



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 22, 2015, 2:30–5:00pm MUB140, Ocean Campus

2014–2015 Council Members Present: Anna Asebedo, Susan Berston, Monica Bosson, Steven Brown, Todd Rigg Carriero, Dayo Diggs, Lawrence Edwardson, Donna Hayes, 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

2014–2015 Council Members Absent: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

Other Senate Members Present: Deanna Abma, Loren Bell, Erin Denney, Alan D'Souza, Kimberly Ginther-Webster, Susan Lopez, Madeline Mueller, Karen Saginor, Leslie Simon

Guests: Matias Pouncil

I. Call to Order (2:48p)

II. Adoption of Agenda Agenda adopted

III. Approval of Minutes - April 8, 2015

IV. Public Comment

- Data from Rick Fillman will be presented at the Enrollment Management Colloquy in Wellness 103 on Friday from 12 – 2p. If you have concern about enrollment/classes, please come. Ask questions. On Thursday, a smaller EM group meets 2:30 – 4p in MUB251.
- Next Monday, April 27th at Mission Campus – Please attend: *Mayan Women & Midwives*, a film about and by women including Barbara Rogoff author of *Developing Destinies: A Mayan Widwife and Town*.
- The Asian Coalition Scholarship Dinner is May 1st.
- On Friday, May 8th, we honor our retirees at an end of the year party from 4-7p in Pierre Coste, hosted by the Faculty Association. It is a nautical/cruise theme with food & wine provided by CAHS. \$15 cover charge, but retirees and alumni enter for free.
- There is concern over the lack of accountability of the Chancellor and President of the Ocean Campus and Centers. Have previous Chancellors made a public record that detail what they do week-by-week?

V. Officers' Reports

President Marrujo-Duck reported:

- At the first Enrollment Management Colloquy the following details were presented: We have lost 9K FTES with 7K from the Ocean campus. There are three projected plans going forward: (1) enrollment stays flat, (2) we continue to have dropping enrollment (2 versions), all plans project a shortfall of FTES.
- *CCSF Engage!* – Effective Participation! Under Title 5, the Board of Trustees is supposed to ensure that effective participation is happening. Tyler will present his enrollment management ideas at the forthcoming BoT meeting and neither Lillian nor AFT2121 can be there. The main concern is to show how effective participation had occurred prior to a BoT approval of an item. Other colleges have a form that goes to the BoT that shows how the presentation went through all of the constituent groups. The forms prove that this went through a process. Currently, the way items go to the BoT shows that they are not going through PGC. They show up on the agenda 72-hours in advance, and we are supposed to guess what our response is to be, show up and give feedback. We need to put pressure on administration that there is a process that must be adhered to.

First Vice President Villasana reported:

- Committee surveys went out and only 4 survey results came back. Results, recommendations and a summary will be provided on AS website. There are some recommendations to discontinue some committees. The Professional Development committee is working to restore faculty travel funds. 3 out of 4 felt that committees' processes were appropriate and did not have to change their structure to the new 2014 Accreditation Standards.

Second Vice President Bosson reported:

- There has been a creation of a new position for Samuel Santos that changed to Vice President of Student Success and Equity. There have been some issues raised, not about Samuel, but of the fact that none of us have ever seen the job description. It seems to have been created for Samuel and it's does not follow the process of posting a new job. This is against the Visiting Team recommendations. He would be working under the President. There needs to be some clarification about his reporting to President Parras while handling academic and student services in this position.

Secretary Labrecque reported:

- The Accreditation Report out on Accreditation Institute by the attendees was a success and numerous administrators were there to listen to what we learned from this valuable two-day conference hosted by the ASCCC.

VI. Committee Appointments

Resolution 2015.04.22.01 Appointment of Members to Committees

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

Unlimited Membership – None

Limited Membership – None

Other:

- **Participatory Governance Council - Alternate**
Muriel Parenteau - DSPS
- **Faculty Position Allocation Committee - Alternate**
Rosario Villasana – CDEV

Moved: Fred Teti; **Seconded:** Francine Podenski/ **MC**

Abstention: Rosario Villasana

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

- Muriel Parenteau will replace Nadine Rosenthal who is the current alternate to Karen Saginor. Nadine Rosenthal is retiring at the end of this semester.
- An important FPAC meeting is forthcoming and we are short alternates. We will need a full slate of faculty there, so Rosario will step up as alternate.

VII: Consent Agenda

Resolution 2015.04.22.02

Consent Agenda

Resolved, that the Academic Senate recommend the following resolutions on the consent calendar:

2a: CCSF Curriculum Committee Minutes

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 March 25, 2015.

2b: Faculty Role in Awarding of Sabbaticals

Whereas, sabbaticals are an important aspect of faculty professional development under academic and professional matters, and

Whereas, consistency, reliability, and transparency in the awarding of sabbaticals are essential to an equitable professional development process for faculty; be it therefore,

Resolved, that the Faculty Professional Development Committee participate in the awarding of faculty sabbaticals each year; and be it further

Resolved, that consistent criteria and a reliable rubric be developed, made public, and followed whereby sabbatical proposals are approved or denied; and be it further

Resolved, that the Faculty Professional Development Committee present each year a summary of that year's sabbatical awards to the Executive Council.

2c: AP 6.21 Honorary Associate Degree

Resolved, that the Academic Senate recommend AP 6.21 Honorary Degrees version dated April 22, 2015.

VIII: Unfinished Business

A. AS Bylaws Workgroup – Francine Podenski

Resolution 2015.04.22.03 Revision to Senate By Laws

Resolved, that the Academic Senate approve the Bylaws as presented on April 22, 2015.

Resolved, that the Academic Senate begin immediately operating under the By Laws as presented on April 22, 2015.

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

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

B. 1 Accreditation Standards PGC Standard IV A Action Items Discussion – Lillian Marrujo-Duck

- Department Chairs review Professional Development activities annually and should approve.
- There will be a mapping exercise tonight in VA115 to look at the new chart.
- *CCSF Engage!* contains ideas to create more visibility on the PGC web site. There is a draft flowchart that explains the process of how the high-level policies make way through the governance structure of the college. This chart is also being sent to PGC. This will be presented to the Board of Trustees meeting in May with input from the Academic Senate. This presents an example as to how to process things in order to show the PGC how it should done.

Resolution 2015.04.22.04 Recommendation of the Standard IVA Action Item presented by the Academic Senate to PGC on 4/22/2015

Whereas, the Academic Senate was asked to provide suggestions for Standard IVA Action Items by the President of the PGC; and

Whereas, these Standard IVA Action Items will be used to inform the college-wide efforts to fulfill the requirements of the Restoration process provided by ACCJC; be it therefore,

Resolved, that the April 22, 2015 Standard IV A Action Items list is recognized as not exhaustive and the Academic Senate reserves the privilege of adding action items to the list; be it further

Resolved, that the Academic Senate recommend the incomplete Standard IV A Action Items as listed on April 22, 2015.

Moved: Fred Teti; **Seconded:** Dana Jae Labrecque; **MCU**

Not present: Todd Rigg Carriero, Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

B. 2 Program Review Timeline and Implementation – Rosario Villasana

- The AS recommends that the college strongly consider recommendations from the Associated Students.
- There should be formal training for Department Chairs who are middle management.

- This training needs to include the training of administrations about the particular departments.
- There will be comments and feedback on questions 2 & 4 from the Program Review Committee. We are also attempting to create a district-level Program Review Committee.

Resolution 2015.04.22.05 Program Review Timeline and Implementation

Whereas, the evaluation of educational programs and use of SLO assessment data to inform program development was identified in the January 2015 ACCJC Visiting Team Report as in need of improvement; and

Whereas, the Academic Senate ad hoc Program Review Workgroup was converted into a permanent standing committee of the Academic Senate in order to address the accreditation findings; be it therefore

Resolved, that the Academic Senate recommend that the actions spelled out in the Program Review Timeline be accomplished to the best ability of the Academic Senate Program Review Committee, and

Resolved, that all other appropriate college committees be encouraged to assist the Program Review Committee in the accomplishment of these tasks.

Moved: Monica Bosson; **Seconded:** Rosario Villasana; **MCU**

Not present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

IX. New Business

A. Professional Development Update, Fall Convocation – Erin Denney

- The District Professional Development Committee has been meeting every two weeks and is now divided into subcommittees in order to complete all tasks.
- Accreditation is the theme for Fall FLEX and Convocation. David Marshall will be the Guest Speaker. He has been turned down for several past Flex days and he is now approved.
- FLEX meetings will have departments look at their disaggregated data and assess it so that it's not an empty exercise. Details are in development. Some departments may look at their data on core classes.

B. Equity Report – Michelle Simotas and Tracy Burt

- Job descriptions for the Coordinator positions – forming middle leadership around some of the Equity plans.
- There is not a good representation of Latino population in Basic Skills / English and Math. Fred Moore will dovetail with the STEM programing.
- Student Equity Planning Committee – eligible for Equity funds.
- Funding Process - making a recommendation so that they fit the goal of the equity plan. As coordinators – Michele and Tracy will score the proposals. The Fantastic Five workgroup are looking at how are these processes can be put together in an overlap.
- Pilot program will occur in the fall semester for student mentors in the Equity funding requests.
- Most of the budget for coordinator funds are Michele and Tracy's reassigned time and should be put into the budget, but they are not there yet.
- Handout for Summer Bridge. No one is in charge right now, but there is the temp coordinator position. It is in great shape (considering) since we just started in February.

- Pasadena Community College spoke to them about their Pathway summit. Leading From the Middle teams evolved out of this day. It was a motivating day with productive conversation.
- STEM Metro program to use METRO as a model for a first-year experience program.
- Hats off to Laura in ESL, etc. Maria and Tessa have come to the meetings. Faculty informed and people have stepped up as a team.
- We need to see a clear budget. A recommendation to call a meeting with Ron Gerhard anticipated spending and a comparison what the report says we're going to do and what we're doing. So that the next report to the State.
- CCSF should consider having a METRO STEAM academy and not just a STEM. That is lacking and we have an opportunity to be a leader here. Stanford uses it.
- Question regarding the scoring and rubric and who is involved. Transparency is important here. Is there a committee that is reading the proposals and who decides whether to deny or approve? A letter of explanation should be provided to those with ineligible requests and those who are denied. This is important for units and/or departments to have for their records.
- Student Equity Strategies Committee created of a rubric and the committee includes 4 Classified Staff, 4 Administrators, 8 Faculty, and 8 Students.
- Please bring your budget numbers and proposals to the Executive Council May 13th meeting.

C. CCSF Academic Senate Vote of Confidence for VCAA – Susan Lopez/Lawrence Edwardson

Resolution 2015.04.22.06

Academic Senate Resolution of Commendation for Vice Chancellor of Academic Affairs

Resolved, That the Academic Senate of City College of San Francisco heartily commend Vice Chancellor Susan Lamb for her many contributions to CCSF at a difficult time and wish her the best in her future endeavors.

Moved: Steven Brown; **Seconded:** Lawrence Edwardson; **MC**

Abstention: Carol Reitan

Not present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

D. Open Union Negotiations – Tim Killikelly / Alan D'Souza

Resolution 2015.04.22.07

Open Union Negotiations

Whereas, the purview of the Academic Senate and AFT 2121 overlap in several key areas; and
Whereas, City College of San Francisco faces several critical financial, enrollment, accreditation, and management issues that will benefit from an open dialogue; and

Whereas, open contract negotiations between the San Francisco Community College District and AFT 2121 seeks to promote greater trust and collaboration between constituent groups; be it therefore

Resolved, that the Academic Senate encourage SFCCD to agree to open contract negotiations with AFT 2121.

Moved: Fred Teti; **Seconded:** Monica Bosson; **MCU**

Not present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

E. Inclusion of Enrollment Management in Union Negotiations resolution

Resolution 2015.04.22.08 Inclusion of Enrollment Management in Union Negotiations

Whereas, enrollment at City College of San Francisco has been reduced approximately 25% over the past 5 academic years; and

Whereas, AFT 2121, through the contract negotiations process, has gained substantial experience in budget and enrollment considerations; and

Whereas, the Academic Senate has a strong interest in an open, fully informed enrollment management discussion; be it therefore

Resolved, that the Academic Senate encourage SFCCD to agree to open contract negotiations with AFT 2121 on enrollment issues.

Moved: Carole Meagher; **Seconded:** Steven Brown; **MCU**

Not present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Debra Wilensky

F. Antidiscrimination resolution - Francine Podenski

- After some discussion on taking a position on this including that it's not a 10+1 item, this was tabled to time certain 5/6/15.

G. Institutional Effectiveness Aspiration Set Standards – Pam Mery

- Previous word was “indicators” was used rather than the new “Aspiration” Set Standards.
- The timeline on the process was proposed with 4 indicators that we need to set goals. These goals will be presented to PGC on May 7.
- IIA Course Completion – Institution Set Standard. The assessment planning team will be discussing the aspirational goal for this. Please email Pam after taking a look at II. A Course Completion.

H. Administrator Evaluations – Steven Brown

Resolution 2015.04.22.09 Faculty Rights to Evaluate Administrators

Whereas, Interim Chancellor Pamela Fisher summarily dismissed all formerly agreed upon and long practiced processes of Evaluating Administrators in 2012 by Classified, Employee, Faculty and Department Chairs and,

Whereas, according to Leadership on the Line, leaders should "...build structures of relationships to work the tough issues (p. 122)" but it would be impossible to assess the effectiveness of these structures without hearing from the people themselves; and,

Whereas, Education Code Title 3. Division 7 Part 51 Chapter 3 Article 4 sections 87660 - 87683] directs community colleges to establish fair method for Faculty to evaluate Administrators according to procedures jointly agreed to by the administration and,

Whereas, Accreditation standard IIIA.1.a-b. requires that “The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals”, and,

Whereas, CCSF has procedures in place in the Faculty Handbook; and policies in in place, BP 3.18 that outline this requirement, be it

Resolved, that the Academic Senate urge the administration to comply fully with Education Code, Accreditation Standards, Board Policy and Title V by conforming to the laws that governs education; and be it further

Resolved, that the Academic Senate urge the administration to work with the Academic Senate to improve communication and institutional integrity by conducting Evaluations of the Chancellor and all higher level Administrators at CCSF immediately.

Moved: Todd Rigg Carriero; **Seconded:** Carole Meagher; **MCU**

Not present: Ms. Bob Davis, Dayo Diggs, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Carol Reitan, Debra Wilensky

I. Accreditation Co-Chair appointment – First VP, Second VP, Secretary of the Executive Council

Resolution 2015.04.22.10 Accreditation Co-Chair Appointment

Whereas, the Accreditation Co-Chair is the Academic Senate President at most colleges, and
Whereas, the Academic Senate President has been filling this position during the Spring Semester 2015, therefore be it

Resolved that the Executive Council recommend that the Chancellor appoint the incoming Academic Senate President, or designee, as Co-Chair of this position.

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

Not present: Ms. Bob Davis, Dayo Diggs, Cynthia Dewar, Matthew Duckworth, Wendy Kaufmyn, Carol Reitan, Debra Wilensky

X. Reports

A. FPAC Update –

- Susan Lamb was supposed to be here. Michael Poindexter had presented weak data in previous meetings. The Chancellor has seen them and thought that the approval occurred, but Nadine Rosenthal has heard nothing from the Chancellor about the approval.
- Last year Susan Lamb put forth data from Pam Mery. FPAC has been undermined by splitting it in half.
- Department Chairs continued to ask if anything went through and received no response.
- There is another urgent categorical that needs to be filled by July 1. The position is the Title 5 required co-runner of DSPS. The person will be gone as of June 30th. FPAC can make a report to the Senate, but the Senate does not have to approve. The Chancellor chose to not report.
- Just as we request reports from committees, we should also get a report or feedback from the administrators. Put it on the agenda for our next meeting. Work on a resolution.
- Last year, after committee met in May, the Chancellor had responded within a week that he approved. The response about funding those happened within one week.

C. Leading from the Middle update - Erin Denney

- They need more counselors as they wish for Counseling to be represented. There has been outreach to Chairs to include counselors. Much effort has been put forth to address this issue. She has urged Counseling to bring forth their own project. One Counseling Chair asked about 3 potential topics.
- A lot of great projects/ideas are being presented. Senate would like to see the proposal process and what the projects are at the next update. The submission deadline is today.

XI. Open Forum

- There will be an advisory panel to hear an appeal about approval of sabbatical leave projects. It should come back to the Senate at some point in the future. Office of Instruction has done a good job of laying out a system of the sabbatical projects. There needs to be a definition of what makes a project worthy. They should be academically worthy projects. Joint recommendation from the AS and AFT2121 and this should go through in the Union negotiations.
- Today is Earth Day and in honor of this, there is a solar observation on Friday at 3p in Astronomy department at 8p on the roof of the Science Hall.
- Look up the background on Convocation Keynote speaker, David Marshall.

Adjourned 5:18pm