The Academic Senate

C I T Y   C O L L E G E   O F   S A N   F R A N C I S C O
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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 <u>FINAL MINUTES</u>
Wednesday, November 18, 2015, 2:30 - 5:00 p.m.
Ocean Campus, Visual Arts 115

2015–2016 Council Members Present: Susan Berston, Steven Brown, Lennis Carlson, Neela Chatterjee, Veronica Feliu, Donna Hayes, Maria Heredia, Dana Labrecque, Mandy Liang, Lillian Marrujo-Duck, Sheila McFarland, Amy McLanahan, Carol Reitan, Denise Selleck, Coni Staff.

2015–2016 Council Members Absent: Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Lawrence Edwardson, Ghislaine Maze, Madeline Mueller, Todd Rigg Carriero, Pablo Rodriguez.

Other Senate Members Present: Tracy Burt, Michelle Simotas.

Guests: Samuel Santos.

I.   **Call to Order 2:52**

II.   **Adoption of Agenda.**
    Agenda adopted.

III.   **Approval of the Minutes.**
        None at this time.

IV.   **Informational Passthrough.**
    Curriculum Committee minutes.

V.   **Public Comment.**
- Horticultural Department Sales event on December 10, 2015.
- A comment was made to thank VCSD about the How-To video to improve the enrollment process.
- Many classrooms in the Arts buildings are very cold. It is difficult for faculty to teach in those classrooms without temperature control.
- The Foreign Languages Department invites everyone to celebrate diversity and collaboration on World Languages Day on Thursday, November 19, 11:45-12:45 in the Smith Hall Cafeteria on the Ocean Campus. Everyone can learn about the spring schedule of classes and hear some great music from SF's popular 29th Street Swingtet.
- Faculty members used to be allowed to take community college courses to meet their requirements for sabbatical. But now, part of negotiation, faculty may be required to take graduate level coursework. This will make it difficult for faculty because the tuition for graduate level courses is very expensive.

- Student work is showcased through collaboration between Broadcasting and Cinema program at the Mission Center.
- It's important that the Chancellor communicates with the college community. She has not sent out Monday Mailbag or updates after the first two communications since the beginning of the semester.

VI. Officers' Reports.
President Marrujo-Duck reported:
- Lecture/Lab hours
  - A concern was expressed about the lecture/lab hours. Departments are following the guidelines provided by curriculum committee, and now departments need to make changes again (when the new option is now available).
  - Some curriculum committee members attended the Curriculum Institute in the summer and received indicators from the State Chancellor's Office about the lecture/lab hour compliance issue. The College's curriculum committee acted on good faith to help the college but they moved too quickly anticipating a possible change in policy at the State level. The State Chancellor's Office did not, in the end, change the 2 hours in-class + 1 hour outside-of-class week ('2+1') Hour-to-Units policy for activity/laboratory classes. The State Chancellor's Office reaffirmed the existing policy that an activity or laboratory class with homework (2 hours in-class + 1 hour outside-of-class/week - '2+1') is a viable calculation to determine college credit, even as each college should assess this option with caution. As it turned out, certain CCSF departments which have used the '2+1' activity/laboratory calculation for many years were never actually out-of-compliance with the State Chancellor's Office.
  - The curriculum committee is a part of the Academic Senate and needs to bring resolutions and updates to the Academic Senate.
- President Marrujo-Duck works with many others to coordinate the equity plan writing.

First Vice-President Labrecque reported:
- It's important to include appropriate information for all requests in program review. The program review committee provides technical assistance. There is some misleading information shared with department chairs regarding the equity plan will interfere with the program review.

Secretary Liang reported:
- None at this time.

VII. Consent Agenda:
A. Nomination of SSSP Coordinator Resolution - PULLED for further planning with VCSD.

VIII. Appointments:

Resolution 2015.11.18.01. Appointments to Committees and Task Forces.

01a. Unlimited Committees

Noncredit Issues
Susan Lopez
Melissa McPeters

01b. Limited Committees

Concert & Lecture
Sirous Monajami – Alternate

Faculty Professional Development
Rosario Villasana

Honors Issues Advisory Committee
Jack Sugawara
Bibit Traut

Moved: Maria Heredia, **Seconded:** Amy McLanahan; **MCU.**
Not Present: Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Lawrence Edwardson, Ghislaine Maze, Madeline Mueller, Todd Rigg Carriero, Pablo Rodriguez.

IX. Old Business:

A. Process/Results for Equity Close-Out discussion.

- VCSD Santos explained about the 2014-15 equity funding close-out. There is no intention that the Academic Senate is not supporting the funding in any proposal. The resolution at the last ExC meeting was specifically to close out the 2014-15 equity funding. It is very clear about the equity funding allowable expenditure. It is important to have college-wide dialogues about equity and provide professional development opportunities related to equity.
- VCSD met with the programs that were not approved with the 2014-15 equity funding individually and those programs are now approved with the allowable expenditure.
- For existing and ongoing proposals, there is a line item of $1 million in the 2015-16 equity funding.
- The 2014-15 equity plan process went through different workgroups and forums to generate feedback. It was not the initial plan to fund small projects, but the process moved forward and the equity funding proposal form was created to generate proposals for use of equity funding.
- The equity funding proposal spreadsheet was not clear and it was not clear to provide important information and data to support the proposals.
- A number of comments were shared about the importance of including pathways in the equity plan.

X. New Business

A.   Equity Plan: Revised Plan First Read.

The Equity Plan is not complete yet and it is still being drafted. VCSD Santos provided the following background:

- In 1991, the State Chancellor's Office required all California Community Colleges to complete an equity plan. But there was no funding to support equity work.
- In 2014, California Community Colleges are required to submit an equity plan and this time, there is a large amount of money attached to support the equity work.
- It's a challenge for CCSF due to many factors including high turnover of senior leadership. There is a gap in leadership and the College has limited time to complete the equity plan.
- In Fall 2014, there were some focused groups and forums to generate feedback.
- The State Chancellor's Office extended the timeline from June to December 2015 to allow colleges to spend their equity funding.
- The 2015-16 equity plan is due December 18, 2015.
- Approximately $2.9 million equity funding that our College needs to spend by December, 2016. There is a $1 million allocated in Spring 2016 to support the proposals that have already gone through the program review and funding allocation process.
- The review process to use equity funding needs to be improved. Professional development is important and there is a need to make sure each group (faculty, staff, and students) has access to equity funding for professional development.
- In the revised equity plan, there are specific items that address student access to the equity funding. In the 2015-16 equity plan draft, students will be able to submit proposals to close the equity gap.
- This year, there is a focus in strengthening the collaboration between instruction and student development. This year's plan focuses directly on specific departments and programs and how these departments can work together to close the equity gap.
- Basic skills: this year's plan went directly to English, Math, and ESL departments, ask what they are doing, what they need, and how equity funding can help support their work in basic skills and close the equity gap.
- There is no equity office which makes it difficult to coordinate the equity work.

Feedback from the Council:
- Different funding sources including equity funding can be used to support the EASE plan implementation.
- A concern was raised about hiring. One the one hand, the college is reluctant to create new jobs. On the other hand, the equity plan creates so many new positions.
- The 2015-16 equity plan draft looks good because it includes professional development, reaches out to specific departments and facilitates the dialogues about how to close the equity gap.
- A question was posed about the equity coordinator with 0.4 reassigned time, and why there is an equity coordinator position when there is already an equity coordinator and pathway coordinator now: VCSD responded: In an effort to create an equity office, we need to create an equity administrator position. The equity coordinator position will work with the equity administrator. The current equity coordinator and the pathway coordinator will hold their position through Spring 2016. So it's important to include the equity coordinator position in the plan. More discussion is needed.
- A concern was expressed about hiring the new positions when equity is a grant fund. Although it is anticipated that the equity funding will continue, the College should not rely too much on grant funds to support key positions to help our students.

- A concern was expressed if equity plan doesn't include pathway because many innovative pathway programs rely on grant funding and categorical funding. If people are hired with categorical funding, whether they are administrators, faculty, or staff, they need to be hired as temporary, categorical funded positions. Faculty should be provided with the opportunities to move up to administration so we can grow our own administrators.
- A concern was expressed about the inclusion of counseling. It is important to have collaboration and communication with student development and counseling. A proposal was made to add counseling to the recommendations from the Student Equity Strategies Committee and the equity plan.
- The equity funding is important to support the work we do for our students.
- Equity is a college-wide effort at the institutional level.
- It is important to also include services and instruction in non-credit to close the equity gap.

B. **Academic Senate Program Review** **1st Read.**
   a.   Internal and External Survey Results
   b.   Committee Evaluation Results

This is the second Academic Senate program review. The internal review went out to last year's ExC members, and the external review survey went to all faculty.

Feedback from the Council:
- Need more faculty hiring and support for faculty participation in the participatory governance system.
- The program review committee has an important discussion about how to engage part-time faculty in program review and participatory governance. It is challenging for part-time faculty to fully participate due to their other commitments, but it is great that part-timers take the time to complete the external review.
- Based on the feedback, there is an improvement needed on Academic Senate Committees about their work and updates.
- It is important for the committees, particularly those that make major decisions and key changes, to the processes, procedures, and policies at the college to provide updates to the Academic Senate and the college community every semester to keep everyone informed and to gather feedback.
- Need a designated person to get all meeting records from committees and post online. That will be very effective in keeping everyone informed.
- When a faculty coordinator is reassigned, there is no backfill in counseling and that has been a problem. The faculty coordinator reassigned time must be included in the budget before coordinator positions are reassigned to ensure backfill and adequate coverage in the departments.
- A CTE Liaison needs to be appointed including a non-credit liaison to serve on the Academic Senate Executive Council. Another suggestion is to have a delegate from each Center to attend the Academic Senate Executive Council.
- It may be difficult to ask faculty to serve on multiple committees given the fact that many faculty are already doing a lot. It has been a challenge to have enough candidates to run for the Executive Council last year.

B. AP 2.07 Participatory Governance Operational Guidelines.

Feedback from the Council:
- There is a group of different pathway and the FanFive coordinators to discuss pathways. The Pathway Coordinator with 0.8 reassigned time should develop a more formalized process for the pathway discussion and a more formalized process to have faculty appointment to serve on those groups.
- When PGC makes recommendations and the Chancellor does not accept the recommendation, it is important for the Chancellor or designee to acknowledge the disagreement and explain why the recommendation is not acceptable in writing.
- Some of the coordinators with 0.8 reassigned time are not producing the work that is expected. The Academic Senate president and leadership are doing the work for them. It is important these coordinators do their work effectively.
- It is important to evaluate the work of the coordinators.

D.   January Flex Day Plans. *Meeting ended. No time for discussion.*

E.   BP & AP 2.19 Travel.
No quorum. Items moved to 12/9 Executive Council Agenda.

XI. Reports. *Meeting ended. No time for reports.*
A.   Committees.
B.   Accreditation Update – 1st Draft Feedback.
C.   Shout Outs for Best Use of Data in Committee Minutes.

XII. Public Forum.

XIII. Adjourn 5:22 with a moment of silence for the victims in Paris.

Next Academic Senate Meeting
Wednesday, December 09, 2015, 2:30-5:00
Ocean Campus, MUB 140
Committee on Committees, 2:00-2:30