stated that ACCJC could give CCSF more time to demonstrate compliance with the Accreditation Standards.
- Concern was expressed about the timeline for the hiring committee for the President of Ocean Campus and Centers. Interviews are scheduled to take place during finals. Due to class commitments faculty will have difficulty participating.
- Insurance issues for out-of-state students have been resolved. We had conflicting policies online.
- A memo has been sent to VC Lamb requesting consistent instructions on support materials for FPAC.

#### IV. Officers' Reports

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

- Attended a Categorical Faculty Priority Allocation Committee meeting. The two FPAC committees are being divided by Administration based on whether the hiring is tenure-track or nontenure track. Other Senates around the state were consulted, all consultees agreed that all faculty hiring, whether tenure-track or temporary goes through FPAC.
- Received a job announcement for a Biolink coordinator that did not go through FPAC. This could not be approved. VC of Academic Affairs will take the position to FPAC on Friday.
- The approved Collegial Consultation agreement is expected to be on the May Board agenda.
- Chancellor Tyler suggested that the Enrollment Visibility pilot move to Spring because the Fall to Fall processes are too out of sync. He is more comfortable running the pilot in Spring 2015.
- HR is still working on Faculty Service Areas.

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

- A personal, not on behalf of the Academic Senate, letter of thanks was sent to CCCEO President Helen Benjamin.
- I sent an email to Ron Gerhard regarding the budget. There is concern that we are planning to have as much enrollment next year as we had last year and there does not appear to be a Plan B in place for when that enrollment does not show up.

Second Vice President Rosario Villasana reported:

- Thank you Karen and Fred for great examples as guides through a tumultuous year.
- I encourage you to respond to the survey on the Vision Statement. This is close to finished, make sure you have a chance to comment.

Secretary Lillian Marrujo-Duck reported:

- Attended the SLO Committee meeting; the Accreditation Steering Committee, the Student Equity Strategies Committee; and the 3rd Visioning exercise.
- The SES Committee meeting needs members. A Student Equity Report is due from CCSF to the State Chancellor in November 2014.
- Go online and view the Vision Statements. Faculty has the opportunity to comment and vote on a preferred version.

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

**Resolution 2014.05.14.01 Resolution Appointing Faculty to 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: Suzanne Lo; Seconded: Suzanne Pugh; MC; Abstain: Karen Saginor, Donna Hayes; Not Present: Monica Bosson, Lou Schubert**

VI. Unfinished Business

A. Accreditation Update

- The Spring Simulated Self-Study was completed. It was found to be too general and under-resourced. The Assessment Team made three recommendations:
- 1. In light of the ACCJC's adamant insistence that they will not give us an extension (so far) the Chancellor and Special Trustee were asked to immediately direct the appropriate Administrators and other Leaders to address the specific deficiencies outlined in the May 30th 2013 letter from ACCJC.
- 2. In order to satisfactorily prepare for an anticipated site visit by ACCJC: immediately direct sufficient resources for a full Self Study.
- 3. Put some resources behind establishing procedures to facilitate the continuation of these processes as we move forward.
- The result of the 3 recommendations: Gohar Momjian and Kristin Charles will be overseeing a plan to expand the smaller Self-Study report. They have a goal of producing, in two weeks, a report that draws a line directly from the deficiencies listed in the 5/30/2013 to evidence with analysis of whether or not we now meet that part of the Standards. The Assessment Committee will have the opportunity to review and comment on this report. Then the entire College will have the opportunity to review and comment on this report. It is intended to be an internal document that is password protected.
- The Accreditation Steering Committee now has a faculty co-chair, Beth Cataldo.
- Concerns about the reports can be provided anonymously. Put a note with any concerns under Kristen Charles' door.

- Concerns were expressed about the difference between the Road Map and the Recommendations provided by ACCJC. These two are not clearly connected.
- Faculty were encouraged to read the Standards.

B. Discussion: Area C GELO Recommendations

- There was discussion at the SLO Committee meeting about the Area C GELO Recommendations. There was support for making these resolutions even more general: for all colleges to engage in dialogue regarding success rates, advisories, and prerequisites.

**Resolution 2014.05.14.03      Recommend the College to Convene a Counseling/STEM School meeting on Advisories**

Whereas, the Area C GELO data indicate the enhanced success in Area C courses of students who possess specific levels of math and English skills (identified through local research as providing necessary preparation); and

Whereas, the Area C GELO report recommends annual or semester meetings between counseling and Area C departments to discuss the need for course advisories or prerequisites; be it

Resolved, That the CCSF Academic Senate respectfully ask the Vice Chancellors of Academic Affairs and Student Development to convene such a meeting that will include the school dean(s), department chairs, and interested faculty of all Area C courses; Matriculation and Articulation officers; and the appropriate Student Development administrator(s) and counseling faculty; the Prerequisite Coordinator and Articulation officer; and the College Researcher.

**Moved: Laura Walsh; Seconded: Kitty Moriwaki; Tabled** (*date not stipulated*)

**Not Present:** Venette Cook, Lou Schubert

C. Approval of Education Master Plan Goals and Strategic Discussions

- It has been suggested by administration that the EMP include language promoting CCSF as a first choice destination for students recently graduating high school.
- It has been suggested by administration that the EMP include language encouraging greater diversity among faculty and employees at CCSF.
- Faculty expressed a desire to keep more specific language regarding class size.
- Faculty pointed out that CCSF has been recognized as a model of diversity. The language should emphasize that we *continue* our past practice of encouraging greater diversity.
- Faculty pointed out that CCSF should be the first choice destination for all students, not only recent high school graduates.
- Faculty suggested replacing the word "new" with "innovative" instructional techniques.
- Faculty expressed a desire for the EMP goals to be taken seriously.

**Resolution 2014.05.14.04      Approval of Education Master Plan Goals and Strategic Discussions**

Resolved, that the Academic Senate provide approval to President Fred Teti to use his best judgment in making recommendations on the Education Master Plan and Strategic Discussions.

**Moved: Wendy Kaufmyn; Seconded: Carol Reitan; MC Nay: Carole Meagher, Anna Asebedo, Ellen Wall, Steven Brown; Abstaining: Madelline Mueller, Lisa Romano, Laura Walsh, Kitty Moriwaki, Vennette Cook.**  
**Not Present:** Lou Schubert

D. Collegial Consultation Process Agreement

- The Academic Senate approved Collegial Consultation Agreement is expected to be on the May Board Agenda.

E. Administrator Rights to Status as Probationary Faculty Member

- Will be taken up in Fall 2014.

F. Proposed Modification to Academic Renewal Policy

**Resolution 2014.05.14.05      Proposed Modification of 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 Polices Committees have endorsed such a Policy change (along with some other, cosmetic changes); and

Whereas, it is not known at this time whether the condition preventing students with RDs or Incompletes (new in the 2013-14 Catalog with no Senate consultation) to qualify for academic renewal is required by law or regulation; be it

Resolved, That the CCSF Academic Senate recommend that the College adopt the modifications to the Academic Renewal Policy shown on the attachment with the possible exception that the RD/Incomplete condition may remain if it is required by law or regulation.

**Moved: Ellen Wall; Seconded: Donna Hayes; MCU**  
**Not Present:** Lou Schubert

G. Proposed Recommendations on Student Development Services

**Resolution 2014.05.14.06      Counseling Reorganization**

Whereas meeting the Student Success Act mandates that equitable services be offered at each campus and center, and

Whereas the Pathways program has yet to be developed and its needs are unclear, and

Whereas, it is disruptive to the student services division to parcel counselors out to the centers while there is a high demand for the counselor who have credit experience at the Ocean campus, be it

Resolved, That the Academic Senate support conducting comprehensive and impartial research that analyzes student enrollment data at the centers along with historical utilization of services, and

Resolved, That the Academic Senate support the postponement of the Fall 2014 re-assignments of Ocean campus counselors to the centers, and

Resolved, That should additional counselors be needed, the part-time counselors who were laid off should be offered positions, and

Resolved, should additional counselors be needed, newly hired counselors should be assigned to the centers.

**Moved: Karen Saginor; Seconded: Monica Bosson; MCU**

**Not Present:** Lou Schubert

VII.    New Business

A: Support for CCSF Participation in CCCCO Pilots

- We have been asked to offer our support for these pilots offered by the state chancellor's office.

1. Common Assessment Initiative

**Resolution 2014.05.14.07      Resolution on Pilot for Common Assessment Initiative**

**Whereas**, a common uniform course placement process will imposed on all 112 colleges in the California community colleges system; Therefore be it

**Resolved**, that the Academic Senate support the application of CCSF to participate in the Common Assessment Initiative Pilot.

**Moved: Kitty Moriwaki; Seconded: Debbie Wilensky; MCU**

**Not Present:** Lou Schubert

2. Education Planning Initiative

**Resolution 2014.05.14.08      Resolution on CCSF Participation in Ed Planning Pilot**

**Resolved**, the Academic Senate support the application of CCSF to participate in the Ed Planning Pilot

**Moved: Lisa Romano; Seconded: Donna Hayes ; MC; Nay: Ellen Wall; Abstain: Francine Podenski and Anna Asebedo**

**Not Present:** Lou Schubert

B: CCSF Vision Statement

- Please see the two choices for the CCSF Vision Statement. You have the opportunity to vote online.

VIII. Special Order of Business: Transition to the 2014-2015 Council

A. Recognition of Council Members Completing Terms

Council members completing terms were given certificates.

B. Seating of the 2014-2015 Executive Council

The new council members were seated.

C. Senate Officer Elections for Academic Year 2014-2015

- Lillian Marrujo-Duck was elected President
- Maria del Rosario Villasana was elected First Vice-President
- Monica Bosson was elected Second Vice-President
- Dana Jae Labrecque was elected Secretary.  
(13 votes for Dana Jae Labrecque / 11 votes for Laura Walsh)

IX. New Business for the 2014-2015 Council

A. Approval of Proposed Meeting Calendar

**Resolution 2014.05.14.09      Academic Senate Calendar for 2014-2015**

**Resolved**, that the CCSF Academic Senate endorse the calendar for 2014-2105 Executive Council meeting dates.

**Moved: Steven Brown; Seconded: Rosario Villasana; MCU**

**Not Present:** Susan Berston, Cynthia Dewar, Stanford Rapport

B. More Committee Appointments

**Resolution 2014.05.14.10      Participatory Governance Council Appointments**

Resolved, that the CCSF Academic Senate appoint Lillian Marrujo-Duck and First Vice President Rosario Villasana as voting member and alternate respectively to the PGC Committee in June 2014.

**Moved: Fred Teti; Seconded: Carol Meagher; MCU**

**Not Present:** Susan Berston, Cynthia Dewar, Stanford Rapport

X. Adjournment (5:00)



Sunset

Past Meetings/Events include

- 2014-04-30: Executive Council meeting
- 2014-05-01: pre-FPAC meeting with committee faculty members
- 2014-05-05: CMT
- 2014-05-05: Meeting with officers and Vice Chancellor Lamb
- 2014-05-05: Student Equity "Brainstorming" Session with Lillian
- 2014-05-06: "Categorical" FPAC, although it seems increasingly like it should be named "Non-Tenure-Track FPAC"
- 2014-05-06: Officers meeting
- 2014-05-07: Counseling Department meeting (one hour)
- 2014-05-08: Retirement Reception and End-of-Semester Party
- 2014-05-12: Education Policies Committee
- 2014-05-13: Officers meeting with the Chancellor
- 2014-05-13: Officers meeting without the Chancellor

Draft Job Announcements reviewed (some with suggested changes)

- denied: Department of Labor BioLink Program Coordinator
- Sec V.P. of Bus + Fin, following pages

Various Updates

- I sent an email to the Council summarizing Vice Chancellor Lamb's responses to (some of) the questions that arose at the last Council meeting.
- "Categorical" FPAC met on Tuesday, May 6. All requests were approved by a majority of the voting members: a Student Activities Counselor, Dual Enrollment Coordinator, EOPS Counselor, Financial Aid Counselors (exact job title yet to be seen), Gateway Program Coordinator. Vice Chancellor Naples made it clear that these categorical hirings will not be tenure-track. In cases where the requests were made by administrative units, we were assured that the hiring would be into a counseling department followed by a re-assignment.
- The Education Policies Committee approved for further consideration a proposal from Deanna Abma that would modify the Multiple Majors/Degrees policy in such a way that students may not earn a second degree in the same major unless the first degree was a traditional CCSF associate degree and the second is an ADT. Abma will bring the proposal to next year's Council and the Fall Bipartite.
- I asked Dean Joanne Low about the international student health insurance issue. She confirmed that the Institute's external accreditor (AAIIEP?) requires that students have a certain minimum health insurance. Students don't have to use the Institute's standard vendor but the burden is on the student to prove that the coverage is comparable. Joanne does not know if the College can ever have someone on staff who can evaluate the coverage on the students' behalf.

### Collegial Consultation Items Update

- Collegial Consultation Agreement: The Chancellor agreed to put this on the May agenda.
- Participatory Governance Policy BP2.07 modification: The Chancellor will try to get this onto the May agenda; if not, June.
- Full-Time Faculty Position Allocation: VC Lamb asserts that our use of the phrase “full-time” to include non-tenure-track non-part-time positions is highly unusual and they should not be covered by the Faculty Hiring Procedures Agreement. Nonetheless, such positions are (begrudgingly) going through FPAC for now. I have written to the statewide email list asking other senates how they use “full-time”.
- Professional Development Recommendations: The Chancellor has officially referred these to Dean Mickey Branca. We have heard unofficially that Dean Branca will assemble a task force over the summer to look into implementation. Karen has reminded him that only the Senate may make appointments to such a task force.
- Catalog Rights for Option C Degrees: As we knew, the Chancellor has rejected this recommendation. He said he will get to us his “compelling reasons and extenuating circumstances” very soon.
- Late Withdrawal Time Limitation: VC Lamb objects to the *name* we gave this new policy. We told her we weren’t picky about the name. We expect to see this recommendation with the name suitably changed on the June agenda.
- Student Authentication Policy: Also expected on the June agenda. (No explanation for why not May, or even April)
- Enrollment Visibility Pilot: The Chancellor is concerned that it would be difficult to evaluate the pilot’s success because *this* Fall’s registration timetable is so different from *last* Fall’s, making a comparison difficult. Conversely, the two Spring semester (2014 and 2015) will be more nearly comparable. Thus, he approved the E.V. Pilot for the *Spring* 2015 registration process. Presumably a new “opt-out” date will be announced in a timely fashion.

### Other Items We’re Paying Attention To

- HR is working on updating by hand the FSA list and the links to disciplines. The Chancellor says they up the Qs or the Rs. By Spring 2015, Banner will be able to do the update automatically. (Don’t ask me how.)
- The Chancellor feels that all CCSF Foreign Language faculty should take, at District expense, a study abroad every three years or so as part of their professional development. I suggest the FL Chair tell Mickey Branca this forthwith.
- The Chancellor wishes, as do we all, to have faculty search committees select from very diverse applicant pools. He asked that next year’s Senate suggest ways to achieve this. (Our immediate response to him was that many departments could use better recruitment resources.)

Appendix B:

**May 14, 2014**

**Report of First Vice President of the Academic Senate**

Karen Saginor [ksaginor@ccsf.edu](mailto:ksaginor@ccsf.edu) 415-860-4173

**Past Meetings and Events**

- April 30. Committee on Committees
- April 30. Academic Senate Executive Council
- May 2. Faculty Professional Development Committee
- May 2. Asian Coalition Dinner
- May 6. Accreditation Committee.
- May 6. Planning Committee.
- May 6. Visioning Exercise (tail end of the meeting)
- May 8. Faculty Association Retirement Celebration.
- May 13. Meeting with Chancellor
- May 13. Accreditation Committee
- May 14. Committee on Committees
- May 14. Academic Senate Executive Council

**Committee Wrangling Activities**

- Updated Vacancy List
- Sent appointment emails and appointment letters to dozens of faculty
- Sent acknowledgement of interest forms to 8 faculty

**Reports and Letters**

- Letter of thanks to CEOCCC President Helen Benjamin.  
[http://www.ccsf.edu/Organizations/Academic\\_Senate/Saginor2Benjamin.pdf](http://www.ccsf.edu/Organizations/Academic_Senate/Saginor2Benjamin.pdf)

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Vision Statement A:

CCSF shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of San Francisco and where we are guided by the principles of inclusiveness, integrity, innovation, and quality. Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body.

Vision Statement B:

CCSF shall advance the Bay Area's diversity, resources, and vibrancy by creating a sustainable and enriching learning environment. CCSF students will be actively engaged in college life and contribute to the social, cultural, and economic fabric of their communities. The college will provide creative, innovative, and relevant education in support of student aspirations.

Appendix C:

**May 14, 2014**

**Appointments made to committees with limited membership – Appendix C**

Curriculum	Garcia-Denson, Diana	Foreign Languages	appointment
Curriculum	Pham, Phong	PE/Dance	appointment
Curriculum	Labrecque, Dana Jae	BEMA	appointment
Curriculum	Miller, Wendy	Fashion	reappointment
Curriculum	Ginther-Webster, Kim	Library Services	appointment
Diversity	Piper, Mark	Latin American Studies	appointment as alternate
Education Policies	Hayes, Donna	Counseling	appointment
Equivalency Committee	Pieper, David	Social Sciences	appointment as alternate
Equivalency Committee	Faustino-Pulliam	Business	appointment as alternate
Faculty Position Allocation	Hayes, Donna	Counseling	appointment as member
Faculty Position Allocation	Persiko, Craig	CIS	appointment as alternate
Faculty Position Allocation	Ayala-Austin, Eliazer	EOPS	appointment as alternate
Learning Communities and Career Pathways	Barbosa, Manuel	Nursing	appointment
Learning Communities and Career Pathways	Vivrette, Carol	DSPS	reappointment
Learning Communities and Career Pathways	Miller, Wendy	Fashion	appointment
PGC	Sagino, Karen	Library Services	appointment as at-large member
Registration Enrollment	Chuck, Terence	DSPS	appointment
Student Equity Strategies	Brock, Elizabeth	English	appointment
Student Equity Strategies	Huntsman, Hal	Mathematics	appointment
Student Equity Strategies	Leyton, Alexandria	English	appointment
Student Equity Strategies	Skinner, Janey	Health Sciences	appointment

**Appointments made to committees with unlimited membership**

Scholarship	Huynh, Loan	Counseling Services	reappointment
SLO	Niosi, Andrea	Library Services	reappointment