



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 Jan. 28th, 2015, 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: Deanna Abma, Eliazer Ayala-Austin, Tracy Burt, Lenny Carlson, Fred Chavaria, Kimberly Ginther-Webster, Sue Homer, Susan Lopez, Madeline Mueller, Karen Saginor, Elizabeth Ann Smith, Edgar Torres, Ellen Wall, Kristina Whalen

Guests: Ron Gerhard, Susan Lamb, Steven Bruckman

I. Call to Order (2:37p)

II. Adoption of Agenda

- Motion to amend agenda and to replace an Enrollment Management update from Vice Chancellor of Academic Affairs with urgent Lottery disbursement information. Agenda adopted as amended. MCU

III. Minutes approved. 12/10/14 minutes

IV. Public Comment

- A Senate member expressed concern over the various properties that may be up for sale, lease, etc and would like to be more informed by the administration. Does the Academic Senate have a say in such matters?
- A Senate member who attended the Accreditation Steering Committee wondered why there was no plan for our administration to talk to the City Attorney's office regarding Judge Karnow's final decision. She read aloud an email written by President Marrujo-Duck to the administration requesting the Chancellor to write a letter to the City Attorney on behalf of CCSF.
- A Senate member attended the Mayor's planning meeting at Lick-Wilmerding regarding the Balboa Reservoir. She noted that the reservoir land had been on the ballot four times in the late 1980's. The Mayor's group had a picture showing an empty parking lot that was taken on a weekend day when the lot is underutilized.

The parking lot is actually filled during the week. Where will the students park? This is a commuter school. Would they park in the neighborhood? The community should know that this is a scam.

V. Officers' Reports

President Marrujo-Duck reported:

- Wendy Kaufmyn's attendance at the Accreditation Steering Committee demonstrates what one person can do in order to make something happen. Her questioning of the committee encouraged CCSF Counsel to call the City Attorney.
- We have a tight timeline for 100% accountability to the 2014 Accreditation this makes us unique to all of the California Community Colleges since they only need to meet the Standards with substantial compliance.
- There are a number of assessments with procedures that are being refined. Keep documenting assessment information at the course and program level.
- Please attend the Board of Trustee meetings. She will post her comments online.

First Vice President Villasana reported:

- Committee on Committee meetings are now held from 1p – 2:00p prior to our regularly schedule Executive Council meetings.
- She is preparing a survey to send out all committee members to obtain feedback as to how the committees are working and to align them with the 2014 Accreditation Standards.
- AFT2121 was on the Mayor's steps to teach-in (more on that)

Second Vice President Bosson reported:

- She has been attending the CoC meetings and the Collegial Consultation meetings with the Chancellor. There is one this forthcoming Friday.
- She relinquished her reporting in order to save extra time for the Diversity Award.

Secretary Labrecque reported:

- She has been speaking with many different faculty to check in with them about important college matters that may come to a vote in the Executive Council and reminded all to vote with their voices as well.
- Everyone, please reinforce the Senate by talking about the upcoming election and encourage faculty to join committees. There is much work to be done and we need more committee membership. This is the strength of the Senate.

VI. Committee Appointments - Rosario Villasana

Resolution 2015.01.28.01	Appointment of Members to Committees
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Resolved, that the Academic Senate appoint the following faculty to these committees:

Unlimited membership

- **SLO Committee:** Elizabeth Stewart, Learning Assistance
- **Works of Art Committee:** Judith Hearst, Child Development, Non-credit

Limited membership:

- **Curriculum Committee:** John Isles, English
- **Student Equity Strategies Committee:** Elaine Avrus, Learning Assistance
Michelle Simotas, English, (Resource member)
- **Program Review Ad Hoc Committee:** Anna Asebedo, Art
Wendy Miller, Fashion

Moved: Steven Brown; **Seconded:** Kimberly Keenan; **MCU**

Not present: Todd Rigg Carriero

Comment for the following resolution: These two “Ad Hoc” committees are ongoing and not temporary; that is why they should be standing committees.

Resolution 2015.01.28.02 Resolution to Change the Description of Two Committees

Resolved that the Academic Senate change the Program Review and Accreditation Committees from Ad Hoc to Standing Committees.

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

Not present: Todd Rigg Carriero

VII: Unfinished Business

A. Consent Agenda

- Motion to pull Resolution BP1.38 and AP1.38 off Consent Agenda for comment.

Resolution 2015.01.28.03 Consent Calendar

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

- BP 2.19 – District Travel
- AP 2.19 – District Travel
- General Education Philosophy Statement
- Ad Hoc Accreditation Committee Description
- Ad Hoc Program Review Committee Description
- BP 6.23 and AP 6.23 – Repetition of Credit Courses

Moved: Steven Brown; **Seconded:** Dana Jae Labrecque; **MCU**

Not present: Todd Rigg Carriero

Resolution 2015.01.28.04 Resolution on The Name of the District

Resolved, that the Academic Senate request CCSF’s Administration not to adopt BP 1.38 or AP 1.38

as the language of the Policy and Procedure represents a violation of all person's First Amendment rights under the United States Constitution; and

Resolved, that should CCSF's Participatory Governance Council choose to recommend BP 1.38 or AP 1.39 a record of the Academic Senate's opposition to this Policy and Procedure is to be recorded in the official PGC minutes.

Moved: Dana Jae Labrecque; Seconded; Kimberly Keenan; MC

Abstentions: Anna Asebedo, Susan Berston, Monica Bosson, Steven Brown, Cynthia Dewar, Francine Podenski, Carol Reitan, Lisa Romano, Fred Teti, Rosario Villasana

VIII. New Business

A. Area B GELOs – Darren Keast

Resolution 2015.01.28.05 Changes to Area B General Education Outcomes

Resolved, that the Academic Senate recommend the proposed new Area B GELOs for the consideration by the Bipartite Committee on Graduation Requirements:

Upon completion of this coursework, a student will be able to:

- A. Read critically to annotate, analyze, synthesize, and evaluate primarily non-fiction, college-level texts.
- B. Compose organized and coherent source-based essays that demonstrate critical thinking and rhetorical strategies.
- C. Demonstrate control over all major conventions of standard English grammar and punctuation.
- D. Select and integrate reliable, credible, and scholarly sources to support essays, using a standardized citation format.

Moved: Carol Reitan; **Seconded:** Monica Bosson; **MC**

Abstention: Ms. Bob Davis

B. Area A – GE Recommendations – Kristina Whalen

- To be sure the work that is done reverberates throughout the college.
- The Visiting Team attended a Planning Committee meeting and asked questions about how the recommendations are applied and how they gain traction. They reported that they wish to see us ensure that the recommendations be put forth to the College.
- The Visiting Team also stated that the Area A GELOs did not meet the Standard for “quantitative reasoning”. We need to show assessment of an outcome that clearly aligns mathematics with quantitative reasoning as it is currently not immediately apparent.
- They want us to also demonstrate a local GE pattern and outcomes from IGETC.
- The SLO Committee wishes to work on this. We need to look at the entire GE Pattern.
- The Visiting Team stated that they do not see outcomes that align with Area A – Quantitative Reasoning though they see that ours is aligned with CSUs. QT.

- The recommendation from GE Area A is to look at the way the GE areas currently align with the new Standards. One area pointed out was Ethical Reasoning.
- Recommendation that we form a Workgroup for this.
- Another point: all of the College's Foreign Languages are in Area A as well and it may be difficult to satisfy a Quantitative Reasoning outcome. Perhaps it should align with the (non-GE) Mathematics requirement (Math 60, interalia)

Resolution 2015.01.28.06 Resolution to Form A Workgroup for Quantitative Reasoning

Resolved that the Academic Senate form a Workgroup to recommend ways to align Quantitative Reasoning throughout all graduation-requirement outcomes to the 2014 Accreditation Standards.

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

C. Stanback-Stroud Diversity Award Nomination - Monica Bosson / Ghislaine Maze'

- Susan Berston nominates Aliyah Dunn Salahuddin.
- Edgar Torres nominates Mark Piper
- Edgar Torres nominates Leslie Simon
- Lenny Carlson and Madeline Mueller nominate Judy Hubbell.
- Li Lovett nominates the Bridge to Bioscience Instructional Team
- Fred Chavaria nominates the Diversity Collaborative (all CCSF diversity departments)
- Vote splits between Diversity Collaborative and Leslie Simon
- Motion to vote again between the two in order to break the tie: Moved: Steven Brown; Seconded: Dana Jae Labrecque
- Vote splits again 11-11. President Marrujo-Duck breaks the tie.
- Lisa Romano suggests a party/ceremony to recognize everyone and celebrate their amazing work for the college.

Resolution 2015.01.28.07 Nomination for the Stanback-Stroud Diversity Award

Resolved, that the Academic Senate nominate Leslie Simon for the Stanback-Stroud Diversity award.

D. BOG nominees – Monica Bosson / Ghislaine Maze'

- We will vote at next meeting on Feb 11th. Unlike the most recent awards, we can send forth multiple nominees.
- The information is in the packet and we have three individuals already nominated that are willing to serve: Alisa Messer, Fred Chavaria, and Karen Saginor.
- Anyone can express interest in serving. It is OK to nominate oneself.
- The ASCCC choose three final nominees. The Governor selects the final appointment.

E. Stability Funding – Ron Gerhard

- This budget is the beginning of the development for 2015/16. This stems from the State and is a first glimpse of what it may look based on the Governor's proposal that occurs in January.
- It affects all 72 districts with Student Success being at the top of the list of importance.
- Augmentation of the General Fund to expand Student Success and Equity. Half is based upon FTES and half is MIS data that they submit to the State Chancellor's office. The total is \$200 million, statewide. Our apportionment would be \$4.42M
- Our projected share of the Governor's Prop 98 funding would be \$2.9M. They hope that the colleges will use this as an offset of PERS and STRS.
- There is a large unfunded liability of STRS statewide and the Governor laid out a plan to fully fund that program. It went up from 1.7% from 8.25% to 8.85%. The Governor wishes to offset that with \$125M of Prop 98 funding.
- CCSF's only staff in PERS is our CCSFPD. Our Classified Staff is in SFERS.
- Growth – We are in stability funding. It is relevant in terms of the specific topic. We are currently funded at our base FTES. Next year, if enrollment doesn't come back to the year 2013 – 33,000 FTES, we will have gradual reductions. We would have a 5% reduction into our base year going into 15/16.
- COLA increase will 1.58% - our projected share of that would be \$2.2M.
- The Governor is still blocking the Adult Ed Block Grant that provides \$500M from Prop 98.
- The Apprenticeship Program will receive a little less than \$700K.
- The CTE budget is \$48M from Prop 98.
- There will be an Enhanced Noncredit Rate Change funding \$49M statewide, so \$9M for CCSF. This is a net increase to us in our unrestricted General Revenues. Our funded base will go down but the total dollars will be a slight increase.
- Deferred maintenance continues to require more funding.
- The Assumptions and Summary will be presented to PGC on the 5th of Feb.

Senate discussion:

- Concern over exactly what "workload reduction" means.
- Concern that the budget assumptions causes a hiring chill. Will we see that for administrators as well or is this at the Chancellor's discretion?
- Concern over massive amounts of FT retirements among faculty, and we are seeing sluggish action from HR.
- In the list of revenue and expense assumptions there is an overall revenue increase and overall expenditure as well.
- Answer: it will be at PGC on the 5th and we will disseminate.
- Concern as to how we will bring enrollment back to 100k students which has been stated push by Chancellor and Michael Poindexter, but it's not in the

budget. Where in the budget is there action that will increase student enrollment?

- Answer: you will not see that level of specificity in this document. This is a starting point to begin a discussion about this. There will be much opportunity to get into the level of detail with FTES goals that translate into FTEF needed to teach those classes. If there is a need to add classes to reach those FTES, the money is there to support that. There is a large increase in the budget for outreach to recruitment and retention. We have spent \$450K last year and this year we have spent \$600K.
- We need to plan for more hiring. Emergency hires are not good policy.
- Final note: Administrator salaries have been broken out and will be in the report on the 5th of February to PGC.

F. Lottery Funds – Susan Lamb

- As a quick addition to VC Finance presentation: The schedule is the same size as previous, and you must be judicious as to how you add courses. Shift your FTEF where there is demand.
- Lottery funds have been a huge project. There will be an updated list tomorrow with Environmental Horticulture/Floristry department requests that were inadvertently left off of this sheet.
- Of the two sets of funds, there is an ongoing \$700K/year budget that has not been spent. She proposes to approve ongoing funds for classrooms for the next three years and it would start for this Spring, providing one allocation now, and another in July in the new budget and this would roll over to the 16/17 year as well. This sets up a base set of supplies in the classroom throughout our Accreditation Reaffirmation. This is a total \$600K and a bit more including shipping. That's \$1.8M for the next three years.
- Supplies will be removed from the one-time funding from Program Review. The ongoing funding would need to be audited three times. Whereas the one-time funding from Program Review is audited once, we will be less stringent on the one-time funds. For example: headphones will be funded in the one-time [no clear delineation of the fund] and these will come from the Program Reviews.
- She wants to move forward with the ongoing funds now.
- We recognize that there may be pieces overlooked. There are tens of thousands of items here. They want feedback. They will automatically roll the ones that they have overlooked for one-time funding.
- This Spring allocation for 15/16 and 16/17 are included so that these departments can have ongoing supplies for the next three years.

Senate feedback:

- There is a Brown Act issue here that no one was able to view this document in time for this meeting and not all faculty received it.
- Concern over the statement by VC Lamb that there has never been a process for this; however, that has been a process in place for years that was not clear to the incoming new administrators.
- Concern about allocation and that this delay has never happened before.
- Though VC Lamb seeks feedback on the document, the Senate wishes to approve it in order to release the money to the departments that are desperate for funds.

- Recommendation made from Council that administration to have a better process for this in the future.

Resolution 2015.01.28.08 Recommendation of the Priority of Lottery Funds Distribution

Whereas the Academic Senate is concerned that due process, including that the Brown Act was not followed, due to the lack of timely distribution of the necessary materials, but seeing the need for the college to function; be it therefore

Resolved, that the Academic Senate recommend the priority of spending spreadsheet as presented, and with the addition of Environmental Horticulture/Floristry, dated January 28, 2015 as recommended by the VCAA.

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

Not present: Matthew Duckworth, Carol Reitan

G. Faculty Response to Poor Leadership Discussion –

- It is noted that all administrators left the meeting prior to this discussion.
- The Executive Council represents all faculty. We have some differences on the resolutions, and we need to be clear on what we can do more effectively and what is the most effective course of action for the Academic Senate.
- We should have a bulleted list of all of the egregious errors by the administration.
- There are repeated violations of the Accreditation Standards in the actions of the administration with regard to Title 5 and institutional integrity. The closure of the Civic Center Campus should have had our input.
- We need to think about what the Senate can do with relation to Accreditation. The ACCJC asks colleges to look at the Standards and state how we follow them. They say that our administration is following the Standards. The ACCJC has a lot of power over us, and it is important for this body to not get ahead of the entire faculty on this. We are here to take all of their information into account. How will we speak for them as a whole?
- The resolutions before us on the closure of Civic Center should be looked at more carefully with new resolveds. And we should realize that the Department Reorganization has been hidden by the crisis at the Civic Center campus. We have new Accreditation Standards to meet, and there is more chaos created every day by the lack of follow through from administration on the 10+1. This should be the focus of the Senate.
- Authors of the resolutions are willing to look at them again for a rewrite.
- The Associated Students are working on a resolution of a vote of no confidence and a call to resign as well as a call to investigate. There is a leadership issue that they are calling out about the way the school has been managed.
- We must have our elected Board of Trustees back at work. Having one Special Trustee is a big part of the problem.
- Remember that we are being looked at from around the state and what we do here must stand up to a state audience. Go to the meetings; ask questions.
- Our resolutions should demonstrate to other Community Colleges that if this can happen to us, it can happen to them. The broader audience is very important.

IX. Reports

A. Accreditation Update in President Marrujo-Duck's Officers report

B. Prerequisite Update – Kitty Moriwaki

- There are two stages for all departments.
 1. Those currently enforcing prerequisites must enforce all of Fall 2015 prerequisites at registration in mid-April.

 2. Those who have never done prerequisites need to enforce some of them.
- Tom Boegel sent out a spreadsheet/survey asking if departments wish to change some prerequisites to an advisory, concurrent enrollment, etc.
- Process is being streamlined as to what form to use. You will receive all of those forms right after this meeting.
- You will need to send in a request form to change prerequisites to whatever you have chosen, requiring the Department Chair and School Dean signature.
- There is no Course Outline of Record resubmission necessary.
- Many challenges to prerequisites are not determined through a course, but rather sometimes a portfolio, or a waiver test. We are working to finish this by a Feb 6th deadline and not make this difficult.

Adjourned 5:45pm