



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, April 8, 2015, 2:30–5:00pm

John Adams Campus – Rm. 109

2014–2015 Council Members Present: Anna Asebedo, Susan Berston, Monica Bosson, Steven Brown, Dayo Diggs, Lawrence Edwardson, Donna Hayes, Kimberly Keenan, Dana Jae Labrecque, Lillian Marrujo-Duck, Carole Meagher, Kitty Moriwaki, Francine Podenski, Lisa Romano, Carol Reitan, Fred Teti, Rosario Villasana, Laura Walsh, Debra Wilensky

2014–2015 Council Members Absent: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

Other Senate Members Present: Deanna Abma, David Pieper, Michelle Simotas

Guests:

I. Call to Order (2:53p)

II. Adoption of Agenda

Agenda adopted

III. Approval of Minutes

March 18, 2015 minutes approved

IV. Public Comment

- Asian Coalition will be hosting their annual Scholarship Dinner on Friday, May 1, 2015
- Grad Guru came to the attention of the counselors. It is an award-winning mobile app for retention and increases completion. It encourages and rewards students. While the person who owns this mobile app company has an informal contract with CCSF, if you download Grad Guru right now, you will see CCSF as one of the school options. The CEO of the company has already downloaded the information from CCSF and is currently using it.
- Environmental Horticulture & Floristry department is having a Plant Sale on May 7th. Department Chair Steven Brown offered to donate flowers to the Asian Coalition dinner to auction off at the end toward a scholarship to be named after James Lim.
- The Faculty Retirement Party will be held at Pierre Coste on Friday, May 8th. The Chancellor has promised some funds toward the event, so the door fee will be reduced to \$15 door rather than the usual \$20 fee. Dana Jae will be the DJ.

V. Officers' Reports

President Marrujo-Duck reported:

- There has been more discussion of a Technical Assistance visit by the ASCCC. This time it comes from the Office of Institutional Effectiveness who wish to have the team of ASCCC mentors pay particular attention to the Fan Five coordinators (Basic Skills, SSSP, Equity, SLO, Pathways), to help the institution become more effective. This still does not cover how our governance structure works. LMD sent a link to this today and will be up for a discussion in a future meeting.

First Vice President Villasana report:

- Five committees responded to the survey – not great.
- Work on re-envisioning of how the committees' work can be inherent in process of the governance of the college. Volunteers are minimal and there is not much recruitment success.
- Councilmember input: There is a huge drop in involvement of faculty because there is no communication tool between faculty and staff. No city currents, etc. Most are expected to read an ineffective email with low content.

Second Vice President Monica Bosson

- The officers have not had Collegial Consultation with the chancellor in several weeks.
- She attended the Starfish presentation and saw some great ideas but it is a huge amount of work. If you think your inbox is full now, it's all done by email. It was the Friday before Spring Break. They couldn't tell us how much it cost. It might be a done deal because CCSF is a pilot-program – Hobson putting up this but no one knows how much it will cost.
- She has been working with Simon Hanson and Anna Asebedo on the Program Review Committee to make our Program Review link up with the budget so that it has more teeth. The entire committee is working to make it an easier process.
- Leslie Simon, our nominee for the Stanback Stroud Diversity Award did not receive state recognition because the reward was pulled. There were only two nominees total from across the state and the minimum was three.
- State ASCCC now has a resolution upcoming at the Plenary recommending that all colleges form an Awards and Recognition State Committee.

VI. Committee Appointments

Resolution 2015.04.08.01 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 – non-Voting member

Kate Gougoutas – Transitional Studies –Voting member

- **Honors Issues Committee**

Monica Bosson – English – Resource member

Moved: Steven Brown; Seconded: Francine Podenski; MC

Abstention: Monica Bosson

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze

VII: Unfinished Business

Resolution 2015.04.08.02

Consent Agenda

2a: Resolved, that the Academic Senate recommend the ASCCC Resolutions draft as of April 4, 2015, excepting Resolutions 9.02; 10.04 Disciplines List;

2b: Whereas, the Curriculum Committee is a subcommittee of the Academic Senate; and Whereas, the actions taken by the Curriculum Committee affect courses and programs college-wide; be it therefore,

Resolved, that the Academic Senate recommend the actions taken by the Curriculum Committee as described in the minutes dated February 18th, 2015.

2f: Whereas, the Academic Senate recognizes the benefit to high school students in engaging in college courses; be it therefore,

Resolved, that the Academic Senate recommend support for AB 288 as described in ASCCC Spring Plenary resolution 6.0x S15; and

Resolved, that the Academic Senate join with Chancellor Tyler in bringing a joint recommendation to the CCSF Board of Trustees in support of AB 288.

2h: Whereas, the governing structure of the college depends on the collaboration of all constituent groups; and

Whereas, collaboration between constituent groups is supported by a clear committee reporting structure; and

Whereas, the major decision making functions of the college are best supported by the committees making those decisions being part of a committee reporting structure, be it therefore

Resolved, that the Academic Senate recommend the addition of ITAC, Professional Development, Finance, Program Review, and Capital Projects to the Standing PGC committees.

VIII. New Business

A. & B. BP6.22 and AP6.22 – Grading and Academic Record Symbols

- One edit is that it should contain the word “credit”.

Resolution 2015.04.08.03

Recommendation of BP and AP 6.22

Grading and Academic Record Symbols

Resolved, that the Academic Senate recommend draft Board Policy 6.22 and draft Administrative Procedure 6.22 Grading and Academic Record Symbols as edited with the appropriate insertion of the word “credit” in the language of the BP and AP.

Moved: Monica Bosson; **Seconded:** Steven Brown; **MCU**

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

C. & D. BP 6.19 & AP 6.19 – Auditing of Classes

Resolution 2015.04.08.04 Recommendation of BP and AP 6.19 Auditing of Classes

Resolved, that the Academic Senate recommend draft Board Policy 6.19 Auditing of Classes.

Moved: Monica Bosson; **Seconded:** Steven Brown; **MCU**

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

D. & E. BP 6.21 & AP 6.21–

- Council doesn’t feel comfortable with passing this policy and procedure until the wording for the honorary diploma is finalized. This body has a stance on Honorary degrees. If the recipient is not recommended by Senate, we need to know what the diploma will not say as diplomas now read: “Based on the Faculty recommendation”.
- Deanna Abma will try to identify the language that will be used. The Academic Senate could add language that states Honorary degrees are not recommended by the Academic Senate. Abma will return to Council with improved language.

F. ASCCC 9.02 – Math Competencies

Resolution 2015.04.08.05 ASCCC Resolution 9.02 S15 Math Competencies

Resolved, that the Academic Senate direct the President of the Academic Senate, unless convinced otherwise, to vote no on ASCCC Resolution 9.02 S15 Alternative Courses for Math Competency Requirements.

Moved: Monica Bosson; **Seconded:** Debra Wilensky; **MCU**

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

**Resolution 2015.04.08.06 ASCCC Resolution 10.04 S15 Disciplines List
Supply Chain Technology**

Resolved that the Academic Senate direct the President of the Academic Senate, unless convinced otherwise, to vote no on ASCCC Resolution 10.04 S15 Disciplines List – Supply Chain Technology.

Moved: Rosario Villasana; **Seconded:** Carol Reitan; MC
Yes: Anna Asebedo, Sue Berston, Monica Bosson, Steven Brown, Lawrence Edwardson, Lisa Romano, Kitty Moriwaki, Carol Reitan, Fred Teti, Rosario Villasana, Laura Walsh,
No: Dana Jae Labrecque, Donna Hayes, Kimberly Keenan, Carol Meagher, Francine Podenski,
Abstention: Debra Wilensky

- The framework is the Masters and the Non-Masters list on the ASCCC Disciplines List and whether this particular field is one such to add to the non-Masters list. It's a question about the entire discipline.
- David Pieper in attendance to speak to this resolution. He objects to the notion of the faculty minimum qualifications to have a Bachelor's degree only as there are many masters degree programs in this area already.
- The ASCCC committee that worked on this resolution researched it for a very long time. It is uncertain as to how many graduates there are of these programs.
- Many CTE programs require more field experience rather than an advanced degree and thus an AA plus 6-years in the field or a BA with 4-years in the field, etc. In BEMA, for example, teaching the production courses do not require a Master's Degree.

G. Changes to Senate ByLaws – Francine Podenski

- The workgroup focused on the bylaws because they are the easiest to update. The AS Constitution is very difficult to change.
- Applicants who teach evenly-split loads in 3 different departments would have the explicit option to choose which they represent when they run for Executive Council.
- Article II is new to make explicit that we must follow the Brown Act.
- Article III states that meetings are guided by Roberts Rules of Order, Revised.
- Unlimited committees would not have to have a simple-majority quorum.
- Revised draft will be discussed and voted on at April 22nd meeting.

H. Expansion of City Choice – Michelle Simotas

- Michelle was just informed that the Chancellor does not have funds to support City Choice. Chancellor has not put forth fund-raising efforts and it was pulled from a press release as well.
- Summer Bridge is happening.

I. Job Descriptions of Coordinators (Equity, Basic Skills, Professional Development, Pathways, and Student Success and Support Program)

Resolution 2015.04.08.07 Recommendation of Equity Coordinator Job Description

Whereas, the Academic Senate recommended the implementation of the Student Equity Plan; and
Whereas, implementation of the Student Equity plan may be best supported by coordinated college-

wide activities and collaborative planning; and
Whereas, the Academic Senate recognizes the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore
Resolved, that the Academic Senate recommend the Equity Coordinator job description dated April 8th, 2015.

Moved: Lillian Marrujo-Duck **Seconded:** Donna Hayes; **MCU**
Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

Resolution 2015.04.08.08 Recommendation of Student Services Coordinator Job Description

Whereas, the Academic Senate recommended the implementation of the Student Equity Plan; and
Whereas, implementation of the Student Equity plan may be best supported by coordinated college-wide activities and collaborative planning; and
Whereas, the Academic Senate recognizes the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore
Resolved, that the Academic Senate recommend the Student Services and Success Coordinator job description dated April 8th, 2015.

Moved: Lillian Marrujo-Duck **Seconded:** Donna Hayes; **MCU**
Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

Resolution 2015.04.08.09 Recommendation of Pathways Coordinator Job Description

Whereas, the Academic Senate recommended the implementation of the Student Equity Plan; and
Whereas, implementation of the Student Equity plan may be best supported by coordinated college-wide activities and collaborative planning; and
Whereas, the Academic Senate recognizes the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore
Resolved, that the Academic Senate recommend the Pathways Coordinator job description dated April 8th, 2015.

Moved: Lillian Marrujo-Duck **Seconded:** Donna Hayes; **MCU**
Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

Resolution 2015.04.08.10 Recommendation of Basic Skills Coordinator Job Description

Whereas, the Academic Senate recommended the funding prioritization and activities described in the Basic Skills Report; and
Whereas, implementation of the Basic Skills activities may be best supported by coordinated college-wide activities and collaborative planning; and

Whereas, the Academic Senate recognizes the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore Resolved, that the Academic Senate recommend the Basic Skills Coordinator job description dated April 8th, 2015.

Moved: Lillian Marrujo-Duck **Seconded:** Donna Hayes; **MCU**
Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

Resolution 2015.04.08.11 Recommendation of Professional Development Coordinator Job Description

Whereas, the Academic Senate recommended the prioritization faculty professional development spending and activities; and
Whereas, implementation of the professional development activities may be best supported by coordinated college-wide activities and collaborative planning; and
Whereas, the Academic Senate recognizes the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore Resolved, that the Academic Senate recommend the Professional Development Coordinator job description dated April 8th, 2015.

Moved: Lillian Marrujo-Duck **Seconded:** Donna Hayes; **MCU**
Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

Resolution 2015.04.08.12 Recommendation of Summer Bridge Coordinator

Whereas, the Academic Senate recommended the implementation of the Student Equity Plan; and
Whereas, implementation of the Student Equity plan may be best supported by coordinated college-wide activities and collaborative planning; and
Whereas, the Academic Senate recognizes the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore Resolved, that the Academic Senate recommend the Summer Bridge Coordinator job description dated April 8th, 2015.

Moved: Lillian Marrujo-Duck **Seconded:** Donna Hayes; **MCU**
Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

- We have approved everything but the parameters of the job descriptions as there are questions concerning clarification about this person’s hiring powers.
- In looking at the role of these coordinators, we do not have a clear pathway of decision-making. These positions are to be filled for one year and will come back in January. This is a one-year pilot as we move forward.
- These coordinator positions ensure faculty voice and how the money is allocated. We do not have a SSSP faculty voice currently and no faculty voice as to how

funds are allocated. We need to ensure a process and there is a history of doing these things without process.

K. Questions for Enrollment Management, Budget, Marketing, Retention Colloquy

- Susan Lamb is having four colloquy sessions so that she and Ron Gerhard can address Enrollment Management on Fridays from 12 – 2p. We are invited to submit questions. Please send President Marrujo-Duck questions.
- Council wishes to support the Union in asking for Enrollment Management to be included in the ongoing discussion with data.

Resolution 2015.04.08.13 Map and Description of Decision Making Processes

Whereas, the governance structure of the college was disrupted when the Shared Governance system was dissolved; and

Whereas, the Participatory Governance structure was created without the full college participation in the creation of decision-making processes; and

Whereas, in order to clarify the decision-making processes across the college; be it therefore

Resolved, that the Academic Senate recommend that the Participatory Governance Council engage in discussions of governance and decision making at the college; and

Resolved, that the Academic Senate recommend the development of a decision-making map such as [CCSF Engage!](#); and

Resolved, that the Academic Senate recommend that the Participatory Governance Council include a means for online participation by constituents who cannot be present at regularly scheduled PGC meetings.

Moved: Francine Podenski **Seconded:** Dana Jae Labrecque; **MCU**

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Mandy Liang, Ghislaine Maze´

X. **Open Forum**

- Civic Center listed at 1170 Market St in the new Fall Schedule.
- The Chronicle wrote about Nancy Pelosi’s appearance at our Downtown Center with a mix up of quotes that morphed into the incorrect statement that our enrollment is highest its been in years.

Adjourned 5:23 p