



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 FINAL MINUTES

Wednesday, September 16, 2015, 2:30 - 4:00 p.m.

Ocean Campus, MUB 140

2015–2016 Council Members Present: Susan Berston, Steven Brown, Korey Brunetti, Lennis Carlson, Neela Chatterlee, Dayo Diggs, Lawrence Edwardson, Veronica Feliu, Donna Hayes, Maria Heredia, Dana Jae Labrecque, Mandy Liang, Lillian Marrujo-Duck, Sheila McFarland, Amy McLanahan Wendy Miller, Madeline Mueller, Carol Reitan, Todd Rigg Carriero, Pablo Rodriguez, Lisa Romano, Denise Selleck, Coni Staff.

2015–2016 Council Members Absent: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

Other Senate Members Present: Alan D'Souza, Hal Huntsman.

Guests: Kristin Charles, Pam Mery.

I. Call to Order. 2:37

II. Adoption of Agenda.

Amended agenda adopted with addition of emergency resolution: Item IX.C. NACIQI Third Party comments.

III. Approval of the Minutes from May 13, 2015.

Minutes approved.

IV Approval of the Notes from June 10, 2015; June 24, 2015; and July 15, 2015.

Notes approved.

V. Public Comment.

- A comment was made about the usage of the reservoir near CCSF.
- The Portola Garden Tour 2015 is on September 26, 2015 and ticket is \$25.

VI. Consent Agenda.

Item 01c. IGETC/CSU Outcomes was pulled.

Resolution 2015.09.16.01: Consent Agenda.

Resolved, that the Academic Senate recommends the following resolutions on the consent agenda:

01a. Resolution: Quantitative Reasoning Outcomes.

Whereas, the local GE outcomes do not have an explicit outcome related to mathematical reasoning; and,

Whereas, we need such an outcome to meet accreditation standards; be it therefore,

Resolved, that the following outcome be accepted for the second graduation requirement and 1) appear in the course catalog, 2) be regularly assessed:

Apply mathematical concepts through numerical, symbolic, graphical, and verbal methods to interpret quantitative information, solve problems, and communicate results.

01b. Resolution: New Institutional Learning Outcome.

Whereas, the our Institutional Learning Outcomes (ILOs) do not contain a learning outcome related to using career specific technology or tools; and

Whereas, during the mapping of PSLOs to ILOs, conducted by the SLO Committee, it was discovered to be a gap in our outcomes; and

Whereas, much instruction on technology and career specific technologies exists; be it therefore,

Resolved, that the following outcome be accepted in the 4th Institutional Learning Outcome on Personal and Career Development: Use technology in pursuit of intellectual growth and career development; and be it further

Resolved, that the following outcome be sent to the Bipartite Committee for approval.

01d. Resolution: Appointment of Kristina Whalen to the Innovation in Higher Education Taskforce.

Whereas Kristina Whalen was one of the primary writers of the grant for the Innovation in Higher Education; and,

Whereas the Innovation in Higher Education Taskforce would benefit from Kristina Whalen's continued contributions to the purposes and outcomes of the Innovation in Higher Education grant; be it therefore,

Resolved, that Kristina Whalen be appointed to the Innovation in Higher Education taskforce.

VII. Appointments.

A. Committee Appointments.

Resolution 2015.09.16.02. Limited and Unlimited Committee Appointments:

02a. Nominations to Committees with Unlimited membership.

SLO.

Janet Carpenter (Art) *reappointment*
Mandy Liang (New Student Counseling)

Sustainability.

Joseph Cannon (Biology)
Chris Lewis (Earth Sciences / Physics)
Peggy Lopipero Langmo (Biology / Engineering)
Hitesh Soneji (Engineering)
Katryn Wiese (Earth Sciences)

Moved: Wendy Miller; **Seconded:** Steven Brown, MCU.

Abstention: Mandy Liang

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02b. Nominations to Committees with Limited membership.

Basic Skills.

Mary Bravewoman (Math) *replaces Alice Stevens from Math*
Jack Sparks (Continuing Student Counseling)

Moved: Sheila McFarland; **Seconded:** Steven Brown; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02c. Commencement Ceremony.

Patrick Toebe – (Theater Arts)

Moved: Steven Brown; **Seconded:** Maria Heredia; MCU

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02d. Education Policies.

Monica McCarthy (Continuing Student Counseling)

Moved: Lawrence Edwardson; **Seconded:** Pablo Rodriguez; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02e. Faculty Professional Development.

Sascha Hutchings (Library & Learning Resources) *reappointment*

Moved: Carol Reitan; **Seconded:** Sheila McFarland; MCU

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02f. Communities and Career Pathways.

Sharon Donovan (Child Development) *reappointment*
Rob Yung (Engineering) *reappointment and current co-Chair*
Kristen Hren (English) *reappointment*

Susan Schall (ESL)

Moved: Lawrence Edwardson; **Seconded:** Amy McLanahan; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02g. Student Equity Strategies.

Darrell K. Lim (Physics) RESIGNED – Meeting time conflict

District-Level committees and Taskforces/Workgroups.

02h. Enrollment Management Committee.

Carole Meagher (Business) Reappointment from Alt

David Pieper (ECON) Reappointment from Alt

Moved: Lawrence Edwardso; **Seconded:** Sheila McFarland; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02i. Enrollment Management Workgroup.

Lenny Carlson (Music)

Edgar Torres (Latin American and Latino/a Studies)

Kim Wise (Multicultural Retention Services Department)

Moved: Coni Staff; **Seconded:** Carol Reitan; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

02j. Student Services Outcomes Assessment Workgroup.

Mandy Liang – New Student Counseling

Peter Stoffers – New Student Counseling

Fatima Shah – EOPS

Terence Chuck – DSPS

Petrina Chi – Counselor Physical Ed

Tessa Brown Henderson – Continuing Student

Moved: Carol Reitan; **Seconded:** Maria Heredia; MC.

Abstention: Mandy Liang.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

VIII. Old Business.

A. Discussion of Guided Pathways - Feedback.

Feedback from the Council:

- A concern about students being required to be in a pathway was expressed.
- Some question were posed:
 - How are these programs assisting students at centers? Will these programs offered at the Centers as well?
 - What about student exploration - is there a pathway for explorers?

- Can we be sure to not preclude the traditional “path” of exploration?
- A comment was made that students at 18 are not ready to choose.
- A concern about the focus on transfer only was expressed.
- It is important to include certificates, building on certificates to transfer, and student support.
- In CTE, there are “matrices” that students start with some core courses and decided where to go from there. A question was posted: Can we think of it more as a network to provide more meaningful pathways?

B. Construction Management Pathways Proposal - 2nd Read.

Resolution 2015.09.16.03: Construction Management Pilot Pathways Proposal.

Whereas, the Construction Management pathways proposal addresses several components of the CCSF Student Equity plan, including access, course success, certificate completion, and transfer; and

Whereas, the Architecture Department faculty voted this proposal their #1 priority in last year’s program review; and

Whereas, this proposal has roots as far back as 2007, when the Architecture Department began working with the administration to develop a pathway for Construction Management students; and

Whereas, the Architecture Department received funding in 2015-16 from Perkins monies to purchase computer hardware related to the Construction Management pathway, but still needs personnel time to fully develop all components of the program; be it therefore,

Resolved, that the Academic Senate recommend the Construction Management pathways proposal for exploration.

Resolved, that the Pathways Coordinator bring the developed Construction Management Proposal back to the Academic Senate Executive Council prior to implementation.

Moved: Denise Selleck, **Seconded:** Coni Staff. MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

C. Joint VCAA and Academic Senate President Syllabi Requirement Letter.

Resolution 2015.09.16.04: Joint VCAA and ASP Letter on Syllabi Requirements.

Whereas the Academic Senate for City College of San Francisco encourages the collaborative efforts of all constituents to fully meet the accreditation standards; be it therefore,

Resolved, that the Academic Senate recommend that the Academic Senate President write a joint letter with the Vice Chancellor of Academic Affairs that includes the following provisions for collecting and electronically storing course syllabi:

1. Department Chairs collect electronic course syllabi for each CRN offered within their department during the first four weeks of the semester. Chairs validate that SLO's are identified on each course syllabus. Chairs forward electronic copies to the appropriate Dean's office. The Dean verifies that SLO's on course outlines match those listed on the COR in CurricUNET.
2. If SLO's do not match, the Dean will work with Department Chair to contact instructor and modify course syllabi. Once the syllabi is modified, the Dean will upload addendum/modified syllabus to shared drive folder.
3. For courses with accurate SLO's, the Dean will upload syllabi into a shared drive folder.
4. All syllabi will be stored in a shared drive folder established behind a password protected firewall that is only available to Deans and Department Chairs.
5. Only students who have already completed the course(s) for which syllabi are requested will be provided a copy.
6. These records will be available for review by accreditation visiting teams to verify compliance with accreditation standards.

Moved: Steven Brown; **Seconded:** Dana Jae Labrecque; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

IX. New Business.

A. Summer Bridge Job Description.

Feedback from the Council:

- This Summer Bridge Coordinator position is a 0.4 faculty reassignment paid out of equity fund.
- It is important to start the outreach activities and planning very early.
- The timeline for this Coordinator to start is by December 2015.
- It is important to make sure all the FRISCO Day planning parts are in the beginning with planning.
- More data and information about the Summer Bridge Program 2015 is requested. And a report on Summer Bridge in 2015 will be submitted to Academic Senate for further review and discussion.

B. Director of Planning Job Description.

Feedback from the Council:

- The minimum qualification with the 3-year teaching experience in instruction and student services provides an important perspective and experience for this position.
- Clarifying the faculty teaching requirement is needed.
- Clarifying the position to "Classified Administrator" is needed.
- Teaching is an important perspective to have for this position.
- There has been hiring in Research and Planning including the Director of Research and two Research Analysts.

C. NACIQI Third Party Comment.

Resolution 2015.09.16.05: NACIQI Third Party Comments.

Whereas AFT 2121 and the Academic Senate have worked closely together on issues around accreditation at City College;

Whereas the Academic Senate has a key role to play in accreditation as specified in AB 1725;

Whereas the ACCJC is out of compliance in 15 areas of Federal regulations;

Whereas the Federal Department of Education requires institutions to provide accurate information about accreditors; be it therefore,

Resolved that the AS President, in consultation with the Senate Officers, write a Third Party Comment to NACIQI about the ACCJC on behalf of the Academic Senate, to be received by September 25th 2015; and

Resolved, that the Academic Senate obtain faculty input and feedback in this process.

Moved: Steven Brown; **Seconded:** Maria Heredia; **MCU**

Not Present: Ms. Bob Davis, Cynthia Dewar, Matthew Duckworth, Ghislaine Maze.

- Deadline for submission is September 25, 2015

X. Open Forum.

- No comments.

XII. Adjournment: 4:25

Orientation will follow the Academic Senate meeting and last from 4:00 to 7:00 in MUB 140

**Next Academic Senate Meeting
Wednesday, September 30, 2015, 2:30-5:00 Executive Council Meeting
Committee on Committees, Sept. 16, 2015 2:00-2:30
Ocean Campus, MUB 140**