



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 Minutes Wednesday, 2014 September 3, 2:30–5:00pm Civic Center Campus, Room 202

2014–2015 Council Members Present: Anna Asebedo, Susan Berston, Monica Bosson, Steven Brown, Todd Rigg Carriero, Dayo Diggs, Matthew Duckworth, Lawrence Edwardson, Donna Hayes, Wendy Kaufmyn, Dana Jae Labrecque, Mandy Liang, Ghislaine Maze', Kitty Moriwaki, Lillian Marrujo-Duck, Carole Meagher, Francine Podenski, Carol Reitan, Lisa Romano, Fred Teti, Rosario Villasana, Laura Walsh, Debra Wilensky

2014–2015 Council Members Absent: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport
On Leave: Ms. Bob Davis

Other Senate Members Present: Susan Lopez, Alexandra Nickliss, Karen Saginor

Guests: Robert Gibson, Karen Sheppard, Rose Twyman

I. Call to Order (2:32)

Dean Carl Jew welcome!

II. Adoption Agenda

Agenda Adopted

III. Minutes approved

- April 30, 2014 May 14, 2014 July 9, 2014 July 23, 2014

IV. Public comment

- Faculty expressed concern that peer evaluations are no longer being returned to the Department Chairs, but rather go directly to Susan Lamb.
- Faculty expressed concern about the bookstore dictating pedagogy by way of new policies on orders. It has become extremely difficult to plan our courses and this has a direct impact on how we teach our students.
- Retired faculty have expressed a desire to remain on the "all faculty list". There may be a resolution forthcoming about this.

V. Officers' Reports

President Lillian Marrujo-Duck reported:

- Thank you to the attendees and to Monica Bosson for organizing the Academic Senate Orientation.

- She has been attending a lot of meetings on the Self Evaluation and Student Equity report groups as well as reviewing the 2014 Accreditation Standards.
- The 10+1 includes Program Review processes. A resolution will be put forth today for a Program Review workgroup.
- Executive Council agendas are put online the weekend before meetings to be in members' hands 72 hours in advance with attachments. A paper packet is also available. Upcoming agenda items are linked in an open Google Document so that everyone can see agenda items in advance.

First Vice President Rosario Villasana reported:

- Thank you, Monica Bosson for facilitating the Orientation.
- She is seeking names for consideration for new committees that are introduced as well as existing committees.
- Regular meeting are being set-up with the Chancellor, the VCAA, the President of Ocean campus and Centers, and other administrators.

Second Vice President Monica Bosson reported:

- Orientation went well. Orientation binders are in the Senate office for those who were unable to attend.

Secretary Dana Jae Labrecque reported:

- It is imperative for us all to check out the Self-Study Standards and read carefully.

VI. Appointments.

A. Appointments

Resolution 2014.09.03.01

Committee Appointments

RESOLVED, the Academic Senate appoint the following new members to committees:

- Felicia King Ayre – member to the Scholarship Committee
- Katryn Wiese – Student Learning Outcomes member to the Curriculum Committee
- Jessica Buschbaum – member to the Faculty Professional Development Committee
- Laura Walsh – continuation of membership on the Matriculation Advisory Committee

Moved: Todd Rigg Carriero; **Seconded:** Steven Brown; **MCU**

Not Present: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport

Resolution 2014.09.03.02 Appointment to the Bookstore Auxiliary Board of Directors

RESOLVED, the Academic Senate appoint Wendy Owens to the Bookstore Auxiliary Board of Directors.

Moved: Todd Rigg Carriero; **Seconded:** Dana Jae Labrecque; **MCU**

Not Present: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport

C. Selection of Parliamentarians

- Any faculty and non-faculty can be Parliamentarian.

Resolution 2014.09.03.03 Selection of Parliamentarian to Serve on the Academic Senate

RESOLVED, the Academic Senate selects Carole Meagher and Alexandra Nickliss as Parliamentarians.

Moved: Steven Brown; **Seconded:** Kitty Moriwaki; **MCU**

Not Present: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport

- Fred Teti will mentor the two new Parliamentarians.

VII. Unfinished Business

A. Administrative Retreat Rights

Resolution 2014.09.03.04 Administrator Probationary Faculty Status

WHEREAS, before any person is hired as a classroom instructor, counselor, or librarian, that person's qualifications and abilities to instruct, counsel, or serve as a librarian to students should be assessed by persons with expertise in the appropriate discipline but no such assessment is currently conducted during the hiring of administrators; and

WHEREAS, Education Code section 87458 directs community colleges to establish probationary faculty rights for administrators according to procedures jointly agreed to by the administration and the Academic Senate and CCSF has such a procedure in place as Right to Faculty Status for Administrators, a mutual agreement between the Board of Trustees and the Academic Senate; and

WHEREAS, in Spring 2013 the officers of the Academic Senate brought the current procedure to the attention of the Interim Chancellor and commenced discussions for revising it with the administration (including the Special Trustee, the Interim Chancellor, and the Associate Vice Chancellor of Human Resources) but the administration chose not to continue those discussions; and

WHEREAS, in Spring 2014 the Academic Senate brought the current procedure and the discussions from last year to the attention of the current Chancellor and Vice Chancellor of Academic Affairs but the current administration did not choose to discuss possible revisions to the procedures; be it therefore

RESOLVED, that the Academic Senate urge the administration to comply with Education Code section 87458 and with District policy by adhering to the current Right to Faculty Status for Administrators for establishing probationary faculty rights for administrators unless or until it is formally revised by mutual agreement between the Academic Senate and the Board of Trustees acting through its representative, the Chancellor; and be it further

RESOLVED, that the Academic Senate urge the administration to pursue revising the Right to Faculty Status for Administrators in mutual agreement with the Academic Senate to ensure that a suitable assessment of the qualifications to serve as a faculty member is integrated into any process that results in the provision of probationary faculty status to any administrator who has not previously served in a faculty position at CCSF; and be it finally

RESOLVED, that the Academic Senate urge the administration to refrain from any action that might mislead any administrator into expecting probationary faculty rights that have not been appropriately established.

Moved: Fred Teti; **Seconded:** Donna Hayes; **MCU**
Not Present: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport

B. Accreditation Update

- Workgroup access for edits ends Sept 7th.
- Forums for the entire college community to gather to discuss Standards were announced. Please read beforehand.
- Dates are Sept. 12th for Std II and Sept. 19th for Std III from 3:30 – 4:30pm. in R304.
- ALO Momjian will lead the session. President Marrujo-Duck will be there and workgroup members are invited to be present to help lead on the date they present.

B.1. Self Evaluation Next Phase: I can/can't live with it.

- Imperative for everyone to read the Self-Evaluation thoroughly as we are all signing off on it or not.
- Write out anything you discover that you think should be changed and alert President Marrujo-Duck and ALO Momjian to your findings. Provide any evidence that supports why you are opposed to what has been written. Create a list of problem spots.

B.2. Group Read:

- President Marrujo-Duck has scheduled a group reading starting on Sept 8th with blocks of time in MUB39 to read and discuss each Standard.

B.3. Institutional Self Evaluation Resolution – First Read

[See Appendix A, Resolution #6]

- We will all recommend and approve this Self-Evaluation together through a vote on it rather than rely on the sole discretion of the Academic Senate President.

VIII. New Business

A. Mission and Vision Statement: Board Policy & Administrative Procedure Review

[See Appendix A, Resolutions #2, #3, #4]

- Tabled to Sept 17th, 2014 meeting.

B. Program Review Workgroup Proposal

Resolution 2014.09.03.05 Program Review Committee Proposal

RESOLVED, that a workgroup be established to propose necessary changes to the Program Review questions and prompts in order to meet the 2014 Accreditation Standards and to

evaluate such changes proposed by others (e.g. administration).

RESOLVED, that the Officers pursue converting the workgroup into a committee.

Moved: Steven Brown; **Seconded:** Debra Wilensky; **MCU**

Not present: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport

- Anna Asebedo volunteered to be champion of the Program Review workgroup.
- C. Faculty Handbook, Academic Senate Bylaws & Constitution.
 - Senate does not have the authority to change the Faculty Handbook. A Resolution can be submitted that states the workgroup will work in concert with the Faculty Union, Office of Instruction, and Human Resources to update it.
 - Council tabled further discussion until a future meeting.

Resolution 2014.09.03.06 Academic Senate Constitution and Bylaws Update Workgroup

RESOLVED, that the Academic Senate establish a workgroup to update the CCSF Academic Senate Constitution and Bylaws.

MOVED: Monica Bosson; Seconded: Rosario Villasana; MCU

Not present: Cynthia Dewar, Kimberly Keenan, Stanford Rappaport

- Francine Podenski will be workgroup champion workgroup with assistance from Dana Jae Labrecque, Steven Brown, and Alexandra Nickliss.

IX. Reports

- A. Bookstore presentation: Robert Gibson / Rose Twyman
[See Appendix B]

X. Open Forum

- Faculty reported that emergency managers attempted to evict a guitar class in session from MUB basement today. Faculty were advised not to allow anyone to interrupt a class unless there is an actual emergency.
- It was suggested that Faculty encourage other efforts beside media to boost enrollment. Things like the Enrollment Campaign but with the gravitas of money, real assistance, etc. Enrollment Campaign would encourage institutionalization

Adjournment 5:00p (in honor of 10+1).