



# 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, September 17, 2014, 2:30–5:00pm

Ocean Campus, MUB 140

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

**2014–2015 Council Members Absent:** Todd Rigg Carriero, Kitty Moriwaki, Stanford Rappaport  
On Leave: Ms. Bob Davis

**Other Senate Members Present:** Teresa Basnage, Madeline Mueller, Alexandra Nickliss,

**Guests:** Susan Lamb, Michael Poindexter

### I. Call to Order (2:36p )

### II. Adoption of Agenda

Agenda adopted

### III. Public Comment

- There have been a variety of mutual agreements with the Board of Trustees regarding the Faculty Position Allocation Committee. It is an important agreement between the Board of Trustees and the Academic Senate.
- At the Enrollment Management meeting last week, there was a question as to whether Banner offered informative data regarding enrollment. There should be an actionable plan to obtain answers from Banner data on enrollment drop. The data is available in Banner.
- Faculty request a new Organizational Chart.

### IV. Officers' Reports

President Lillian Marrujo-Duck reported:

- Jeff Hamilton was not a no-show at the past meeting. He had called in advance.
- We are in Collegial Consultation with the Chancellor regarding Administrator Retreat Rights. Steve Bruckman is working on language regarding a process that would be very similar to the Faculty Hiring Process.
- There is concern regarding the marketing team meeting two weeks before the late-start classes begin on September 22<sup>nd</sup>.

- Non-Instructional Reassigned Time – Forms went out to Deans and Department Chairs to match time with details regarding who, responsibilities, etc.
- She attended the Budget presentations at both the PGC and the Deans and Department Chairs meeting. There is a noted increase in spending for everything but Faculty in the 8-Year Budget Plan.
- Anna Asebedo is organizing the members of the newly created Program Review Workgroup. PGC is also discussing Program Review and since it is a part of our 10+1, we need to pay close attention.
- There will be an Intervention and Response Team for safety training on campus to show a video on campus safety and awareness. The current title is Active Shooter.
- She met with Susan Lamb regarding Enrollment Management. Class cancellation data will be distributed to all Faculty and include both Credit and Non-Credit.
- There is Basic Skills money to be spent now. Kristin Smith is the new Chair of the Basic Skills committee. Program Review will need the plan, assessment, goals, and the means to collect that data.
- There are now blue forms available to all to make comments and give input regarding the Resolutions in discussion by the Executive Council.

First Vice President Rosario Villasana reported:

- Chancellor has decided to change Commencement on Friday, May 22, 2015 to 2pm in order to help with the finals schedule. Susan Lamb has been asked to try to adjust the final examination times. Tyler’s reasoning is to avoid the Memorial Weekend traffic rush. Saturdays are outside of the general operating calendar.

Secretary Dana Jae Labrecque reported:

- The Self-Study Reading groups were successful in the discovery of a few of the Standards where the narrative did not match the Substandard prompts, most notable in IIIB and IVB. IIIB needs a re-write as noted by all in the reading group. It is noteworthy that a lot of future-tense verbiage is utilized in the self-evaluation rather than in an Actionable Improvement Plan.

## V. Committee Appointments

### **Resolution 2014.09.17.01 Resolution on Appointments to the Scholarship Committee**

RESOLVED, the Academic Senate appoint Ronald Page and John Verosky to the Scholarship Committee.

**Moved:** Francine Podenski; **Seconded:** Fred Teti; **MCU**

Not Present: Todd Rigg Carriero, Kitty Moriwaki, Stanford Rappaport

## VI: Unfinished Business

A. Accreditation – President Marrujo-Duck

- Thank you to all who participated in the group read all week. Both III and IVB were found to be inaccurate and not comprehensive. She provided a scan of the

marked-up documents to both the Chancellor and the Super Trustee noting that an immediate plan of action was needed.

- She attended a meeting with President Parras and ALO Momjian to request another rewrite and edit and was told that Ron Gerhard would provide new eyes on the Standard since he had been on visiting teams that looked at facilities.
- Standard II Forum from Friday showed that the Standard had the most coordinated Faculty involvement. In paying more attention to the Carnegie unit, Standard IIA may need more work.
- The proposed rubric for Standards is an in-house tool for partially or substantially meeting a Standard. The ACCJC accepts only a “meets” or “does not meet the Standard”.
- The visiting team that has been selected are experts and have been on numerous Accreditation visits. They will look very closely at the Self-Evaluation. Their professional expertise is on the line as they look at the institution.

#### B. Institutional Self-Evaluation Resolution

After much discussion regarding the aforementioned Standards IIIB and IVB not being ready for a vote to approve the Institutional Self-Evaluation today.

<p><b>Resolution 2014.09.17.02      Resolution to Postpone the Vote on the Institutional Self-Evaluation to Oct. 1, 2014</b></p>
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<p>RESOLVED, the Academic Senate move the October 1, 2014 meeting to Ocean Campus after an all-Faculty group reading of the Self-Evaluation Standards on September 29<sup>th</sup>, 2014 whereby the Resolution on the Institutional Self-Evaluation will be voted upon.</p>
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<p><b>Moved:</b> Francine Podenski; <b>Seconded:</b> Steven Brown; <b>MCU</b></p>
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<p>Not Present: Todd Rigg Carriero, Kitty Moriwaki, Stanford Rappaport</p>
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## VII. New Business

- A. Michael Poindexter –consultant hired to assist with state reports
  - Student Services will fall under his purview as he assists with the Student Success and Support Program report (SSSP) and the Student Equity initiative.
- B. SSSP Report Dean Jenkins and Michael Poindexter
  - Deadline is October 17<sup>th</sup> to complete the SSSP and today is a walk-through of the work completed to date via the documents provided to council.
  - Orientation section shows a need for different types of orientations needed for students both online and face-to-face at the Ocean campus and Centers.
  - Some revisions have been made to modify the online orientations to make them more current.
  - They seek assistance from Ellucian to help with MIS in Banner so that data can be provided to count and document the services provided since funding is based on how well the services are provided.
  - Though in-person orientation is offered in several languages, they are looking at Spanish and Chinese language for online orientation.
  - Assessment via placement tests and transcripts with an increase in Bridge to Success program assessment.

- Regarding a council comment that we lose students coming to take one class who think they have to take a Placement Exam: enrollment priorities require new students to participate in counseling and to make an Ed Plan. This initiative deals with brand new students who have never been to college before.
- Town hall meetings will be announced soon to get feedback from students.

Council discussion points:

- Pre-test materials have been a hidden resource that students do not know exist.
- Test prep workshops are a part of the Steps-to-Credit at Mission campus.

C. Board Policy on Institutional Planning - Pam Mery

BP2.14 and AP2.14 Resolution First Read (See Appendix A)

- Planning committee has looked at these and they go to PGC tomorrow.
- The BP itself is straightforward and legalistic and by law. They respond to Ed Code.
- 10 year strategic outlook and it conforms to a flow-chart that has been used for the past 2 years. The components and concepts have been consistently maintained. The Planning Committee occasionally makes changes to the chart.
- Student Equity Plan is not just a part of Student Development but also includes Academic Affairs.
- The Planning Process flow chart will include a box on the Academic Senate 10+1 in the bottom corner that includes the Senate's role in being able to directly provide input to the BoT. There is a forthcoming AP that will stipulate that further.
- The Education Master Plan has subsumed the role of the Strategic Master Plan.
- The Distance Education Plan will go to Planning Committee as further information is needed as to how we integrate it.
- District Vision and Mission Statement Presented (see Appendix B)
- 53% of the responses preferred version A of the Vision Statement.
- The college community has encouraged a more succinct vision be adopted.
- The Mission Statement reflects the addition of the words "life-long learning".
- The word "only as resources allow" is still a major contention.
- AS requests the removal of the word "only" as has been previously requested.
- Request for it to be more inclusive of all constituent groups including students, and Department Chair Council.
- Another request to change E. to "Collegial and Participatory Governance" rather than "Academic Senate, Participatory Governance, and other venues".

**Adjourned 5:29pm**