The Academic Senate

C I T Y   C O L L E G E   O F   S A N   F R A N C I S C O

50 Phelan Avenue, Box E-202, San Francisco, CA 94112 ● (415) 239-3611 ● Fax (415) 452-5115
www.ccsf.edu/academic-senate ● email: asenate@ccsf.edu

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 DRAFT Minutes
Wednesday, March 4 2015, 2:30–5:00pm
Room 402, CNB Campus

2014–2015 Council Members Present: Monica Bosson, Steven Brown, Cynthia Dewar, Matthew Duckworth, Lawrence Edwardson, Donna Hayes, Wendy Kaufmyn, Kimberly Keenan, Dana Jae Labrecque, Mandy Liang, Lillian Marrujo-Duck, Ghislaine Maze´, Carole Meagher, Kitty Moriwaki, Lisa Romano, Carol Reitan, Rosario Villasana, Laura Walsh, Debra Wilensky

2014–2015 Council Members Absent: Anna Asebedo, Susan Berston, Todd Rigg Carriero, Ms. Bob Davis, Dayo Diggs, Francine Podenski, Fred Teti

Other Senate Members Present: Simon Hanson, Leslie Simon, Kristina Whalen

Guests: Steve Bruckman, Jim Grivitch

I. **Call to Order (2:57p)**

II. **Adoption of Agenda**
  Agenda adopted

III. **Public Comment**
  - Regarding Student Services Professional Development - faculty spent over an hour with Dean Jenkins to address Accreditation Standard IIC. Student Development has been without leadership since July 2014. Michael Poindexter's contract expired recently. Conversations regarding a pilot project that will be discussed this Summer continue to happen without counselors nor Poindexter's presence on campus.
  - Announcement of AFT2121 event tomorrow at 1p at Civic Center Campus – March to City Hall. There will be a community forum on March 12th at 5:30 in Glide Community Church. This is an informational effort to support the Civic Center Campus community.

IV. **Officers' Reports**
  President Marrujo-Duck reported:
  - There are key Coordinator roles for faculty: Equity, SSSP, Basic Skills, and Accreditation. Positions will be posted soon.
  - Please help recruit faculty to the new committees that are in positions to be making decisions about the next steps the college takes towards full Accreditation. The AS website was completely updated this weekend with all of

the committee information.   Emails were sent to the Accreditation Committee, DCC, and everyone who served on the Self-Evaluation report last year. The Chancellor has given her the go ahead, so let's make this happen.

- She does not have the senate budget yet, but put in a rollover request to pay over the summer for any committee work.
- She is requesting a technical visit from the ASCCC for the fall.
- FPACs are moving forward – Faculty positions are being prioritized.

First Vice-President Villasana reported:
- Surveys have gone out and function/functionality and people are updating their committee based on the new Accreditation Standards. We have been able to place everyone we have wanted to on a committee, but there are fewer interested. One committee only has half of the membership it needs. Please spread the word to help recruit. The same 60 faculty names keep appearing on everything. We need a broader range of participation.

Second Vice-President Bosson reported:
- Chancellor has requested a Faculty Person the Year award (This will be discussed later in the agenda.) He was told that it's not in the spirit of our collaborative work here at CCSF.
- He would like faculty nominees for NISOD in Austin, Texas from May 24 – 26. (Check page 65 of the packet.) We are to pass names on to the Chancellor and he will choose the faculty to attend.
- On page 63 of the packet, there is FACC BOG call for nominees. We are region A. Not to be confused with the ASCCC, as we are Area B. BOG nominees do not require a Senate vote. You can nominate yourself if you're a member of FACC.
- There is an Ad Hoc Program Review committee meeting next Monday. This is in addition to the Ad Hoc workgroup meeting over the President's Day holiday.
- She is rewriting the Bylaws with the Bylaws Ad Hoc workgroup. There is more fine-tuning to be done before coming to the Senate for discussion.
- Jonathan Lightman at FACC asked if we would like to have him come to the Senate to discuss AB404 sponsored by Chiu – perhaps in conjunction with the AFT2121.
- There has been initial contact made with Julia Bergman regarding the creation of a student art competition to have student created art hung in Academic Senate office rather than photographs of previous Executive Councils.
- NISOD award – send her or gmaze@ccsf.edu - Cynthia and Rosario are already nominated.

Secretary Labrecque reported:
- Please look at the committee information on the Senate website in the right navigation and scroll through to the committee postings. There is excellent information there as to who the Chair is, their contact, timing of the meetings, and a link to their page along with the latest agenda and minutes. We are working hard to get the word out to faculty about this to generate interest and show progress with committee work.

V.   Committee Appointments

Resolution 2015.03.04.01   Appointment of Members to Committees

Resolved, that the Academic Senate appoint the following faculty to these committees:

Unlimited Membership – None

Limited Membership:
- **Basic Skills Committee**
    Pablo Rodriguez – Transitional Studies
- **Program Review Committee**
    Francine Podenski, Broadcast Electronic Media Arts

Moved: Steven Brown; **Seconded:** Monica Bosson; **MCU**
Not Present: Anna Asebedo, Susan Berston, Todd Rigg Carriero, Ms. Bob Davis, Dayo Diggs, Francine Podenski, Fred Teti

VI.   Old Business

A. Nomination of 3rd Election Commissioner

Resolution 2015.03.04.02   Recommendation of Election Commissioners

Whereas on February 25th two Election Commissioners were recommended who are not running for Council next year but are currently Council Members; and

Whereas it has subsequently been recommended that Election Commissioners not be currently serving as Council Members; be it therefore,

Resolved, that the Academic Senate replace Carol Reitan as a Commissioner and Carole Meagher as an alternate with Marie Osborne as a third 2015 Election Commissioner.

Moved: Dana Jae Labrecque; **Seconded:** Steven Brown; **MCU**
Not Present: Anna Asebedo, Susan Berston, Todd Rigg Carriero, Ms. Bob Davis, Dayo Diggs, Francine Podenski, Fred Teti

B. Faculty Participation in Administrators Evaluations
- Discussion of Education Code and FPAC – Leslie Simon
- Administration is having a meeting regarding Categorical hiring. Requests have been submitted via Program. There is a meeting tomorrow for FPAC to approve. It used to be one full approval by the committee, but now it is broken out and Categorical's are being appointed by others without approval of the entire committee.
- Resolution will be presented at the next meeting of the Academic Senate.

VII.   New Business
A.1 – Accreditation - Visiting Report Standard II
- What is the role of the Executive Council in meeting Standard II?

- The Senate expressed concern over the cycle of assessment that we have not completed.
- The Senate expressed concern over the administration's statements that we are in 90% compliance.
- The Senate expressed concern over realistic and accurate data in Counseling. We need a solid survey and have gone through five VCSS in a very short time and there is no one in that position currently.
- The Senate expressed concern over equity and the means to deliver services.
- We should discuss the power of the Academic Senate resolution to ask for funding for services and funding to obtain data in order to meet Standard IIA. We should ask that the Board of Trustees approve the funding that Library Services has requested to meet the Standard.
- We need to stop planning for the sake of planning and take a sobering look at this report in order to see what we need to do and take action. We must show progress that we are making progress on what has been noted in the report.
- One concern within Counseling as with many Departments is that we have not hired many faculty positions. We have one faculty member primarily responsible for Career Counseling. We have lost more part-time faculty in Counseling and another full-time counselor.
- Another thought is to have an Academic Senate member co-Chair PGC.
- We must have better communication between the administration and faculty.

A.3 – Shout-Outs for Data Informed Decision-Making
- Committee Chairs posted minutes are examples of the use of data to make decisions.
- Basic Skills committee – "Funding is proportionate to number of students served".
- Professional Development committee – "Link Professional Development to program needs".
- SLO committee – "We are collecting disaggregated data this semester so that we have the data we need when we write the next self-evaluation."
- The meeting notes from these committees provide an Academic Senate directive.

A.4. – SLO Coordinator Job Description – Kristina Whalen
- Assessment a key piece to accreditation. Currently, there is one SLO Coordinator and we need to have a team that includes a noncredit coordinator (open-entry/open-exit), and we need a Student Services coordinator. We had that Coordinator position previously and much of the trouble in Student Services in not having that person in place.
  Susan Lamb also thinks that we should have CTE Support Coordinator for Advisory Panels, etc. Also, a CurricUNet Support Coordinator is needed.
- The Chancellor reviewed and approved the coordinator positions and forwarded them to Human Resources.

Senate questions:
- How do we deal with reassigned time if faculty is already teaching?
- How is the amount of reassigned time decided?

- Primary SLO coordinator - .8 / Noncredit SLO coordinator - .6 /
  CTE SLO Coordinator = .6 / Student Service SLO coordinator = .6 /
  CurricUnet – support .8
- Reassigned time is based on the workload commitment. There is overlap in all of these and these coordinators would be a team working together.
- There would be part-timers or Emergency Hires to people that faculty position.
- Potential coordinators must have an assessment background.

D. PGC Governance Policy Discussion – Jim Grivitch, Steve Bruckman
- Showed the Board Policy that is the College's official procedure for the Administrative Procedure Chart. There is a more detailed in Policy and Procedure Flow Chart.
- Constituency is to review all Board and Administrative Policies. Administration is responsible for the Administrative procedure. The Executive team approves it, and the team then sends to the constituencies. The process goes from Executive team to Unions and Education Master Plan group, Planning committee, Academic Senate, Student Council, and then on to PGC and finally to the Chancellor.
- Executive team goes directly to PGC Review. Academic Senate received Chapter 6 – Academic decisions first.
- There was a facilities committee created just a week or two ago that should go into this chart. This should make the processes more effective.
- Decisions are a lot slower here compared to other places he has been. It's problematic to get things done. There are some big budget issues that must be dealt with.
- He's having significant problems trying to work out procedures for the Student Development area in global terms. He is focusing on the policy and procedure.
- He has looked at a lot of District's Policies and Procedures. We are the only institution that does not have published Administrative Procedures. There is nothing published and when he has asked people how things are done, they don't really know the answer. This is a serious issue.

Senate discussion:
- Concern over the hierarchy on the chart produced. It appears that the Senate goes through the PGC, but the Senate has a direct line to Board.
- Answer: there are 3 sets that have to do with Shared Gov. This flow chart represents the way it's usually done at other CCCs. Most have the same basic process. Academic Senate has a role with respect to advising the Chancellor on academic matters. All constituencies have something to do with all policies. All colleges have the constituencies in one place in Shared Governance. There must be a place in the system regarding Academic Senate matters and PCG is that place.
- There are two kinds of specific policies – Board Policy and the Administrative Policy that the Chancellor issues. That's what this covers.
- Senate concern over the state 45-day limit for each step.

- There is an impression from this discussion that slow decision-making is not good. Is this presented flowchart more layered in other colleges?
- Answer: the process is paralyzed. Generally, people can get things done in one month. Usually, one person is chosen to change the words to get things done. It's a serious issue for the institution that everything takes so much deliberation and thus, inaction. It's important you have better way to deal with students. We have to have a process in place to move this along.
- Policies and Procedures – needs a mechanism for creating policies.
- A majority of the policies and procedures for which the chancellor would "rely primarily upon" with the Academic Senate - it's a given. It would not be that the PGC would alter the policy and procedure. That nuance doesn't show up here on the chart.
- Senate would like to gather feedback and have this chart come back.
- Senate comments were written in the chart for Steve Bruckman and Jim Grivitch to take with them.
- This will come back to a future Senate meeting.

Adjourned at 5:07pm.