



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

2014–2015 Council Members Present: Anna Asebedo, Susan Berston, Monica Bosson, Steven Brown, Todd Rigg Carriero, Ms. Bob Davis, 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, Kitty Moriwaki, Francine Podenski, Lisa Romano, Carol Reitan, Fred Teti, Rosario Villasana, Laura Walsh, Debra Wilensky

2014–2015 Council Members Absent: none

Other Senate Members Present: Tracy Burt, Eva Cheng, Erin Denney, Robert Fitch, Vivian Ikeda, Susan Lopez, Madeline Mueller, Kristin Smith, Kristina Whalen

Guests: Susan Lamb, Pam Mery, Michael Poindexter

I. Call to Order (2:36p)

II. Adoption of Agenda

III. Approval of Minutes – October 8, 2014 minutes

IV. Public Comment

- There was questioning of the pedagogical rationale for splitting up the ESL and Business into Credit and Non Credit departments.
- Students are having trouble with our technological tools. The update of Java has been causing major problems.
- The announcement for the hiring of a new VCSD closes on Nov. 26th. We don't know whom the Administration has in mind for the position.
- Many departments continue to work without their supply budgets in place and instructors are having a difficult time completing their SLO's, grant proposals, etc.

V. Officers' Reports

President Marrujo-Duck reported:

- During Collegial Consultation with the Chancellor, he stated that he had met with the Visiting Team and toured the college and the centers with them. The schedule of forums will be posted. On Thurs the 20th, there will be a report-

out at 1:30p at Diego Rivera to hear their immediate and brief feedback. They will want to meet with the Academic Senate. Read Standard IV.A.

- Virginia Parras, the President of Ocean Campus and Centers, is the new Chairperson of the Participatory Governance Council.
- The Mission Statement was presented to the Board at the last meeting. The 5th bullet point that details life-long learning has been removed. If you wish to make a comment, please attend the next Board meeting.
- There will be an upcoming conversation about arming the CCSF police.
- A request was made for an Academic Senate Executive Council member to champion a rewrite of the GE Philosophy statement.

First Vice President Rosario Villasana reported:

- She has been meeting with committees and committee members to keep transparency via the Academic Senate website for the rest of the college.
- Dana Jae and Rosario met with 2 of the Concert & Lecture Series and Graduation Ceremony committees this past week and would like to meet with more of them to bring everything to the fore of the Academic Senate.

Second Vice President Monica Bosson reported:

- There will be a workgroup created for Faculty Achievements to give our faculty a special notice to receive awards. If anyone is interested in being a member of the workgroup, contact Monica. The Hayward Award is a Faculty Recognition Award. This year is for a Part-Time Faculty member. If anyone knows of a P/T Faculty member that has great teaching and service, please email nominations to Monica or Ghislaine Maze. This includes Instructors, Counselors, Librarians, etc.

VI. Committee Appointments

Resolution 2014.11.5.01 Appointment of Members to Committees

Resolved, that the Academic Senate appoint Robert Fitch, DSPS, to the Non-Credit Issues Committee and Benedict Lim, Music, to the Concert & Lecture Committee as a Resource Member.

Moved: Todd Rigg Carriero **Seconded:** Fred Teti **MCU**

VII: Unfinished Business

A. Consent Agenda Resolutions –

- If no Executive Council member wishes to pull an item, then the Academic Senate can vote on several resolutions as a group rather than take the time to vote on each individually.
- Resolution #3d Recommendation of AP6.23 Course Repetition and 3g Recommendation of the ASCCC Resolutions were pulled from Consent Calendar to discuss.

Resolution 2014.11.5.02 Consent Calendar

Resolved, That the Academic Senate recommend the passage of the Consent Calendar including:

- BP 6.22 and AP 6.22 – Grading and Academic Record Symbols
- BP 6.23 – Course Repetition
- BP 6.24 and AP 6.24 – Library Services

Moved: Todd Rigg Carriero; **Seconded:** Rosario Villasana; **MCU**

Resolution 3d: AP 6.23 Course Repetition – See Appendix A

Senate discussion focused on letters

- E – Significant Lapse of Time
- F – Extenuating Circumstances
- K – Enrollment Limitation on Physical Education and Visual or Performing Arts Courses
- Regarding F, a clarification is needed regarding repeatability. As it reads, a student cannot petition to take the course again.
- K seems to be about the number of *times* one can repeat in *a family* of courses.
- The board policies are relatively new. The AP's come out of our catalog, and if they are not something that we are comfortable with, this can be dealt with. Jim Grivitch, the consultant on policies, put this together. They are being reviewed by Susan Lamb and coming to AS for a first and second read.
- All agree that more clarification is needed in AP 6.23 - tabled

Resolution 2014.11.5.03 Recommendation of the Academic Senate of California Community Colleges Resolutions

Resolved, that the Academic Senate recommend the Fall 2014 Resolutions of the ASCCC as of November 5, 2014 and support President Marrujo-Duck to use her judgment at the ASCCC Plenary to speak on our behalf.

Moved: Fred Teti; **Seconded:** Anna Asebedo, **MCU**

B. Education Master Plan – 2nd Read and Vote – Pam Mery

- Goals and directions were previously approved by this body, PGC, etc. This is a more readable document than the one presented in April.
- October 2nd version with modest changes with the addition of the Centers. Cynthia Dewar is working on the Distance Learning plan.
- Enrollment planning needs more focus and will have more discussion forthcoming regarding opportunities for expanding programs. Suggested directions and opportunities that are being officially put on the table for this document.

Senate discussion:

- Several spoke out against the recommendation of the EMP that it is incomplete and does not contain actions to take for the future nor were all departments involved in the conversation.

- Regarding Basic Skills Testing and Course Testing (on page 46) – Student Achievement and Success. This section should be more comprehensive than just placement via a test.
- There were multiple opportunities for anyone who wished to participate in the workgroup that has been ongoing since Fall 2013.
- Some items need more discussion and that will continue beyond the recommendation of the plan.
- Is there a deadline? There are pieces associated with the plan that are already happening. The planning flowchart includes Equity Plan and Facilities Master Plan which are moving forward and all plans should move forward together.

Resolution 2014.11.05.04 Recommendation for the Education Master Plan

Resolved, that the Academic Senate recommend the Education Master Plan.

Moved: Carole Meagher; **Seconded:** Steven Brown; **Fails**

Ayes: 0

Nays: 9 – Steven Brown, Ms. Bob Davis, Matthew Duckworth, Lawrence Edwardson, Donna Hayes, Carole Meagher, Lisa Romano, Fred Teti, Debra Wilensky

Abstentions: 13 – Anna Asebedo, Susan Berston, Monica Bosson, Todd Rigg Carriero, Cynthia Dewar, Wendy Kaufmyn, Dana Jae Labrecque, Mandy Liang, Ghislaine Maze', Kitty Moriwaki, Francine Podenski, Carol Reitan, Rosario Villasana

C. Student Equity Report – Tracy Burt

- There are specific pieces called CORE activities: Access, Basic Skills, Certificate Degree Completion and Transfer, and CTE activity in the report.
- Wording encouraged to change the language from “Leavers” to “Stop-Out Students”.
- Shortened sequences in ESL and Basic Skills Completion would compromise student success. Some of the CORE proposals are problematic.
- Please change “New Student Counselors” to suggestion: Counselors for Entering Students or Counselors of New Students.
- The \$1.5M to spend this year is for activities to do through the next academic year. Closing it completely is not the goal, but rather making progress in our goals in access-based funding.
- Alternative verbiage requested for the reference to “create a culture of completion” as we must pay attention to Public Ed Policy.

D. Basic Skills Committee Structure –Kristin Smith

Resolution 2014.11.05.05 Resolution to Change the Basic Skills Committee Membership

Resolved, that the Basic Skills Committee of the Academic Senate be changed to a closed membership committee, and

Resolved, that the Basic Skills Committee voting members consist of 13 faculty serving two year terms, and

Resolved, that the 13 faculty be further broken down into 2 seats for English, 2 seats for ESL (credit and noncredit), 2 seats for Math, 2 seats for Transitional Studies (noncredit), 2 seats for Counseling, 1 seat for CTE, and the remaining 2 seats to be divided between

other interested departments.

Moved: Rosario Villasanas; **Seconded:** Mandy Liang; **MCU**

VIII. New Business

- A. Basic Skills Report - 1st Read - Kristin Smith
- An extension to January 2015 was obtained from the original October due date.
 - At the last meeting, we passed the recommendations as to how to use Basic Skills Funds that came from the committee. They are detailed.
 - There are now narrative sections that break down the primary departments and where that funding will be dispersed which includes 3598s in English and Math
- C. Noncredit Issues Committee Resolution – 1st Read – Lawrence Edwardson
- This began with the Student Success Task Force when the state started rationing education.
 - Adult Ed AB86 committee was consulted and a small change was added by Wendy Miller. They wish for credit faculty to stand with them as one college, united.
 - Students 18 – 22 years-old are a smaller part of our student body. Mental stimulation and life-long learning is very important.
- D. GE Area Outcomes and Annual Assessments plans update – Kristina Whalen
- On Oct 13th Annual Assessment plans were approved.
 - ACCJC has asked for more indicators of achievement. The state was given little time and CCSF decided not to set a time at that point. Now we have a timeline in this report institutionalizing our standards for achievement and a process by which the data will be reviewed every year by our Assessment Planning Team
 - Additional data will come from the Office of Research and Planning and incorporated by Feb 1st and then be brought to the AS before it goes before PGC in March.
 - Our Director of Research decided that the choices from the data pull were not sustainable. We were looking at transfers from the old data pull, including students who had taken one or two classes, and would rather the information include only students who have been here longer. Credit course completion standard was set at 69.50 and it's currently 69.41. If we miss the 69.5 standard, we are supposed to schedule a "high-level introspection".
- D. GE Area E Refinement Outcomes – Kristina Whalen
- Please give feedback to Stephan Johnson, Chair of the Area E committee, and Katryn Wiese so that they can take the information into consideration and bring the final refinements to the committee for a vote at the next meeting.
 - The members of the committee discussed Humanities and wish to broaden the language to include philosophy.
 - With regard to the language on self-efficacy: this maps to ILO #3 regarding personal development: when one learns something artistic, one gains self-expression.
- E. Professional Development – Erin Denney

Resolution 2014.11.05.06**Faculty Travel Fund**

Whereas, faculty's expertise and performance of their job duties require them to remain current in their fields, and
Whereas, faculty depend on the ability to participate in conferences and other professional development and training opportunities to maintain recency, and
Whereas, the Faculty Travel Document, a Memorandum of Understanding on file at the college, states that a minimum of half of all funds allocated for all district travel be released to the Academic Senate early in the Fall semester, and
Whereas, the Academic Senate has not yet been informed of the amount of such funds for Fiscal year 2014-2015; therefore, be it
Resolved, that the Academic Senate recommend that after verification of the amount, a minimum of \$75,000 be released to the Academic Senate Travel Fund for the academic year 2014-2015, and be it further
Resolved, that the Academic Senate appoint a Faculty Travel Chair to administer these funds according to the guidelines in the Faculty Travel Document.

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

F. FPAC Process Improvement Proposal for Review. – Susan Lamb and Anna Asebedo

- There has been an effort to put together a separate form that Department Chairs can use in requesting F/T positions rather than put it in a spreadsheet.
- Change the specifics of position type: Credit/NC/ Combination
- Funding Source: U-fund? State Categorical? Or Grant?
- They intend to create a PDF that people could type into in order to streamline the process. That way the FPAC committee would have the Program Reviews to refer to.
- Suggestion that there be a box for an emergency hire on the top to separate those out which would shorten the work of the committee.

Adjourned 5:24pm