



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 Minutes Wednesday, 2014 August 20th, 2:30–5:00pm Ocean Campus, MUB 140

2014–2015 Council Members Present: Anna Asebedo, Monica Bosson, Steven Brown, Cynthia Dewar, Todd Rigg Carriero, Lawrence Edwardson, Donna Hayes, Wendy Kaufmyn, Kimberly Keenan, Dana Jae Labrecque, Lillian Marrujo-Duck, Ghislaine Maze´, Carole Meagher, Francine Podenski, Stanford Rappaport, Carol Reitan, Fred Teti, Rosario Villasana, Debra Wilensky

2014–2015 Council Members Absent: Susan Berston, Dayo Diggs, Matthew Duckworth, Mandy Liang, Kitty Moriwaki, Lisa Romano, Laura Walsh

Other Senate Members Present: Tracy Burt, Erin Denney, Simon Hanson, Sue Homer, Madeline Mueller, Karen Saginor, Ellen Wall

Guests: Lidia Jenkins, Susan Lamb, Gohar Momjian, Virginia Parras, Becky Perelli, Winnie Phung, Kristina Whelan

I. Call to Order (2:42)

II. Adoption of Agenda

Agenda adopted

III. Introduction of President Virginia Parras

- Her official duties are to oversee services and overall operation of Ocean and Centers' Building and Services.
- She has just been informed about class cancellations at Chinatown. Susan Lamb is working on it.
- The challenges at the bookstore(s) are on her radar screen and she will move forward to work out the scheduling with Don Newton and Robert Gibson, with whom she has a meeting next week.
- Her door is unlocked and open. Stop by to say "hello".
- Please forward bookstore comments to Lillian for President Parras to take to the meeting with the bookstore people.

IV. Adoption of Minutes

Tabled until September 3, 2014

V. Public Comment

- CCSF too excellent to fail. International Award to faculty member Ann Fontanella. This issue of *The Guardsmen* is a great issue.
- Enrollments are very low. Class schedule is reduced, down to 2500 from 5000. Let us keep low-enrolled classes now. We can reduce for spring methodically. We have the Stabilization Funding; let's use it to keep classes open.
- CCSF is not too BIG to fail, but rather too SUCCESSFUL to fail.
- Another consultant hired from Sacramento City College to oversee Counseling. There is much concern.

VI. Officers' Reports

President Lillian Marrujo-Duck reported:

- The public forum for the Board Meeting on August 28th will be held on August 27th at 4pm.

First Vice President Rosario Villasana reported:

- Be on the look-out for Committee on Committees update

Second Vice President Monica Bosson reported:

- ExC reminder: Orientation will be held next Wed at 33 Gough St.

VII: Appointments

Resolution 2014.08.20.01 Resolution on the Membership of the Committee on Committees

RESOLVED, the Academic Senate appoint Rosario Villasana, Monica Bosson, Dana Jae Labrecque, and Cynthia Dewar as members on the Committee on Committees, with Donna Hayes as Alternate.

Moved: Fred Teti; Seconded: Wendy Kaufmyn; MCU

Not present: Susan Berston, Dayo Diggs, Matthew Duckworth, Mandy Liang, Kitty Moriwaki, Lisa Romano, Laura Walsh

Resolution 2014.08.20.02 Resolution on the Appointment of New Members to the Participatory Governance Council

RESOLVED, the Academic Senate appoint the following new members to the Participatory Governance Council: Tim Killikelly, Alan D'Souza as alternate, Nadine Rosenthal for Member-At-Large

Moved: Steven Brown; Seconded: Debra Wilensky; MCU

Not present: Susan Berston, Dayo Diggs, Matthew Duckworth, Mandy Liang, Kitty Moriwaki, Lisa Romano, Laura Walsh

VIII. Unfinished Business

- A. Administrator Probationary Faculty Rights.
- The District has expressed an interest in collegial consultation on Retreat Rights / Probationary Status for Administrators. The resolution was a first read. [See Appendix A]
- B. Accreditation Update – Gohar Momjian / Lillian Marrujo-Duck
- Self-Evaluation documents are online. Constituent leaders are collecting feedback.
 - Forums to be held for college to participate and give feedback.
 1. Sept 5th 3:30 – 4:30 Rosenberg 304 – Standard I to be reviewed
 2. Sept. 12th – Std II to be reviewed (same location/time)
 3. Sept 19th – Std III (same location/time)
 4. Sept.26th – Std IV (same location/time)
 - Faculty members were advised to review the Standards in advance.
- C. Student Equity Report – Tracy Burt
- Tracy Burt outlined the steps taken to develop the Student Equity Report.
 - Faculty members who wish to participate should contact Tracy Burt and Michelle Simotas.
- D. Student Success Plan: Lidia Jenkins:
- Lidia Jenkins outlined the steps taken to develop the Student Success and Services Program Report.

IX. New Business

- A. Duplicating Services Funding Resolution – champion: Deborah Goldsmith

Resolution 2014.08.20.03: Funding for Duplication Services

WHEREAS, the faculty of City College of San Francisco requires the services and supplies of the Duplicating Department in order to perform their duties and provide their students with the exemplary education they deserve using all necessary pedagogical tools, and

WHEREAS, the budget of the Duplicating Department was cut severely during 2013-2014 and remains at this lower level for 2014-2015, therefore be it

RESOLVED, the Academic Senate of CCSF call for the restoration of the budget for Duplicating Services to its earlier level.

Moved: Francine Podenski; Seconded: Steven Brown; MCU

Not present: Susan Berston, Dayo Diggs, Matthew Duckworth, Mandy Liang, Kitty Moriwaki, Lisa Romano, Laura Walsh

X. Reports

- A. SLO Update – Kristina Whelan

- Kristina gave a summary of the reporting from the Spring 2014 semester
- Our CQI – Continuous Quality Improvement is heading in the right direction. 75% of the courses are at stage 5. Programs are showing 44% in CQI. Counseling at 100% CQI. Administration is now up to 52% CQI.
- The college needs to be better informed about the 3-year benchmark.
- The challenges: SLO committee would like more robust assessment at the Program Level.
- Some faculty are incorrectly writing stage 5 completion in one semester and then stage 2 in the next semester for the same SLO. You can't GO BACK once you reach stage 5.
- PLOs are due every semester.
- "Get It Done Day" will return and the workshops helped to get reporting numbers up.
- Assessment websites should be updated.
- SLO Programs that do not have Degrees nor Certificates do not need PLOs.

B. Enrollment Management – Susan Lamb

- We are currently at 17 – 20% down in student enrollment.
- Other colleges are experiencing enrollment issues. Some are down 15%; the average is 5 – 10% down.
- Her office checks numbers on a daily basis.
- She is going by the contract – with courses that are less than 20 students, she is leaving it to the discretion of the School Deans as to whether they will be cancelled. There are 1200 sections that have less than 20 students. Trying to look at the courses in terms of 5 or 10 students – pedagogical issues to be looked at. Other sections offered and other seats available? Is it the last course in the sequence?
- We are cancelling only a tiny percentage of course offerings. We try to look at courses individually. They look at special situations: Honor classes, CTE, pathway courses, etc.
- Susan will talk to Virginia about closing enrollment office at John Adams at 4:30pm.
- We have added in more sections of lower level Math and some English.
- Most Pathways classes are enrolled and continuing. Only a few have been cancelled.

C. Student Health Services – Becky Perelli

- Becky Perelli outlined the steps taken to develop the Student Services overview of all health services for students.
- Six quick points to share. Student Services overview (developed with Samuel Santos) of all health services for students. She needs input and feedback as to whether it is useful and helpful.
- We have a brochure going to print soon and could be posted online.
- As of last semester our mental health providers have assigned themselves to various departments. Please check to be sure no department is left out.
- Mental Health Equity: Accreditation standards state we must provide students equitably and student mental health is what she looks at for that equity.
- Kognito Online trainings to learn about students at risk. There are 3 modules for faculty and staff to look at and study. It can be used for INDEPENDENT FLEX credits. You will earn Certificate of Completion when you finish the module.
- Green sheets on support groups. New one starting on trauma education. Begins the week of the 15th of Sept. They want feedback and input.

XI: Open Forum

- Invitation to the City Arts Gallery – sculpture exhibition
- Welcome back everyone. Students are back! YAY!
- Do not forget Eligibility Requirement Report hours are due by Sept. 1

Adjourned 5:21p