



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 19, 2014, 2:30–5:00pm John Adams Center, 139

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

2014–2015 Council Members Absent: Susan Berston, Todd Rigg Carriero, Cynthia Dewar, Matthew Duckworth, Kitty Moriwaki

Other Senate Members Present: Tracy Burt, Erin Denney, Madeline Mueller, Michele Simotas, Karen Saginor, Ellen Wall

Guests: Carole Fitzgerald, Robert Fitch, Susan Lamb, MaryLou Leyba, Ann Majer, Bruce Neuberger, Michael Poindexter

I. Call to Order (2:39)

- Introduction of the Visiting Team in attendance: Dr. Thomas Greene – President – American River College. Dr. Richard Tahvildaran-Jessewein – Professor Political Science – Santa Monica College. Dr. Barbara Densheath – Trustee – North Orange County Community College District. Dr. Bonnie Dowd – Exec Vice Chancellor Business Services – San Diego Community College District

II. Adoption of Agenda

Agenda adopted

III. Public Comment

- Please recommend to the Chancellor's office that future important forums not conflict with other faculty obligations, i.e. AFT2121 delegate meetings, etc.
- Mark Leno legislation states that the \$38M is chaptered and available still for the building of the PAEC.
- Holding classes the evening before Thanksgiving: should be a FLEX day in the future like many colleges have on that day.
- News from the AFT meeting: AFT has consulted with SFUSD about their proposed calendar in order to have a calendar proposal for the Administration that better aligns our holidays.

IV. Officers' Reports

President Lillian Marrujo-Duck

- Accreditation update – she attended several meetings with Visting Team: CAIR PGC, and the AS. Questions on process have been their focus in general and they reaffirmed to her that the processes are in the right place. She encouraged attendance at the 1:30 final report out by the team in the Diego Rivera Theater.
- Virginia Parras is now the Chair of the PGC. She seeks someone to help with the Holiday party.
- The Chancellor and VCFA are looking at the Travel Funds Resolution.
- Second coffee, tea and icebreakers on Dec. 2 in MUB140 5p – 6p. This should be a part of Collegial Consultation for the future.
- There is a resolution in the parking lot on arming the police, and student Oscar Pena wishes to work with Wendy Kaufmyn on a combined resolution.
- The GE Philosophy Statement needs a champion to help draft the rewrite.
- The Academic Senate needs to do a Program Review. This has not been done in the past. Google Docs will be used. Please send Gmail address to share in the creation of this new document.

First Vice President Rosario Villasana

- She has been updating the website for the committees. Our support person has been putting together the information as to how the committees work together and is moving the website forward to have it up and running by the end of this semester.

Second Vice President Monica Bosson

- Ghislaine Maze and Monica have been working on the Faculty Awards Ad Hoc Workgroup. There are awards coming up in January and faculty are encouraged to put forth nominees' names. Please join the workgroup.

Secretary Dana Jae Labrecque

- EMP Workgroup on 11/12/14 – A crosswalk document is being written by Wendy Miller and Kimberly Ginther-Webster along with the writing of an Executive Summary. There will also be a link chart to ongoing AS committee work.

V. Appointments

Due to Visiting Team meeting, CoC was cancelled and will return on Dec. 10th.

VI. Unfinished Business

A. Student Equity Report – 1st Official Read – Tracy & Michelle

- They met with Deans and Department Chairs this past Friday.
- The AS vote is at the Dec. 10th meeting. Do all you can to attend and read.
- There have been five different public forums. They have been to AS eight times and have received a lot of feedback that they have integrated into the report. 50-60 students attended the Downtown forum. They received a lot of feedback from the ICC and Associated Students meeting.

- There is a change in language on acceleration to explore development of additional approaches. Culture of Completion to Culture of Student Success via educational goals, and more changes for Noncredit.
- Students have expressed interest in a peer mentor program for new students and 1st generation students.
- They are focusing the goals on the most impacted groups. Targeted groups like Early Alert – increase completion of African American, Pacific Islander, and Native American/Eskimo populations. These will still be available to all students, but we have focused on these groups. Center for Urban Education has shown these to be the most impacted groups.
- They are working on disaggregated data integration in the Asian group. There was not a capacity earlier to get that data since people have been working on multiple reports.
- They have added in a piece as to how to use technology to meet our goals. New goals around transfer to UC based on UC transfer data.
- We need faculty coordinators and boots on the ground to get this plan into place.
- A Director position and a faculty reassignment are now in the report as a way to provide high support to analyze the data and figure out what to do with it. Some Council members expressed concern about the Senate recommending the creation of a new administrator position.
- DeAnza has division centers workers to deal with their data.
- They are working with Erin Denney on parallel paths but have not had time to read each other's plans.
- The forums revealed that students want more peer mentoring with faculty. They want to retain information from previous meetings among the various counselors – we need the technology to help support that.
- Students need more accurate info about educational options. More info about transfer programs for UCs, etc. Donna Hayes is already working on that, but there is a cumbersome online application. Students want other support and options.
- More financial aid support in the evenings. These are all summaries of the themes from downtown / mission.
- We are missing some programs in the report. This is our attempt to create and to compile all of the resources. Please give us this feedback directly.

B. Professional Development Funding Report – a second read – Erin Denney

- They have been researching best practices around the state.
- The report is being written for the entire district, not just faculty development. The processes are being put into place – Assess – Evaluation – Implementation.
- Center for Employee Excellence will be a home for PD. A recommendation was made by a Council member that, if feasible, the positions of Student Equity reassigned faculty and Center for Employee Excellent be combined, or at least coordinate robustly.
- Real change with FLEX includes substantive training. Having more than ONE FLEX day is important. This is a bargaining issue.

- Travel Funds are in the report as well.
- The Professional Development office – Center for Employee Excellence would include a coordination of the various elements such as the MIP.
- New Faculty Academy – many CCs do this. They enter into a year-long academy to provide basic training on important information about the college.
- They are working on a retirement training. HR does one as well.
- Congratulations to Erin Denney as the new Chair of the English Dept.

C. Basic Skills Report – 2nd Read and vote

Resolution 2014.11.19.01 Recommendation of the Basic Skills Report

Whereas, many students arrive at City College of San Francisco in need of basic skills education; and,

Whereas, City College of San Francisco faculty members are dedicated to meeting the needs of all students desirous of accessing higher education; be it therefore

Resolved, that the Academic Senate recommend the November 2014 Basic Skills Report.

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

Not Present: Susan Berston, Todd Rigg Carriero, Cynthia Dewar, Matthew Duckworth, Kitty Moriwaki

D. EMP – Feedback update – Lillian Marrujo-Duck

- EMP workgroup is working to make the document more clear with an Executive Summary and a bridge or crosswalk document.
- Another opportunity to attend a EMP workgroup meeting on Dec. 1 at 3p in R518
- Some parts of planning cannot go forward without a recommendation from the Academic Senate. Some of the State Request For Proposal's need an EMP that will not significantly change later.
- The plan matters to this college. It is imperative that the Academic Senate delivers on it and make a decision whether to recommend. We can agree or disagree on what a plan is. Look at the other plans. See if our plan fits in there.
- It is important to have an EMP. We need this to go forward for Accreditation.

E. Noncredit Issues Committee Resolution – Lawrence Edwardson

Resolution 2014.11.19.02 Noncredit Issues Committee Resolution in Support of Noncredit at CCSF

Whereas, San Francisco Unified School District (SFUSD) and San Francisco Community College District (SFCCD) agreed many decades ago that CCSF would cover the adult education needs in the city by offering noncredit programs;

Whereas, The Centers division of SFCCD was integrated into City College of San Francisco (CCSF) in 1991, making the college uniquely effective and efficient, with noncredit becoming part of the CCSF

curricula and many faculty, classified, and administrators responsible for both credit and noncredit;

Whereas, Research and the accreditation crisis have demonstrated that CCSF benefits financially by offering a diverse program including large numbers of noncredit sections as well as credit, thereby limiting risk by not “putting all its eggs in one basket;”

Whereas, For many vulnerable groups (such as the elderly, the disabled, immigrants including those participating in citizenship and other ESL classes, the formerly incarcerated, returning military veterans and CTE Program learners), noncredit is a crucial and life- changing service that leads to reduced dependency of individuals on the state;

Whereas, It has been shown that so-called “traditional students” aged 18-22 who complete their education in a single institution without the need for remediation are becoming a far smaller part of the overall group who require and seek college services;

Whereas, Scientific research has shown that mental stimulation --- lifelong learning--- maintains and improves critical cognitive function in older adults;

Whereas, the Academic Senate has received a letter from several members of the CFT Adult Ed Commission in support of the CCSF Academic Senate Noncredit Issue Committee Resolution in Support of Noncredit at CCSF;

Whereas, Efforts to narrow the mission and ration the services of community colleges on a statewide basis have affected CCSF negatively; be it therefore

Resolved, That the Academic Senate fully support the current variety of noncredit offerings and recognize that provision of such classes must keep pace with growing community needs; and be it further

Resolved, That City College of San Francisco maintain and strengthen its commitment to the public to offer free, noncredit, community-based classes throughout San Francisco.

Moved: Steven Brown; **Seconded:** Rosario Villasana; **MCU**

Not Present: Susan Berston, Todd Rigg Carriero, Cynthia Dewar, Matthew Duckworth, Kitty Moriwaki

VII: New Business

A. Board Policies –Administrative Policies– LMD

- Google Excel Spreadsheet projected to show the links to the A.P.s. Some items have been tabled or forwarded to Susan Lamb, etc.
- A. 1 – BP1.38 – The Name of the District.
 - Opposed to the language “No person shall without permission use the name.”
 - This could prevent our students from using the name, like our KCSF radio station that uses CCSF in its promotion.
 - What would be the repercussion if someone breaks this rule?
 - The document does not list Civic Center.
 - The name is copyrighted and protected, but we are told that this is just an order of business.

A. 2 – AP1.38

- We have companies on campus getting money for using the CCSF name – Bookstore, for example.
- A point was made for the AS to recommend that we do not change the policy that currently exists until our elected Board is seated.

B. Acting Faculty Coordinators Resolution – 1st Read – Rosario Villasanas

- In the Spring semester, the VCAA encouraged us to collect information on reassigned time on committees and match it to jobs and responsibilities. These 4 positions would be temporary for Spring.
- Academic Senate only has purview over the Curriculum Committee, but each committee should elect its faculty coordinator.
- Questions to answer: 1. What is the source of the money? 2. Is it reassigned or overload or perhaps a P/T could be paid as part of their load? 3. Who is going to decide this? By Election, committee, etc.
- The intent of the resolution is to ameliorate this for the Spring semester so that the faculty coordinators are no longer on overload.

C. Spring FLEX Professional Development – Plans, Feedback – Erin Denney, Evelyn Tavisora, Michelle Simotas

- The focus of the day will be on Student Equity. Program Review is also looking at Student Equity. Worksheets will be provided as a template for departments to do some of the work that needs to go into Program Review.
- It will be an opportunity for departments to drill down into their own data and to have equity conversations in their own dept.
- Chancellor is giving up some of his time to an Equity Keynote Speaker.
- Questionnaire going out to the Chairs as to how they would like to handle this discussion.
- This particular semester we are in a bind, but future ones will enable us to work on these PD activities on different days.
- Big thanks to Evelyn for all of the FLEX days she has put together with half of her time spent on FLEX.
- FLEX reporting will be online starting with the Spring semester.

D. Academic Senate Committees web pages feedback was not discussed.

E. Resolution 3 –Awards and Recognitions

Resolution 2014.11.19.03 Awards and Recognition Ad Hoc Workgroup

Whereas, many City College of San Francisco faculty members are qualified for nomination to numerous state and local recognitions and awards, be it

Resolved, that the Academic Senate form an Awards and Recognitions Ad Hoc Workgroup.

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

Not Present: Susan Berston, Todd Rigg Carriero, Cynthia Dewar, Matthew Duckworth, Kitty Moriwaki

Adjourned 5:12pm