



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, December 09, 2015, 2:30 - 5:00 p.m.

Ocean Campus, MUB 140

2015–2016 Council Members Present: Susan Berston, Steven Brown, Lennis Carlson, Cynthia Dewar, Lawrence Edwardson, Veronica Feliu, Donna Hayes, Dana Jae Labrecque, Mandy Liang, Lillian Marrujo-Duck, Sheila McFarland, Amy McLanahan, Madeline Mueller, Carol Reitan, Pablo Rodriguez, Lisa Romano, Denise Selleck, Coni Staff.

2015–2016 Council Members Absent: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

Other Senate Members Present: Hal Huntsman, Kristina Whalen.

Guests: Samuel Santos.

I. Call to Order. 2:33 p.m.

II. Adoption of Agenda.

Agenda adopted.

III. Approval of the Minutes.

None at this time.

IV. Informational Passthrough.

- a. Curriculum Committee
 - i. Currency and Accuracy of Catalog Resolution
 - ii. Action Recommended by the Curriculum Committee to Ensure Consistency and Accuracy of the Use of Course Hours and their Relationship to Units in the 2016-2017 Catalog and Beyond PULL
 - iii. Resolution Regarding Advertising Course Offering Frequency in Catalog PULL
 - iv. Resolution Regarding Ensuring the Assessment, Maintenance, and Currency of the Liberal Arts and Sciences with Area of Emphasis Major
 - v. Resolution Regarding Advertising Minimum Time to Completion for Programs in Catalog
- b. BP 1.36 Harassment PULL
- c. AP 1.36 Harassment PULL
- d. BP 1.015 Student Trustee
- e. AP 1.015 Student Trustee

V. Public Comment.

- Comments were made about the time-consuming nature of the review of course outlines of record, and about how confusing the process has become.
- Filming will soon begin on a video to support increases in registration.
- A comment was made about the CCSF “reservoir” space being on the CSC agenda, Monday, December 14, 2015. Faculty members were urged to attend and speak in CCSF’s favor.
- The holiday sale in horticulture was announced, to be held Thursday, December 10, 2015.
- The Chemistry Department chair recommended action on Informational Pass-through item A2. He will return to the Academic Senate at the next meeting to address conference hours.

VI. Officers' Reports.

President Marrujo-Duck Reported:

- Executive Council resolutions are up 36% from last year; records will be broken.
- She is working on the revised Student Equity Plan. More work remains to be done, including a last read-through for style.
- She is engaging in collegial consultation with the district and is engaging the interim chancellor with regard to faculty roles and responsibilities, in particular with regard to FLEX days.
- She recently attended an inmate re-education and re-entry project. She urged the faculty to reach out to this population, as an important equity issue.
- Miss Bob Davis’ first academic publication came out this December, please extend our congratulations.

First Vice-President Labrecque Reported:

- The Program Review Committee is close to proposing a 3-year cycle for program review, though there will still be an annual component for resource allocation. The committee aims to engage all faculty members, including part-timers.

Second Vice-President Romano Reported:

- She attended the ASCCC state plenary at Irvine. She reported on issues regarding the ACCJC, highlighting that concerns stretch back many years.
- She spoke about how CCSF does not seem to be included in the state-wide trend of proposals for funding (from equity and SSSP) to increase faculty diversity.

Secretary Liang Reported:

- Thanks to the Executive Council members for their efforts this semester.
- Spoke to the importance of college-wide dialog among all constituencies.

VII. Consent Agenda.

A. Appointment of a Summer Bridge Coordinator

Resolution 2015.12.09.01A Summer Bridge Coordinator

Whereas, the Summer Bridge Coordinator position was approved in the Equity Plan; and
Whereas, all faculty were invited to apply for this reassigned time coordinator position; be it
therefore,

Resolved, that Rob Yung be appointed as the Summer Bridge Coordinator at 0.40 reassigned
time for Spring 2016.

B. Reformat GE Philosophy

**Resolution 2015.12.09.01B Format of General Education Philosophy Statement in
Course Catalog**

Resolved, that the Academic Senate approved the changed format of the General Education
Philosophy Statement in the Course Catalog.

VIII. Appointments

A. Committee Appointments.

Resolution 2015.12.09.02: Committee Appointments

Unlimited:

CTE Steering Committee

Bob Del Vecchio – Engineering / Biotech

Darvin Huang – Engineering

Limited:

Basic Skills

Gregoria Cahill – New Student Counseling (*reappointment*)

Gregory Keech – ESL - (*reappointment*)

Amy McLanahan – Math (*reappointment*)

Carole Meagher – Business (*reappointment*)

Kristin Smith – English (*Current Chair & Coordinator - reappointment*)

Laura Walsh – ESL (*reappointment*)

Education Policies

Erin Denney – English (*reappointment*)

Dennis Mullen – Business

Faculty Professional Development

Martha Arroyo-Neves – Library & Learning Center - Mission

Diane Oliver – Art

Registration and Enrollment

Darlene Alioto – Social Sciences (*reappointment*)
Karin Hu – Psychology

Student Grade and File Review

Karin Hu – Psychology
Andrew King – English

Moved: Donna Hayes; **Seconded:** Lenny Carlson; **MCU.**

Not Present: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

IX. Old Business

A. Revised 2015 Equity Plan

Resolution 2015.12.09.03: Recommendation of 2015-2016 Student Equity Plan

Resolved, that the Academic Senate recommend the 2015-2016 Student Equity Plan.

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

Not Present: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

B. AP 2.07 Participatory Governance Operational Guidelines

Resolution 2015.12.09.04: Recommendation of AP 2.07 with Added Language

Resolved, that the Academic Senate recommend the revised AP 2.07 (Appendix A) with added language on the roles and responsibilities of committee chair.

Moved: Steven Brown; **Seconded:** Coni Staff; **MCU.**

Not Present: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

X. New Business

A. BP & AP 2.19 Travel

Resolution 2015.12.09.05: Table BP & AP 2.19 Travel

Resolved, that BP & AP 2.19 Travel be tabled to the parking lot.

Moved: Steven Brown; **Seconded:** Dana Jae Labrecque; **MCU.**
Not Present: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

B. BP 2.02 Organizational Structure Resolution

Resolution 2015.12.09.06: Recommendation of BP 2.02 with Suggested Changes

Resolved, that the Academic Senate recommend that proposed BP 2.02 (Appendix B) be considered only in tandem with a corresponding administrative procedure; and
Resolved, that the Academic Senate recommend the addition of the language identified in red to the proposed BP 2.02.

Moved: Steven Brown; **Seconded:** Denise Selleck; **MCU.**
Not Present: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

C. Adoption of Updated Committee Descriptions

Resolution 2015.12.09.07: Adoption of Updated Committee Descriptions

Whereas, the Accreditation Standards were changed in 2014 with new numbering and verbiage; and,
Whereas the Academic Senate Committee descriptions contain a section that discusses the Accreditation Standards that each committee contributes to; be it therefore,
Resolved, that the Academic Senate adopt the new committee descriptions that include the updated 2014 Accreditation Standards to which the committee contributes.

Moved: Steven Brown; **Seconded:** Sheila McFarland; **MCU.**
Not Present: Korey Brunetti, Neela Chatterlee, Ms. Bob Davis, Dayo Diggs, Matthew Duckworth, Maria Heredia, Ghislaine Maze, Wendy Miller, Todd Rigg Carriero.

D. Student Equity Strategies Committee Description

Executive Council Feedback:

- Different potential compositions for the committee were discussed at length.
- Executive council members commented on the pros-and-cons of a prescriptive versus a broader approach to the committee membership.
- Concerns were expressed by several individuals that too prescriptive an approach might impede the convening and functioning of the committee.

- Another comment was made that committees handling significant amounts of funding might best have their membership detailed prescriptively so that all interests and constituencies are adequately represented.
- The point was made that imposing selection criteria on administrators and students is unwise.
- It is in the bylaws of the Senate that applying for funding is part of committees' program review, and that the committee chair must be elected by the committee.

E. Discussion on Art Projects

Executive Council Feedback:

- A collection could possibly be taken up to reward students whose art is selected for the Academic Senate office.
- A contest could still be held to select winners.
- Dialogue with the chair of the Art Department was recommended.
- Susan Berston will discuss possible prizes with the book store.
- The 10 + 1 is a theme that might lend itself better to Graphics Communications, for which this could be a class project.

F. March 8th SLO FLEX Day Plans – Sheri Miraglia

- Students serving on panels should bring expertise to those panels.
- SLO Flex Days are fundamentally changing the thrust of our professional development efforts. Concern was expressed that FLEX days are moving away from what faculty need and want toward a more limited focus on accreditation requirements.
- More follow up on the surveys from the last SLO FLEX day is desirable.
- The same accountability and outcomes assessment faculty are being held to needs to apply to paid speakers for FLEX Days.
- A desire for more relevant content expertise, and for more presentations from individuals within the CCSF community, was generally expressed.
- The idea of having a different number of FLEX days was floated.

XI. Reports

A. PGC Standing Committee Update – Lillian Marrujo-Duck

- PGC now requires written reports from its standing committees, and faculty are invited to read these four documents (Appendix C).
- Gave information about upcoming accreditation events, including Tuesday group reads in February, 2016.
- Faculty could drive the future of the college by serving on committees and helping to write the self-evaluation, which is a document that will bind for 7 years.

XII. Open Forum.

- Faculty discussed the historic use of the “reservoir” area as once the heart of CCSF’s classroom structures.

- Miss Bob Davis announced that her article has been published in Transgender Studies Quarterly from Duke University. She was commended by the council for this achievement.

XIII. Adjournment: 4:59 p.m.

**Next Academic Senate Meeting
Friday, January 15, 2016, 8:00–9:00 a.m.,
Ocean Campus, Diego Rivera Theatre,
Academic Senate Plenary**

APPENDIX A AP 2.07

APPENDIX B BP 2.02

APPENDIX C PGC Standing Committee Reports