



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 OFFICIAL MINUTES

Wednesday, January 27, 2016, 2:30 - 5:00 p.m.

Ocean Campus, MUB 140

2015–2016 Council Members Present: Susan Berston, Steven Brown, Neela Chatterjee, Dayo Diggs, Lawrence Edwardson, Verónica Feliu, Maria Heredia, Dana Jae Labrecque, Mandy Liang, Lillian Marrujo-Duck, Ghislaine Mazé, Sheila McFarland, Amy McLanahan, Madeline Mueller, Carol Reitan, Lisa Romano, Denise Selleck, Coni Staff

2015–2016 Council Members Absent: Lenny Carlson, Miss Bob Davis, Matthew Duckworth, Todd Rigg Carriero, Pablo Rodriguez

Other Senate Members Present: None

Guests: None

I. Call to Order. 2:36 p.m.

II. Adoption of Agenda.

Agenda adopted.

III. Approval of the Minutes.

Minutes were approved for October 21, 2015; November 4, 2015; November 18, 2015; and December 9, 2015.

IV. Informational Passthrough.

None at this time.

V. Public Comment.

- The repeatability policy is really impacting our enrollment and students' enrollment in courses they need and/or want to take.
- There is a huge problem about how the administration is handling the class schedule cancelation.
- PGC is not having college-wide dialogue and communication. Board meetings are very important to voice concerns.

VI. Officers' Reports.

President Marrujo-Duck Reported:

- Two Executive Council members (Cynthia Dewar and Wendy Miller) have moved into college administration. This changes our quorum to 12.
- Bipartite process: We will keep the same process for one more semester.
- Curriculum Committee enacts decisions based on the policies that are recommended by the Academic Senate Executive Council.

First Vice-President Labrecque Reported:

- Program Review: self-evaluation: we are behind other colleges' program review. In the program review committee, ideas will be presented to the Executive Council: 3 year cycle in program review, annual planning. At many colleges, people read each other's program review and help make first-level decisions. Communication is very important to share more information on program review college-wide.

Second Vice-President Romano Reported:

- Welcome back! Wish everyone has a good Spring semester.

Secretary Liang Reported:

- Professional development activities related to SLO assessment. More information is available on www.ccsf.edu/slo.
- February 8th: **Student Services Outcome Assessment and Design -- Sharing Ideas and Strategies**, 1:30-3:30pm, MUB 140
- March 18th: **Institutional Effective Partnership Initiative Workshop -- Student Support (Re)Defined in Action: Applying Research-based Support Strategies to Boost Student Success**. 10:00 am -- 2:30 pm, MUB 140. Registration Required - more information will be available soon.

VII. Consent Agenda.

None at this time.

VIII. Appointments to Committees

Resolution 2016.01.27.01 Appointments to Committees

Nominations to Committees with Unlimited membership

CTE Steering

- Richard Wu – CNIT

Scholarship

- Tony (Clayton) Viertel - Business

Nominations to Committees with Limited membership

Curriculum - PASSES

- Lisa Johnson – ESL (Resource) Area C

Distance Learning Advisory (DLAC)

- Deborah Kitchen – Business (*reappointment*)
- Elizabeth Stewart – Learning Assistance (*reappointment*)

- Wanda Ziemba – Healthcare Technology
- **Education Policies**
- Deanna Abma – Articulation (*reappointment*) Current Chair
- Nominations to AS Workgroups / Task Forces**
- **SSO Assessment Workgroup**
- James Macale – Financial Aid Counseling
- District-Level Committees and Taskforces/Workgroups**
- **College Professional Development Committee**
- Michael Gonzalez – Philippine Studies
- Max C. Parsley – Automotive/Motorcycles/Construction & Building Maintenance
- Susmita Sengupta - Biology
- Trinh Tran – Biology

IX. Old Business

A. Student Equity Strategies Committee Description 2nd Read

Resolution 2015.01.27.02: Student Equity Strategies Committee Description

Whereas, the Academic Senate abides by the principle that when committees are considering and proposing institution-wide project prioritizations, faculty from specific disciplines are appointed to ensure adequate input; and,

Whereas, the Student Equity Strategies Committee recommends proposals based on state-funding and program needs; and,

Whereas, the Student Equity Strategies Committee assists with the coordination a sizable budget based on funding from the State Chancellor’s Office; be it therefore,

Resolved, that the Student Equity Strategies Committee voting members consist of 24 members comprised of 13 faculty serving two-year terms, 3 administrators, 3 classified staff and 5 students; and be it further,

Resolved, that the 13 faculty be further broken down into 1 seat for English, 1 seat for Math, 2 seats for ESL (1 credit and 1 noncredit), 4 seats for Counseling (at least 1 credit, 1 at least noncredit), 1 seat for Science, 1 seat for Transitional Studies (noncredit), 1 seat for CTE, and the remaining 2 seats to come from other, not already listed, departments.

Moved: Dana Jae Labreque; Seconded: Donna Hayes; MCU
Not present: Lenny Carlson, Miss Bob Davis, Matthew Duckworth, Todd Rigg Carriero, Pablo Rodriguez

B. BP & AP 2.19 Travel

Resolution 2015.01.27.03: BP & AP 2.19 Travel

Resolved that the Academic Senate recommend the principles noted in the comments on BP and AP 2.19 dated January 27, 2016 with the following edits: change “normal commute” to

“reasonable commute with justifiable expenses.”

Moved. Steven Brown; Seconded: Coni Staff, MCU

Not Present: Lenny Carlson, Miss Bob Davis, Matthew Duckworth, Todd Rigg Carriero, Pablo Rodriguez

X. New Business

A. Student Services Outcomes Update

- A google doc was created to as an accountability tool to keep track of student services outcome assessment progress and to ensure the completion of tasks in a timely manner.
- The Student Services Outcome Assessment Workgroup has been meeting twice a month since Fall 2015 to have more ongoing and robust dialogues about assessment and to provide leadership in student services outcome assessment.
- How can we maintain meeting notes/minutes? Other assessment evidence include SLO assessment reports and program reviews.
- Administration needs to provide more information about where the data is located in Banner. Office of Research and Planning has been providing great support in data analysis.
- Student services has done tremendous work in the Fall including establishing an ILO mapping process for student services SLOs; offering professional development, reviewing and refining student services outcomes, completing the Fall 2015 outcome assessment reports. More work needs to be done. More information including the SSO Assessment Workgroup meeting agenda and minutes is available on the SLO website www.ccsf.edu/slo.

B. Review Job Description of Interim Associate Dean of Equity

- There are concerns about so many interim positions, no backfill for faculty positions when faculty move into these interim administration positions.
- This interim position is funded through categorical equity funding.
- The VCSD needs to come to the Executive Council meeting and shares his vision for the Student Development Division and his organizational chart.

Resolution 2016.01.27.04 Change in Meeting Location Feb. 10, 2016

Resolved, that the Executive Council meeting on February 10, 2016 be held on the Ocean Campus.

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

Not Present: Lenny Carlson, Miss Bob Davis, Matthew Duckworth, Todd Rigg Carriero, Pablo Rodriguez

C. Review of [State of the Standards](#) from ASC Group Reads – with Academic Senate President’s edits and summary:

- a. Standard 1A
- b. Standard 1B
- c. Standard 4B
- d. Standard 4C

- It is important to allocate time to read the standards and the drafts of self-evaluation; review a few standards at each executive council meeting. So Executive council members are informed about the self-evaluation and know what we are voting for in May, 2016.
- It is important for faculty to engage in the Self-Evaluation 2016 writing team.
- Put together review teams to read each standard and the team will make recommendations on the action items and if the content is answering the questions and addressing the standards.
- 3-4 Executive Council members signed up to read each of the above standards and will provide feedback at the Feb. 10 Executive Council meeting.

XI. Reports

- A. Accreditation Update – Lillian Marrujo-Duck
 - a. [State of the Standards Chart](#): Feedback was reported on the running document.
 - b. Additional Executive Council Meetings? 5/18 and/or 5/25? The Executive Council may possibly add two extra meetings depending on how the self-evaluation report progresses.
 - c. [Colleges with Completed 2016 Self Studies](#): Executive Council members were encourage to review these materials.
 - d. [Accreditation Steering Committee update to PGC](#) (12/17/2015) – No time for feedback
- B. PGC Standing Committee Updates
 - a. [Planning](#) (12/17/2015) – No time for feedback
 - b. [Enrollment Management](#) (11/5/2015) – No time for feedback
 - c. [Diversity](#) (12/17/2015) – No time for feedback
 - d. Executive Council members were encouraged to read the above updates and provide feedback at the February 10 meeting.

XII. Public Forum

- It was reported that a radio station is needed for the college.
- It was reported that in some cases no add code was required to add courses after semester began; there may be a problem with the registration system and the problem was reported to the Dean of Admissions and Records.

XIII. Adjournment: 5:00 p.m.