



# The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

50 Phelan Avenue, Box E-202, San Francisco, CA 94112 • (415) 239-3611 • Fax (415) 452-5115

[www.ccsf.edu/academic-senate](http://www.ccsf.edu/academic-senate) • email: [asenate@ccsf.edu](mailto: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 Minutes Wednesday, May 13, 2015, 2:30–5:00pm Ocean Campus, MUB140

**2014–2015 Council Members Present:** Monica Bosson, Steven Brown, Cynthia Dewar, Todd Rigg Carriero, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, 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, Debra Wilensky

**2015-2016 Council Members Present:** Korey Brunetti, Lenny Carlson, Neela Chatterjee, Amy McLanahan, Wendy Miller, Madeline Mueller, Pablo Rodriguez, Denise Selleck

**2014–2015 Council Members Absent:** Anna Asebedo, Susan Berston, Wendy Kaufmyn

**Other Senate Members Present:** Loren Bell, Tracy Burt, Erin Denney, E. Simon Hanson, Sue Homer, Hal Huntsman, Darrell Lim, William McGuire, Alexandra Nickliss, Marie Osborne, Karen Saginor, Kristin Smith

**Guests:** Susan Boeckman, Susan Lamb, Pam Mery

**I. Call to Order (2:35p)**

**II. Adoption of Agenda amended**

Agenda adopted

**III. Approval of Minutes**

- 2/25/15 Bipartite, 4/22/15, 5/6/15

**IV. Public Comment**

- Concern that the Enrollment Management Colloquy for the previous Friday was cancelled as the topic was to be outreach. This Friday, May 15<sup>th</sup>, will be a discussion with InterAct Communications. Please attend to discuss college marketing plans with them.
- English faculty concern that all data in CurricUNET will be public data.
- Please join the mission campus effort to represent CCSF in the Mission district parade.

## V. Officers' Reports

President Marrujo-Duck reported:

- She attended the Board of Trustees (BoT) training this past Monday night. Enrollment Management (EM) was framed differently than the first EM Colloquy (*it is audiotape recorded*) and it spoke of our numbers being alarmingly down. Same information was presented, but changed for the board meeting. There were budget numbers attached in the information given in this meeting. There is now a 4<sup>th</sup> plan that projects what happens when we lose 2500 students. There were direct questions from the BoT as to why we are building out a huge Spring 2015 schedule. Those BoT trainings are open to the public – they just agreed upon a schedule that they have a meeting, and a training on Thurs nights on /off every other week. Please come.
- Officers met with Chancellor Tyler and Special Trustee Lease on *Engage!* (the document that brings together and defines college-wide processes). This meeting focused on Faculty and Administrator roles and decision-making.
- The Chancellor informed her that the administration discussed with the BoT in two closed meetings whether a letter should be written to the ACCJC regarding their Amended 2013 Show Cause Evaluation Report in response to Judge Karnow's Statement of Decision and the Final Injunction and Judgment Process. The Board of Trustees directed the Chancellor to not write a letter to the ACCJC. CCSF Counsel Steve Bruckman will be here at the end of the meeting today at 5:30p to discuss this.

First Vice President Villasana reported:

- She terms off of the Academic Senate Executive Council this next year. She praised President Marrujo-Duck in the work she has accomplish to carry through the discussions in collegial consultation with the Chancellor regarding our governance structure. Ongoing, this work needs to be supported and clarified. The Academic Senate needs to continue to inform many of the constituent groups on the 10+1.
- There are many positions on committees yet to be filled. Please spread the word to look at committee vacancies.
- She will chair a hiring committee for Summer Bridge coordinator positions.

Second Vice President Bosson reported:

- Lots of work – Program Review committee will continue and she will still be here on committees.

Secretary Labrecque reported:

- Thanks to First VP Rosario Villasana and Second VP Monica Bosson for the excellent service and camaraderie as officers. Special thanks to President Marrujo-Duck for her excellent leadership.

## VI. Committee Appointments

<b>Resolution 2015.05.13.01</b>	<b>Appointments of Members to Committees</b>
---------------------------------	----------------------------------------------

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

Unlimited Membership - None

Limited Membership

- Honors Issues Committee  
Monica Bosson – English Dept  
Barbara Scrafford – English Dept.

District-level Committee

- Participatory Governance Council replacement for Francine Podenski  
Cynthia Dewar – Distance Education

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

Abstentions: Monica Bosson, Cynthia Dewar

Not present: Anna Asebedo, Susan Berston, Todd Rigg Carriero, Wendy Kaufmyn, Lisa Romano

## **VII: Consent Agenda**

Consent agenda passes. (see Appendix A)

## **VIII. Unfinished Business**

A. Program Review Q4 Scoring Results – Rosario Villasana

- Results displayed via projection from this [Q4 Results Document](#).
- We need to clarify Q2 and Q4 and rewrite the directions for Program Review (PR) with some prompts to be provided. Those who write their PR should know what data is being collected in order to answer the rubric properly. We have received many questions about the rubric.
- Pam Mery is interested in the work of the committee. We are laying groundwork that will continue in the fall.
- This is a start and it definitely shows that we need a rubric. This was performed as a test by the AS Program Review committee, and is not final.

B. Basic Skills Funding Recommendation - Kristin Smith

- [Updated funding recommendations](#) for Basic Skills were presented with two more to be considered the following Monday.

### **Resolution 2015.05.13.03 Recommendation of Updated Basic Skills Funding**

Whereas the Academic Senate Basic Skills Committee provides for representation from all constituent groups; and

Whereas the Academic Senate Basic Skills Committee provides for representation from a broad spectrum of programs and departments across the college; and

Whereas, the Academic Senate Basic Skills Committee used an agreed upon rubric to score and prioritize all of the basic skills requests included in the Spring 2015 Program Review process; and

Whereas, the Academic Senate Basic Skills Committee found that not all requests

identified in Program Review for basic skills funding met the requirements for basic skills funding; be it therefore

Resolved, that the Academic Senate recommend the Basic Skills Funding Prioritization for May 2015; and be it further

Resolved, that the Academic Senate forward those requests that did not meet the basic skills criteria to other groups considering more appropriate funding sources.

**Moved:** Francine Podenski; **Seconded:** Rosario Villasana; **MCU**

Not present: Anna Asebedo, Susan Berston, Todd Rigg Carriero, Wendy Kaufmyn

## IX. New Business

### A. Professional Development District plan – Erin Denney

- The 2015/16 [CCSF Professional Development Plan](#) was presented showing the results of the Faculty Needs Assessment survey.
- Workshops that will be developed for faculty are based on the highest rated needs.

#### **Resolution 2015.05.13.04 Recommendation of Professional Development District Plan**

Resolved, that the Academic Senate recommend the CCSF Professional Development Plan.

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

Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

### B. Reconsideration Process – Resolution – Monica Bosson / Dana Jae Labrecque

#### **Resolution 2015.05.13.05a Resolution on the Reconsideration Process**

Whereas Judge Karnow's final decision specified that ACCJC provide evidence that CCSF did not meet each deficiency used by ACCJC to make the July 2013 termination decision; and

Whereas the report submitted to CCSF by ACCJC in response to Judge Karnow's final decision in the court case against ACCJC did not include the evidence for each deficiency; and

Whereas numerous reasons were provided to District Counsel regarding the overall benefit to CCSF of obtaining such evidence from ACCJC, such as

1. it prepares CCSF for any necessary future lawsuit,
2. it sets a standard of expected professional behavior from ACCJC for all future interactions,
3. it aligns CCSF with the Academic Senate for California Community Colleges in insisting on the provision of evidence when identifying deficiencies at any community college,
4. it clarifies the standards by which ACCJC is judging all community colleges; and

Whereas the failure to insist that ACCJC follow the orders of Judge Karnow allows ACCJC to continue to ignore state laws and regulations; be it therefore,

Resolved, that the Academic Senate encourage the San Francisco Community College District to take all necessary steps to encourage Judge Karnow to require ACCJC to follow the orders set out in his final court decision.

**Moved:** Fred Teti; **Seconded:** Lisa Romano; **MCU**  
Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

**Resolution 2015.05.13.05b Resolution on Recommendation of CCSF Reconsideration Response**

Resolved, that the Academic Senate authorize the Academic Senate President to use the advice of council members and other faculty members as appropriate and his or her best judgment to recommend a CCSF Reconsideration Response.

**Moved:** Rosario Villasana; **Seconded:** Steven Brown; **MCU**  
Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

C. Honorary Degrees:

**Resolution 2015.05.13.06a Honorary Degree for Larry Baer**

Whereas, Laurence M. Baer has and continues to contribute to the city of San Francisco as a successful business leader, with impeccable credentials in the world of marketing, television, film and politics, and has gained a national reputation as one of professional sports' leading visionaries. In Baer's second full year in this role, the Giants electrified the community and the baseball world – winning the franchise's first World Series title in San Francisco, and

Whereas, Laurence M. Baer has and continues to volunteer his leadership skills in the spirit of community and service, he represents what is best about San Francisco and serves as a role model for our students and community, Baer is a member of the Board of Directors of KQED, Inc., the San Francisco Committee on Jobs, the Boys and Girls Club of San Francisco and the Bay Area Council, and

Whereas, Laurence M. Baer has been recognized by numerous organizations for his leadership in San Francisco, in 1996, Baer was accorded the San Francisco Distinguished Leadership Award, a highly coveted honor given to individuals who have contributed to their community and provided leadership for a better quality of life. In addition, the Giants executive received the prestigious “Sports Torch of Learning Award” by the Scopus Society of the American Friends of The Hebrew University in 1995 and the Anti-Defamation League's Torch of Liberty Award in 2001. In 2010, Baer was the featured “Person of the Year” honoree at the San Francisco Boys and Girls Club Annual Gala; therefore, be it

Resolved, in recognition of the continuing inspiration and lessons of the value of dedication to service that he provides to the students of CCSF, the Executive Council on behalf of the Academic Senate support awarding Laurence M. Baer an honorary degree from City College of San Francisco.

**Moved:** Dana Jae Labrecque; **Seconded:** Monica Bosson; **MC**

Abstentions: Steven Brown, Dayo Diggs, Carole Meagher, Kitty Moriwaki, Fred Teti, Debra Wilensky

Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

**Resolution 2015.05.13.06b Honorary Degree for Dr. Guadalupe Rivera Marin**

Whereas, Dr. Rivera Marín is the founder and board chair of the Diego Rivera Foundation, an

organization based in Mexico that is dedicated to preserving Diego Rivera's legacy via research, conservation, and conferences, and to supporting contemporary public art and artists, and

Whereas, Dr. Rivera Marín is an accomplished lecturer and author, former diplomat, former member of the Mexican congress, and the longstanding director of the National Institute for Historical Studies on the Mexican Revolution; therefore be it

Resolved, that the Academic Senate support awarding Dr. Rivera Marin an honorary degree from City College of San Francisco.

**Moved:** Lisa Romano; **Seconded:** Lawrence Edwardson; **MCU**  
Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

#### D. Curriculum Committee Minutes

- We do not generally do anything with the committee minutes besides receive them. We could interpret the adoption of the calendar as a recommendation of the committee and we could refer it back to the curriculum committee for further discussion with the DCIC.

#### **Resolution 2015.05.13.07 Resolution on Curriculum Committee Calendar**

While accepting all the curriculum recommendations of the Curriculum Committee, the Academic Senate interpret the adoption of the calendar as a recommendation of the Curriculum Committee and refer it back to the Curriculum Committee for further discussion with the Department Chair Issues Committee.

**Moved:** Steven Brown; **Seconded:** Rosario Villasana; **MC**  
Nay: Dana Jae Labrecque  
Absentions: Lisa Romano, Donna Hayes, Ghislaine Maze´  
Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

#### E. Education Master Plan Update – Pam Mery

- Update on action items in preparation for Self-Evaluation reporting.

#### F. Recommendations of Lottery Funds – DCIC / VCAA Susan Lamb

#### **Resolution 2015.05.13.08 Recommendation on Lottery Funds**

Resolved, that the Academic Senate recommend the lottery funding prioritization for May 13, 2015.

**Moved:** Rosario Villasana; **Seconded:** Fred Teti; **MCU**  
Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

#### G. Equity Plan Update – Student Equity Strategies Committee

- The Equity Plan developed by the Equity Coordinators working with the Student Equity Strategies Committee and was approved by the Board of Trustees in December 2014.
- First round recommendations presented in packets and on projector. Some were put into the second round due to lack of information in order to rate.

- Council question as to whether another committee is being organized? Is there another decision-making body here?
- Language on pages 87 and 88 – creation of a group to make funding decisions. Collaboration yes – funding decisions – no.

**Resolution 2015.05.13.09      Resolution for Support for Recommendations from the Student Equity Strategies Committee**

Whereas, the Student Equity Plan (SEP) was developed by a months-long process, with broad participation by all constituencies, supported by the Academic Senate Executive Council, the Participatory Governance Council, and signed by the Chancellor and Special Trustee; and,

Whereas, in addition to plans explicitly mentioned in the SEP, proposals for spending the funds have also been taken from every CCSF program review that checked the equity box; and,

Whereas, the Equity Co-Coordinators have worked diligently on the process for vetting each proposal, including extensive conversations with as many stakeholders as possible, and created a ranking and prioritizing process together with the Student Equity Strategies Committee to forward these recommendations for spending Equity funds from the state; be it therefore

Resolved, that the Academic Senate Executive Council support the attached initial recommendations for allocating Equity funds, with the removal of language on page 87 establishing a decision making body with funding prioritizations.

**Moved:** Todd Rigg Carriero; **Seconded:** Lawrence Edwardson; **MC**

Abstentions: Dana Jae Labrecque, Lisa Romano

Not present: Anna Asebedo, Susan Berston, Wendy Kaufmyn

**X. Special Order of Business: Transition to the new 2015/16 Executive Council**

- A. Recognition of the Council Members completing terms
- B. Seating of the 2015/16 Executive Council – by Election commissioners Karen Saginor, Marie Osborne, Jim Armstrong
- C. Academic Senate Officer Election
  - President – Lillian Marrujo-Duck  
Nomination: Cynthia Dewar, Seconded: Steven Brown; Acclimation
  - First Vice President – Dana Jae Labrecque  
Nomination: Rosario Villasana; Seconded: Steven Brown; Acclimation
  - Second Vice President – Lisa Romano  
Nomination: Dana Jae Labrecque; Seconded: Lillian Marrujo-Duck; Acclimation
  - Secretary – Mandy Liang  
Nomination: Lisa Romano; Seconded: Dana Jae Labrecque; Acclimation

Special Thanks to Joe Jah for all of his work in assisting with the election and recommendation for additional support to assist him.

XI. New Business for the 2015/16 Council  
A. Approval of Proposed Meeting calendar

**Resolution 2015.05.13.10 Adoption of the 2015/16 Executive Council Meeting Calendar**

Resolved, that the Academic Senate adopt the proposed Executive Council Meeting calendar.

**Moved:** Lisa Romano; **Seconded;** Todd Rigg Carriero; **MCU**  
**Not Present:** Sheila McFarland; Coni Staff

**Adjourned 5:05pm**

**APPENDIX A: Consent Agenda**

**Resolution 2015.05.13.02a Late Add Policy**

Whereas, the current late add deadline, two weeks before the start of finals week, creates an unnecessary delay in the correct reporting of enrollment; and

Whereas, the academic integrity of a class could be compromised by a student who deliberately delays submission of a late add until after the student has determined the likelihood of success in a class, an option not available to students who register on time; and

Whereas, there are legitimate reasons for maintaining a late add process; and

Whereas, the midterm grading period is a point in the semester when all instructors review their enrollment; and

Whereas, the late add deadline should fall before the last day for student or instructor-initiated withdrawal; be it therefore,

Resolved that Academic Senate recommend that the deadline for late add should be moved up to the date that falls one week after the deadline date for submission of midterm grades; and be it further

Resolved that that Academic Senate recommend that this change be advertised for two semesters before being implemented.

**Resolution 2015.05.13.02b Approval of the AS Committee Evaluations Summary**

Resolved, that the Academic Senate approved the summarized results of the Academic Senate Committee evaluations.

**Resolution 2015.05.13.02c Improvement to Basic Skills Funding Requests in Program Review**

Whereas, the Basic Skills Committee found that more specific information was needed to assist with the prioritization of basic skills funding requests; be it therefore



Resolved, that the Academic Senate Program Review Committee work with both the Academic Senate Basic Skills Committee and the District Planning Committee to improve the prompts for basic skills funding requests.