



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 Oct 1, 2014, 2:30–5:00pm Ocean Campus, MUB 140

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

2014–2015 Council Members Absent: Carole Meagher, Stanford Rappaport, Debra Wilensky
On Leave: Ms. Bob Davis

Other Senate Members Present: Loren Bell, Madeline Mueller, Alexandra Nickliss, Andrea Niosi, Karen Saginor

Guests: Susan Lamb (via mobile phone), Gohar Momjian, Fred Sturner

I. Call to Order (2:36p)

II. Adoption of Agenda Agenda adopted

III. Approval of Minutes – moved to Oct. 8th special meeting

IV. Public Comment

- There was an announcement of free flu shots today at the Student Health Fair.

V. Officers' Reports

President Lillian Marrujo-Duck

- She attended a very informative Regional Student Equity meeting on September 26th. Student Equity is intended to be a campus-wide effort connecting Student Services with Academic Affairs.
- We have several more big reports forthcoming to vote on including the Education Master Plan.
- She attended a meeting yesterday combining both the Student Success and Support Plan with the Student Equity Report that included Pam Mery, Michael Poindexter, Lidia Jenkins, and Mary Lou Leyba who are all

coordinating the reports. There is a heightened level since funding is involved and it is money that needs to be accessible in Program Review.

First Vice-President Rosario Villasana

- She has been attending the usual officer meetings and Collegial Consultation with the Chancellor. She has been organizing the committee information.

Second Vice-President Monica Bosson

- She has been attending the meetings with the other officers.

Secretary Dana Jae Labrecque

- The League of Women Voters sponsored a Board of Trustees Candidates Forum that was videotaped by BEMA and will be available shortly for viewing on EATV, Ch. 27 as well as a link online to be provided.

VI. Committee Appointments – Second Vice President Rosario Villasana
A Resolution under VIII. New Business item D: Curriculum Committee description must first be voted on before VI. Committee Appointments.

Resolution 2014.10.1.01 Resolution to Change the Curriculum Committee Description

WHEREAS, the Academic Senate recommends the following changes to the description of the Curriculum Committee:

- 1) Increase in the number of faculty, from 18 to 22
- 2) Change the number of faculty in area F to Two
- 3) Change the number of faculty in area G to One
- 4) Appoint, ex officio, the following faculty to serve without term limits as voting members: Articulation Officer, Distance Learning Coordinator, Matriculation Coordinator, and Student Learning Outcomes Coordinator"
- 5) Change the title of the "administrative members to include" to the Associate Vice Chancellor of Instruction, Enrollment Management and Instructional Support Services, be it therefore

RESOLVED, that the Academic Senate endorse these recommended changes to improve the functioning of the Curriculum Committee; and be it further

RESOLVED, that the Academic Senate commend the Curriculum Committee for demonstrating excellence and success in the face of increased work load to meet accreditation.

Moved: Rosario Villasana; **Seconded:** Dana Jae Labrecque; **MCU**
Not Present: Carole Meagher, Stanford Rappaport, Debra Wilensky

- There are current openings in Areas A, D, E, and F.

Resolution 2014.10.1.02 Resolution to Appoint Members to Committees

Resolved, The Academic Senate appoints Dom Gonzalez to the Scholarship Committee (an unlimited membership) and Procerpina R. Gee to the Curriculum Committee (a limited membership).

Moved: Rosario Villasana; **Seconded:** Dana Jae Labrecque; **MCU**
Not Present: Carole Meagher, Stanford Rappaport, Debra Wilensky

VII: Unfinished Business

A. Accreditation Update – Self-Evaluation update and Status of the Standards.

- Both Faculty and Administrators are working diligently to salvage IIB. It is in much better shape. The Status of the Standards is online on the Senate website and it captures the conversations that have taken place as to whether we meet particular Standards and Substandards.
- Chancellor changed the status of some Standards that the team felt that we did meet. On Monday, Sept. 29th, the entire day was spent going over all of the findings of each Standard and any Actionable Improvement Plans standard had been questioned. Invited Admin co-chairs who were all present. Some of the Standards were discussed at length and were returned to a “meets this Standard”. The Chancellor said he would accept the vote of the AS for some of the Standards that are a 10+1 to be discussed in today’s meeting.
- The document titled “What Must Be Discussed” is current as of 5am this morning. Included on the WMBD are current Improvement Plans and anything that includes what we should do to meet the Standard. We will vote on a general Resolution for each of the standards. Editing teams will have until midnight on Friday to be sure that their Standard meets in what we vote on here in this meeting.
- Standard II.A.1 – Editing team we meet this. AQT says we partially meet this. Also changes to Standard II.A.2.h. as well. Department of Education regulations need to be followed as well as ACCJC Standards. A special meeting will be called to discuss some of the individual changes.

Resolution 2014.10.1.03 Recommendation of the Standard II.A.1

Resolved, that the Academic Senate recommend the status of “meets” Standard II.A.1 in the October 2014 Institutional Self Evaluation.

Moved: Fred Teti; **Seconded:** Monica Bosson; **MCU**
Not Present: Carole Meagher, Stanford Rappaport, Debra Wilensky

Resolution 2014.10.1.04 Recommendation of the Standard II.A.2.h

Resolved, that the Academic Senate recommend the status of “partially meets” Standard II.A.2.h in the October 2014 Institutional Self Evaluation.

Moved: Steven Brown; **Seconded:** Monica Bosson; **MC**,
Yes = 12, No = 5, Abstentions = 4
Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Debra Wilensky

Resolution 2014.10.1.05 Recommendation of the Standard II.C.1

Resolved, that the Academic Senate recommend the status of “meets” Standard II.C.1 in the October 2014 Institutional Self Evaluation.

Moved: Rosario Villasana; **Seconded:** Francine Podenski; **MCU**
Not Present: Carole Meagher, Stanford Rappaport, Debra Wilensky

Resolution 2014.10.1.06 Recommendation of the Standard II.C.1.c

Resolved, that the Academic Senate recommend the status of “meets” Standard II.C.1.c in the October 2014 Institutional Self Evaluation.

Moved: Rosario Villasana; **Seconded:** Cynthia Dewar; **MCU**
Not Present: Carole Meagher, Stanford Rappaport, Debra Wilensky

B. Institutional Self-Evaluation Resolution – Final Read – Francine Podenski

Resolution 2014.10.1.07 Recommendation of the October 2014 Institutional Self Evaluation

Resolved, that the Academic Senate recommend and accept the findings in the October 2014 Institutional Self Evaluation in support of the following Restoration certification statement:

“This Institutional Self Evaluation Report is submitted to the ACCJC for the purpose of assisting in the determination of the institution’s qualification for continued accreditation on restoration status. The undersigned represent for themselves and for the institution a commitment to sustain compliance with Eligibility Requirements, and to achieve and sustain compliance with Accreditation Standards and Commission policies during the requested Restoration Status period.

We certify there was effective participation by the campus community, and that, in accordance with Eligibility Requirement 21, the Self Evaluation Report accurately and truthfully reflects the current conditions at the college,” and

Resolved, that this above declaration remains in effect provided that no substantial changes are made to the content of the Self Evaluation, and be it further

Resolved, that if recommendations made in the “Status of the Standards” document as of September 29, 9:00 pm are not incorporated or should substantial changes be made to the content of the Self Evaluation the Academic Senate President is required to call a special meeting of the Executive Council to review the changes.

Moved: Francine Podenski; **Seconded:** Dana Jae Labrecque; **MCU**

Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Debra Wilensky

C. SSSP Review – Second Read – Lydia Jenkins

- Some work to be done in terms of outlining the number of staffing involved with each one of the services (counselors for orientation, etc).
- There needs to be a pilot program for our Distance Ed students for counseling.
- Counselors provided input for different SSSP services and they are generating ideas as to what could be included in the plan and some of that feedback will be included as well.
- Common themes emerged from the writing of Standard IIB – providing Professional Development for faculty and greater coordination in the area of Basic Skills, etc. They will also incorporate into the plan some different pieces of technology that we currently do not have.
- A comment that the Plan we read on 9/14/14 hasn't changed yet but the version that will contain the new findings will be edited and into the Report. This document has not changed yet.
- Decision to table the Resolution to the OCT 8th, 2014 meeting and hold a special pre-Bipartite meeting to vote on this.

Moved: Laura Walsh; Seconded: Monica Bosson; MCU

E. Mission and Vision Statement: Board Policy & Administrative Procedure Review & Recommendation – Second Read – Pam Mery

- It was voted to add the word “creativity” to the VISION statement as requested by the Academic Senate and Participatory Governance Council and this is the only change to the Vision Statement.

Resolution 2014.10.1.08 Recommendation of the Revisions to BP 1.00 District Vision Statement

Resolved, that that Academic Senate recommends the revisions to Board Procedure 1.00 - District Vision Statement

Moved: Todd Rigg Carriero; **Seconded:** Rosario Villasana; **MC**, one abstention
Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Debra Wilensky

- In the Mission Statement, the words *lifelong learning* and *successful* student achievement were added back.

Resolution 2014.10.1.09 Recommendation of the Revisions to BP 1.00 District Mission Statement

Resolved, that that Academic Senate recommends the revisions to Board Procedure 1.00 - District Mission statement with the addition that our Faculty representatives recommend that the word “...*only* as resources allow” be removed from the statement at the Participatory Governance Council vote on the Mission Statement.

Moved: Todd Rigg Carriero; **Seconded;** Susan Berston; **MC**; one no vote
Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Debra Wilensky

Resolution 2014.10.1.10 Recommendation of the Revisions to AP 1.00 District Mission and Vision Statement

Resolved, that the Academic Senate recommends the revisions to Administrative Procedure 1.00 District Vision and Mission Statement.

Moved: Francince Podenski; **Seconded:** Steven Brown; **MCU**

Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Rosario Villasana, Debra Wilensky

Resolution 2014.10.1.11 Recommendation of the Revision to BP 2.14 Institutional Planning

Resolved, that the Academic Senate recommends the revisions to Board Policy 2.14 Institutional Planning.

Moved: Francince Podenski; **Seconded:** Steven Brown; **MCU**

Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Rosario Villasana, Debra Wilensky

- Noted change: The Planning Committee defers to the Academic Senate as to whether or not the Academic Senate goes directly to the Board of Trustees. Note on overhead projection the blue dotted line from the Academic Senate to the Board of Trustees in the diagram.
- Word change recommendation: instead of “no agreement” please change to “no concurrence”.

Resolution 2014.10.1.121 Recommendation of the Revision to AP 2.14 Institutional Planning

Resolved, that the Academic Senate recommends the revisions to Administrative Procedure 2.14 Institutional Planning.

Moved: Fred Teti; **Seconded:** Steven Brown; **MCU**

Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Rosario Villasana, Debra Wilensky

VIII. New Business

A. Education Master Plan Update – Pam Mery, Loren Bell

- New draft will be revealed at the EMP workgroup meeting on Monday. It is a shorter and more coherent document.
- Pay attention to the opportunities for programs to expand/enhance and opportunities for new ones to grow. This is a 10+1 area.

B. Student Equity Report Update – Mary Lou Leyba

- The extended January 1, 2015 deadline by the State Chancellor's office is very helpful.
- There has been good constituent representation for Access, Basic Skills, Transfer and Degree and Certificates completion data.
- Students have been very helpful in the Access group which Mary Lou Leyba oversees.
- A rough draft is available on Google Docs and they need input. This will be done in the same fashion as the Self-Study process – open and transparent.
- We need to build an infrastructure to make improvements as to how to move the needle on the achievement gap. The funding requires that we show data on this and update it every year.
- Data is being gathered from the State Chancellor's office and Banner.
- Comments from Senate members on inaccuracy of some of the data and to be certain we are assessing the correct data.

C. CTE Addendum to Program Review Resolution – Wendy Miller

Resolution 2014.10.1.13 Resolution to Add CTE Addendum to Program Review

Resolved, that the Academic Senate recommend adding the CTE Addendum to Program Review.

Moved: Steven Brown; **Seconded:** Anna Asebedo; **MCU**

Not Present: Mandy Liang, Carole Meagher, Stanford Rappaport, Rosario Villasana, Debra Wilensky

Adjourned: 5:30p