



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, March 18, 2015, 2:30–5:00pm MUB 140, Ocean Campus

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, Kimberly Keenan, Dana Jae Labrecque, Mandy Liang, Lillian Marrujo-Duck, Ghislaine Maze', Francine Podenski, Lisa Romano, Carol Reitan, Rosario Villasana, Laura Walsh, Debra Wilensky

2014–2015 Council Members Absent: Ms. Bob Davis, Wendy Kaufmyn, Carole Meagher, Kitty Moriwaki,
On leave: Fred Teti

Other Senate Members Present: Deanna Abma, Erin Denney, Karl? Kristina Whalen, Simon Hanson, Madeline Mueller

Guests: Susan Lamb, Gohar Momjian,

I. Call to Order (2:38p)

II. Adoption of Agenda Agenda adopted

III. Approval of Minutes 2/11/15, 2/25/15, 3/4/15 minutes approved

IV. Public Comment

- Announcement to please sign cards for James Lim.
- Announcement to run for AS Ex Council – deadline is Friday, March 20, 2015.
- Enrollment Management meetings need more robust attendance from faculty. Ron Gerhard and Susan Lamb will host an Enrollment Management colloquy. There are questions about setting the class schedule with the number students we have and our budget. The colloquy intends to seek ideas and begin cross-campus conversation. There will be themes presented for each one. There is a \$1M contract for marketing for the 2015/16 academic year.
- The process of Enrollment Management data collection and distribution of information needs to be made more clearly. We had Enrollment Management on the agenda at the beginning of the semester, but it was and we have not received any Enrollment Management update. And now the midterm period has ended.

- Some of the Nursing Program faculty at the John Adams campus request a discussion about the change in Conference Hour sections.
- We need full-time outreach coordinators and administrators.
- There is coordination of a tenure reception in May with Susan Lamb and Lillian Marrujo-Duck

V. Officers' Reports

President Marrujo-Duck reported:

- Six faculty attended the 2015 Academic Academy hosted by the ASCCC with emphasis on planning, with questions on Program Review that feed into Equity efforts, and direction of the institution.
- There was a seminar on the new institutional effectiveness set of standards that must be met. Handouts from the conference included course completion, accreditation status, what our audit status is. We have already set our course completion goals for the college. For funding, we need to set an aspirational goal for what percentage of our general fund budget is going to salaries and benefits as a measure of the institution. She has forwarded this information to AFT2121.
- With regard to the SLO coordinator positions, Equity, Professional Development, and Accreditation Co-Chair positions; the goal is to get them posted by the end of the week.

First Vice-President Villasana reported:

- She has been working to ensure that our committee structure gets set with the new STWEP, Dr. Guy Lease, and bringing our committee descriptions up to the 2014 Standards.
- She has been sending updates about memberships delineation of which committees are under Academic Senate and which report to PGC.
- The Program Review committee met and is in process to update the structure of the comprehensive and annual Program Review.
- We have repeatedly requested that the link to the Academic Senate web pages be removed from underneath the PGC on the CCSF website. Though the Chancellor has approved of the move in Collegial Consultation, it has not happened and we are told that it requires high-level access to make the change.

Second Vice-President Bosson reported:

- Due to time constraints on the agenda, she will forego report time to the update of the NISOD Award later in the agenda.

Secretary Labrecque reported:

- There was an excellent turnout of the SFUSD high school counselors to learn about our CTE programs. MUB140 was filled with CCSF departments, program coordinators and School Deans. Dean of Student Services, Samuel Santos welcomed everyone on behalf of Chancellor and President who were not available to attend.

VI. Committee Appointments

Resolution 2015.03.18.01 Appointment of Members to Committees

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

Unlimited Membership – None

- **Basic Skills Committee**
Julita McNichol – Transitional Studies – Voting member
Kate Gougoutas – Transitional Studies – non-Voting member
- **Accreditation Issues Committee**
Dana Jae Labrecque – Broadcast Electronic Media Arts
Lillian Marrujo-Duck – Social Sciences
Lisa Romano – New Student Counseling

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

Not Present: Todd Rigg Carriero, Ms. Bob Davis, Wendy Kaufmyn, Carole Meagher, Kitty Moriwaki, Fred Teti

Abstentions: Dana Jae Labrecque, Lillian Marrujo-Duck, Lisa Romano

- There are seats available on the Basic Skills Committee for faculty from 1 – CTE, 1 – Counseling, and two others.
- There are 8 faculty slots on the Accreditation Issues Committee, so there are 5 remaining openings.
- Concert & Lectures still needs a faculty coordinator. This position used to be funded with reassigned time. It needs a description and reassigned time.
- The Committee on Committees is reviewing several committees that are in between the PGC and Academic Senate, including the Institutional Review Board, Finance, and District Facilities. We will bring these to the PGC to figure out where they fit within the governance structure.

VII: Unfinished Business –

A. Consent Agenda

- Resolution 2 (page 3 needs clerical corrections.)
- Coordinator selections – pull for the input process
- Governance map got pulled as well

Resolution 2015.03.18.02 Consent Calendar

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

- BP 6.04 – Learning Resources and Instructional Support
- AP 6.04 – Learning Resources and Instructional Support
- Resolution to Remove Mathematics requirement courses from GE Area A (Communication and Analytical Reasoning)

Whereas, the Visiting Team Report directed the College to address the lack of GE Outcomes related to quantitative reasoning; and

Whereas, all CCSF students are required to complete mathematics instruction as the second graduation requirement; and

Whereas, faculty on the SLO Committee, in consultation with the Chair of Mathematics, Dean of School of Science, Associate VC of Instruction, Articulation Officer and the VC of Academic Affairs have worked together to address solutions to the Visiting Team recommendations; be it

Resolved, Math 40, 50, 55, 60, and ET/CEDV/BTEC 108A and ET/CDEV 108B should be removed from GE Area A and outcomes related to quantitative reasoning will be developed by discipline faculty and appear in the course catalog alongside the mathematics graduation requirement.

VIII. New Business

A. Annual Report of College Indicators Due 3/31 – Gohar Momjian

- The report entails enrollment information, achievement data, and SLO data as well as institutional set standards and how we are doing in relation to those set standards.
- Question 39 – Success stories on SLO practices – we are limited to a character count of 1,350 character limit / approx. 250 words. There have been some submitted, and please send more success stories to Kristina Whalen.
- There is some statistical accounting for licensure for Health fields, i.e. what % of students pass the licensure exams.
- Anything that you find has been skipped is still being worked on.
- She worked with Susan Lamb, Pam Mery, Tom Boegel, and Kristina Whalen

Discussion

- 18B refers to only to Certificates of Achievement as it pertains to restrictions in Financial Aid.
- There is a place in the report to add items we are tracking that we believe to be of value, like the Certificates of Accomplishment and non-credit standards as well.
- Congratulations on the 3,094 students who transferred out of a set standard of 2,750
- A more sobering statistic is the headcount enrollment from Fall 2012 to Fall 2014 which went from 53,982 students to 43,470.
- This is due on March 31, 2015. We have always submitted numbers in the fall to the ACCJC as this is information that the Visiting Team and the commission look at when we are under review.

B. NISOD Excellence Awards - Monica Bosson & Ghislaine Maze´

- Chancellor has funded four faculty to attend in Austin, Texas to be recognized.

Resolution 2015.03.18.03

NISOD Excellence Awards Recognition

Resolved, that the Academic Senate recommend the following faculty for the NISOD

Excellence Awards:

- Rosario Villasanas – Child Development
- Cynthia Dewar – Distance Education
- Sami Kudsi – Honors Program
- Mark Piper – LGBT Studies

In addition, if approved as an alternate,

- Judy Hubbell – Music

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

Not Present: Ms. Bob Davis, Wendy Kaufmyn, Carole Meagher, Kitty Moriwaki, Fred Teti
Abstention – Monica Bosson

C. Chancellor suggested Academic Person of the Year Award

- In Collegial Consultation, President Marrujo-Duck pointed out to the Chancellor that we are more collaborative than choosing one person.
- Many groups of people contribute to the betterment of the College and to single out one is not the desire of the faculty. Everyone deserves an award. If we go forward with it, an outline for the process of the selection is requested.
- There will always be people who are overlooked, yet deserving. So, it's too difficult a decision that could entail unintended divisiveness.
- Is there a way to position this so as to allow the Chancellor a way to recognize people at the school?
- Perhaps faculty pay raises would be a way to recognize our excellent work?
- Monica will take the sentiment of the Council back to Collegial Consultation with the Chancellor.

D. Suggestions for Program Review Improvement – Program Review Committee

- Pam Mery – We have been looking at the data to provide support and information so that it can be done more clearly and more fruitfully. This was high on the Visiting Team Report feedback as well as Department Chair feedback related to January FLEX and Program Review. We are looking at Annual vs. Comprehensive Program Review with emphasis on certain components, e.g. tying Program Review to the Mission of the College doesn't need to be answered annually, but SLO assessment will be.
- We also have a Faculty Program Review Committee as it's a separate line item of the 10+1. In Program Review, there is the planning side, i.e. budgeting, etc., and there is also the evaluation of each program, the direction, etc., and this is intended to be in faculty hands.
- Concern over the counseling data that is compiled but with no results coming back to the department from surveys, etc. There needs to be much more communication about that and a feedback loop.
- They are working on this with Lydia Jenkins on SARS data and counseling survey data.

- There was a more effective process back in the 1980's with comprehensive reporting occurring every 6 years with small group in each department contributing and each Department and Dean would get time with the Program Review Committee. We would recommend, continue, contract, or expand. Everyone would talk a lot and there would be direct discussion – for example, if someone mentioned the facilities were a problem, then the Director of Facilities would be brought into the discussion. Currently, there is a list on the Planning website of building reparations to be done, but no discussion among us.
- Concern with the lack of collaboration within the Student Services division. There isn't any place where we have one conversation since the program was divided. The questions on the current Program Review don't make sense to many. Everyone is chasing money that is coming in, i.e. SSSSP / Equity. We talk about budget and ideas and no feedback. Student Services can't continue to be left out of the conversation.
- We have to learn how to answer # 2 and #4 - Achievement Data / Assessment Data with faculty input in Program Review in constructive and helpful dialog that discusses how the program should expand, contract, or continue and the reasons why. It is important for the Department Chair Council to be part of this conversation and now have more chairs who joined this committee. We have 10+1 where #2 and #4 belong to the faculty.
- Concern over faculty involvement that there have not been positive outcomes for budgeting etc. The scope of questions 2 & 3 should include three prompts with SLO / ILO / PLO data to fill in. Also in FPAC meetings, it is clear that many administrators do not understand the role of Program Review. Certain administrators are not responding.
- Discussion as to how to make the form more user-friendly by providing more prompts and pull-down menus to avoid the multi-page narrative.
- Concern over how to understand and use the SARS data, and this is supposed to assist Student Services effectively do their jobs. Separate counseling departments are doing their own student surveys, and these should be brought up to the next level.
- Our faculty Program Review Committee will meet on Monday, the 23rd in MUB 238. We will continue this conversation then. We hope to come up with recommendations within a month if not earlier.

E. Leading From the Middle – Erin Denney

- This is a yearlong training in leadership development for 18 people.
- Leading from the Middle here at CCSF is a new idea and new design. Much of the work here comes from us middle leaders and we could use some help in understanding how to do this. Instead of sending a few people out, we will do this here at CCSF and train some of the people who are leading now and foster leadership to grow it across all constituent groups to build up a strong middle leadership. This will help with our issues from the top.
- Purpose is not primarily for Accreditation, but it will help. Focuses on teams for specific projects.
- Questions as to how people are chosen, who chooses, timeline, etc.
- Concern over the enforcement of the Faculty Travel document. This will be on site Professional Development. This will cost \$20K.

- Discussion will continue at the April 8th meeting.

F . Discussion of Press Conference & Enforcement of Student Code of Conduct. – Samuel Santos

- The policies for the district claim that the most senior person in the room is in charge. Closing the doors to the public in the first place created this tension. Brice Harris made a statement to open the doors. As the most senior member in the room, the State Chancellor should have been in charge.
- Students were within their rights to practice their freedom of speech. No authority attempted to control the crowd. If the doors were unlocked, there may have been more civility.
- Samuel Santos described his method of what he does when a student has been accused of violating the code of conduct. He asks what is going on with them. There is no guilt, shame, or blame. He tries to be reasonable. We have a code of conduct in the classroom. Outside of that, what is the responsibility of administrators and faculty in mentorship roles? Students are expected to follow directions. If someone from the College says, “please stop talking,” that is a directive that should be followed.
- Concern over the way students were treated at Conlan last year and this has been building up. Administration has been leaving us out of conversation for years. We heard of Agrella’s departure via a tweet from State Chancellor Brice Harris, and people have been locked out of open meetings. The modus operandi of this administration is to shut us out, and then they are surprised when they are met with anger.
- It was an organized demonstration in the room. When the students approached the table, it was a political action. The police behaved themselves. Tim Killikelly came up to diffuse it. Afterwards, the students were shaking hands with the new Super Trustee. Everything turned out well.
- The student code of conduct was revised a few years ago; do we want to revisit it?
- There were Classified Staff and Faculty who were concerned about their safety. They feel unsafe in their workplace. What are our thoughts about public conferences? Public should be able to take their turn in speaking at the end.
- There were some faculty members shouting aggressive language. It was also easy to feel trapped as there was no way out.
- How did it come to be that the Student Code of Conduct would not be followed outside of the classroom?
- Santos answered that there was no official decision; it has been practice. Even in some Board of Trustees meetings where students would talk out of turn, bring in signs, etc., he went to his direct supervisor to ask if there were any new ways that they should deal with it. He was told that he would have to figure out how to deal. The message to him was to back off of the Student Code of Conduct. He’s put in the middle here. Where is the line? What is appropriate? No official decision – he asked Chancellor and President about student violations. The leadership doesn’t know.
- There need to be more rules about convening to another room to meet if people make too much noise so that they can express themselves.

- One observance are Egress laws. There should always a separate exit out of a meeting. This is why we need the PAEC, for safety, among other things.
- There is no Administrator Code of Conduct in Title 5. That language has been repealed.

G. Process for Senate Input into Coordinator Selection – Lillian Marrujo-Duck

- Senate discussion before the final resolution

Resolution 2015.03.18.04

Coordination and Co-Chair Appointment Process

Whereas, the Academic Senate recognizes the institutional interest in the roles and responsibilities of faculty coordinators and co-chairs engaged in work that benefits the college as a whole; and

Whereas, the Academic Senate supports the role of faculty in selecting faculty leaders to fulfill faculty coordinator and co-chair roles; be it therefore,

Resolved, that the Academic Senate recommend the following steps be taken in the selection of the Primary SLO, CTE SLO, Student Services SLO, Noncredit SLO, CurricUNet SLO, Equity, Professional Development, and Basic Skills Coordinators, and Accreditation Co-Chair:

Each job be posted for an in-district hire, open for 10 days, with both part time and full time faculty eligible to apply.

At least one hiring committee be formed, led by a faculty member that includes, in addition to 3 faculty members, 1 administrator, 1 student, and 1 classified staff member.

Moved: Lisa Romano; **Seconded:** Donna Hayes; **MC**

Not Present: Ms. Bob Davis, Wendy Kaufmyn, Carole Meagher, Kitty Moriwaki, Fred Teti

Absentions: Monica Bosson, Kimberly Keenan

Adjourned 5:28p