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, February 10, 2016, 2:00 - 5:00 p.m.
Ocean Campus, MUB 280

2015–2016 Council Members Present: Steven Brown, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Lawrence Edwardson, Verónica Feliu, Donna Hayes, Dana Jae Labrecque, Lillian Marrujo-Duck, Ghislaine Mazé, Sheila McFarland, Madeline Mueller, Carol Reitan, Lisa Romano, Denise Selleck, Coni Staff

2015–2016 Council Members Absent: Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)

Other Senate Members Present: Deanna Abma, Jacques Arceneaux, Anna Asebedo, Ophelia Clark, Kim Ginther-Webster, Craig Persiko, Karen Saginor, Katryn Wiese

Guests: none

I.   Call to Order. 2:00 p.m.

II.   Adoption of Agenda.
Agenda adopted.

III.   Review of Self-Evaluation Standards
- Executive Council members read and discussed the self-evaluation draft for Standards IA, IB, IVA, IVB, and IVC and provided feedback to the Academic Senate President.

IV.   Approval of the Minutes
None at this time.

V.   Public Comment.
- Executive Council members were reminded of the utility of following Robert's Rules of Order.
- It was suggested that a third meeting per month might be necessary to work through all of the accreditation self-evaluation.

VI.   Officers' Reports.
President Marrujo-Duck Reported:
- President Marrujo-Duck provided a written report (Appendix A).
- There are difficulties following the collegial consultation process and efforts are being made to agree so language about how PGC committees work with the Academic Senate on 10+1.

Lillian Marrujo-Duck, President
Dana Jae Labrecque, First Vice President

Lisa Romano, Second Vice President
Mandy Liang, Secretary

- A consultant may be hired to help push the writing of the self-evaluation forward. There are concerns about the document not being ready for a May vote by the Executive Council.

First Vice-President Labrecque Reported:
- None at this time.

Second Vice-President Romano Reported:
- None at this time.

Secretary Liang Reported:
- None at this time.

VII. Consent Agenda.

Resolution 2016.02.10.01A   Appointment of 2016 Election Commissioners

Resolved, that the Academic Senate appoint James Armstrong and Karen Saginor as 2016 Election Commissioners.

Resolution 2016.02.10.01B   Approval of 2016 Executive Council Election Materials

Resolved, that the Academic Senate approve the 2016 Executive Council Election Materials. (Appendices C, D, E)

Resolution 2016.02.10.01C   Appointment of PGC Alternate

Resolved, that the Academic Senate appoint Mike Solow as an alternate member of the Participatory Governance Council.

VIII. Appointments to Committees

Resolution 2016.02.10.02   Appointments to Committees

Nominations to Committees with Unlimited membership
* Teaching and Learning with Technology Roundtable (TLTR)
        Kim Wise – IDST / Multicultural Retention Services
Nominations to Committees with Limited membership
* Faculty Professional Development Activities Committee
        Susmita Sengupta – Biology (switch from District to Faculty Prof Dev committee)
        Fred Teti – Math
* Program Review
        Katryn Wiese – CurricUNET Coordinator
* Student Equity Strategies
        Felita Clark – Multicultural Retention Services
        Lily Ann Villaraza – Philippine Studies
        Kim Wise – Multicultural Retention Services

> **Moved: Lillian Marrujo Duck; Seconded: Dana Jae Labrecque; MCU**
> **Not present:** Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)

IX. New Business

A.   **Bipartite Handbook and Rubric Review**

> **Resolution 2016.02.10.03 Invitations to Bipartite Meeting**
>
> Resolved, that the Academic Senate recommend that the Articulation Officer, Lead SLO Coordinator, and Curriculum Committee Chair and Co-Chair be invited to the February 24th 2016 Bipartite meeting.
>
> **Moved: Madeline Mueller; Seconded: Steven Brown; MCU**
> **Not present:** Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)

  Feedback:
- Council members discussed the meaning of "integrative" with respect to courses. A desire for more clarity as to the meaning of this term was expressed
- Council members discussed whether the role of the Bipartite meeting might better be served by the Curriculum Committee.
- Questions were raised about the two-year wait for a course failing acceptance by Bipartite.

B.   **Curriculum Committee Fall 2015 Policies**

> **Resolution 2016.02.10.04 Curriculum Committee Fall 2015 Policies with DCC concurrence (1-5, 7-9)**
>
> Whereas the Curriculum Committee is the committee charged with implementing policy and procedure based the formulation of policies that align with Title 5, Ed Code, and Accreditation Standards; and
> Whereas the Curriculum Committee developed these proposed policies on a review of Title 5, Ed Code, and Accreditation Standards; and
> Whereas the Department Chairs are those charged with overseeing the development of education programs, discipline specific curriculum, and adhering to the Curriculum Committee policies recommended by the Academic Senate in regards to curriculum and education program development; and
> Whereas the Department Chairs have not identified any implementation issues with these policies; be it therefore,
> Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Units and Hours Compliance" dated August 26, 2015; and be it further,
>
> Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Email Agenda and Minutes to Faculty" dated October 14, 2015; and be it further,
> Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Expediting Conversion of Independent Study Hours/Units" dated October

14, 2015; and be it further,

       Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Laboratory Units and Hours Compliance" dated October 28, 2015; and be it further,

       Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Ensuring the Currency and Accuracy of the College Catalog" dated November 18, 2015; and be it further,

       Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Advertising Course Offering Frequency in Catalog" dated December 02, 2015; and be it further,

       Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Ensuring the Assessment, Maintenance, and Currency of the Liberal Arts and Sciences with Area of Emphasis Major" dated December 02, 2015; and be it further,

       Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy "Advertising Minimum Time to Completion for Programs in Catalog" dated December 02, 2015.

Moved: Dana Jae Labrecque; Seconded: Denise Selleck, MC
Not Present: Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)
Abstentions: Ghislaine Mazé

Resolution 2016.02.10.05   Curriculum Committee Fall 2015 Policies with NO DCC concurrence (6)

       Whereas the Curriculum Committee is the committee charged with implementing policy and procedure based the formulation of policies that align with Title 5, Ed Code, and Accreditation Standards; and

       Whereas the Curriculum Committee developed these proposed policies on a review of Title 5, Ed Code, and Accreditation Standards; and

       Whereas the Department Chairs are those charged with overseeing the development of education programs, discipline specific curriculum, and adhering to the Curriculum Committee policies recommended by the Academic Senate in regards to curriculum and education program development; and

       Whereas the Department Chairs have identified the implementation of this proposed policy as potentially harmful; and,

       Whereas the Department Chairs have identified a broader interpretation of "contact hours," different from the interpretation of the requirements identified by the Curriculum Committee, by quoting the Chancellor's Office notification of October 5, 2015 on the definition of contact hours:

·   "**Total Contact Hours**: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 -

58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical."

be it therefore,

Resolved, that the Academic Senate recommend a means be identified to clarify the necessity of this policy and its repercussions by February 24th, 2016.

Moved: Steven Brown; Seconded: Coni Staff; MC
Not Present: Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)
Nay: Veronica Feliu

C.   **Course Outlines of Record Submission Difficulties**
     Feedback:

- Executive Council members discussed the many difficulties encountered submitting course outlines.
- The thirty courses potentially not being included in the catalog despite an on-time submission have now been taken care of.
- This past cycle was unusual due to the large number of courses and the implementation of new software. Future cycles should be easier.
- Perhaps the deadline should be earlier.

D.   **Institutional Assessment Plan**
     Feedback:
- Consensus was reached to send the edits back to the SLO coordinators and have a second read on this item.

E.   **Revisions to ILO #3**

Resolution 2016.02.10.06   Revision of Institutional Learning Outcome #3: Cultural and Social and Environmental Awareness

Whereas the Academic Senate SLO Committee received feedback from the college community survey about on the October 20th, 2015 SLO day to consider refining the sub-elements of Institutional Learning Outcome #3: Cultural and Social and Environmental Awareness ; and,
Whereas the SLO Committee found "diverse cultures" to be a clearer expression than "other people and cultures"; and,
Whereas, the SWOT analysis indicated confusion over mapping to and overlap between the sub-elements B&C; and,
Whereas, there are no truly "global" settings at CCSF, even those students who do international study are not all over the globe, thus removal of the word "global" clarifies this ILO sub-element; be it therefore,

> Resolved, that the new proposed wording of ILO#3: Cultural and Social and Environmental Awareness be recommended and updated to read:
> a. Demonstrate an understanding of the history and values of diverse cultures.
> b. Evaluate the impact of civic, social, and/or environmental choices.
> c. Collaborate effectively in diverse social and cultural settings.
>
> **Moved: Lisa Romano; Seconded: Lawrence Edwardson; MCU**
> **Not present:** Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)

F. **BP & AP 1.36 Harassment**

- BP 1.36: The first line should read "direct the chancellor to create."
- Identify the District Officer that complaints are to be directed to. Necessary legal references should be added.
- Use "their" instead of his/her.
- AP has not been edited to include all versions of harassment the same way the BP has. Consistency is necessary.
- Maybe divide into two policies - as important language about sexual harassment is obscured.
- It looks like BP having harassment in general is then broken out in in the AP.
- Add the word "harassment" after physical, verbal, consistent with after sexual.

X. Reports --- Insufficient Time

XI. Public Forum
- Difficulties encountered with the registration process, such as computer glitches and problems with add codes, were discussed.
- Dana Jae Labrecque announced a demonstration of solid state logic, a new technology for audio.
- The reservoir area will apparently not be parking for future enrollment. Such issues will be discussed on March 15.

XII. Adjournment: 5:20 p.m.

Appendix A   **Academic Senate President's Report for February 10th, 2016**

BPs and APs that need to undergo review – are completely scrambled.

I did a complete review of the latest batch of Chapter 6 (academic and professional matters) that the District's counsel sent to see if we could schedule them for presentation as informational items at PGC. What I found:

1. The versions forwarded do not include the feedback from our Ed Policies Committee
2. The versions are inaccurate – with many general information errors
3. The process agreed upon for decision making and dialogue is being ignored
4. The email sent out to students presented an impossible timeline for Academic Senate review, even after multiple conversations with Counsel about the process.

This is an important accreditation issue: we need to have ongoing and regular review of our Board Policies and Administrative Procedures and this is essentially the second year in a row that admin has not been able to follow a process.

Collegial Consultation

One pressing issue: the number of items unresolved with the Chancellor on our collegial consultation chart

Most Pressing – a lack of agreement on how to describe the relationship between the Academic Senate and District level committees:

1. The Academic Senate governing documents, reinforced by standard CCC practice across the state, the Local Senate Handbook of April 2015, AND the Performance Review Team that visited twice now, provide for:
   a. Academic Senate appointment of all faculty members to all decision-making bodies, including workgroups, subcommittees, task forces, etc.
   b. The vote of the Executive Council as being the only vote that creates an Academic Senate recommendation (Translation: faculty representatives on committees cannot vote on behalf of the Executive Council, they MUST return to the ExC and have a vote taken).
2. Conversations with Susan Lamb are attempting to agree on how to describe how those two features are implemented. This conversation about governance began in March 2015. It was recommended by the Visiting Team that we clarify our decision making processes. The Academic Senate created a draft to begin the conversation. That draft was reviewed by the Academic Senate Executive Council, presented to PGC, and discussed in collegial consultation with Art Tyler and Guy Lease. Steps were identified to move the draft through the different constituent groups. Susan Lamb became Chancellor in June 2015. The Academic Senate has been presenting this issue to the current administration since July 2015. There has been good progress on creating draft charts that are intended to go out for constituent review soon. There has been little progress getting administration to acknowledge the already established role of faculty members on committees. Here is what we have so far:

10+1 Process for District Committees, task forces, subcommittees, workgroups, etc.

The goal is to come to a common understanding while maintaining the "rely primarily" relationship with the Academic Senate on 10+1 items. Standing committees of PGC (or any other task force, subcommittee, workgroup, etc.) do not make recommendations on academic and professional matters (10+1), including those portions and details that are part of larger plans that relate to 10+1. As "plans" are developed within a District Committee:

1. PGC Standing committee chairs will provide constituent representatives on PGC committees, task forces, workgroups, or subcommittees all background materials used as a basis for discussion and decision-making.

2. The Chairs of the District committee will allocate a minimum of 5 weeks (excluding days when classes are not in session and excluding Summer session) for constituent committee review and Academic Senate Executive Council recommendation when appropriate.

3. All the 10+1 portions of any plan are voted on by the Executive Council of the Academic Senate, faculty representatives on District committees cannot vote in place of the Academic Senate Executive Council.

4. If the District Committee concurs with the Academic Senate vote, the item moves forward as is.

5. If the District Committee does not concur with the Academic Senate vote, the item goes to collegial consultation with the Chancellor per A.P. 2.08.

6. If Academic Senate and the Chancellor reach agreement in collegial consultation, the item moves forward (changes discussed require a new vote of the Academic Senate Executive Council).

7. If the Academic Senate and the Chancellor cannot reach agreement in collegial consultation, two recommendations are clearly identified and move forward through the Participatory Governance Committee and to the Board of Trustees when appropriate.

This is also an important accreditation issue. We are also running out of time. The goal was not to, at the last minute, agree on some wording. The goal was to have this in place in October 2015 so that in Spring 2016 we could review how it was working and make some suggestions for improvement. We needed to be able to include an evaluation of how it was working in our Self Evaluation. We are not sure we will be able to do this. In addition, the PGC Operational Guidelines, PGC Orientation, the Annual Institutional Assessment Plan, and the finished writing of Standard IVA are among the items being held up.

Accreditation Update

The last two Accreditation Steering Committee Group Reads have been cancelled due to the lack of prepared documents to warrant investing time to review them. This is a concern. It is February 10th. We have Bipartite on February 24th. The next full meeting is in March…. I do not have any assurances that there will be a final draft of the Self Evaluation that is fit for an investment of everyone's time to review it and provide any read feedback that can be incorporated by April 18th. Nor is there yet a clear outline of what is not in the Self Evaluations that will need to be in a Supplemental Addendum for Fall 2016. This means that the Executive Council might be facing a vote in May that is not fully informed.

Appendix C   2016 Academic Senate Elections Information

2016 ACADEMIC SENATE EXECUTIVE COUNCIL ELECTION INFORMATION

Who are Academic Senate Members?
ALL FACULTY MEMBERS – part-time, full-time, credit and noncredit – in the College are members of the Senate.

What is the Executive Council?
The Executive Council of the Academic Senate is a group of 29 faculty members elected by the Senate at large whose primary function is to make recommendations with regard to academic and professional matters that include: 1) curriculum; 2) degree and certificate requirements; 3) grading policies; 4) program development; 5) standards and policies regarding student preparation and success; 6) college governance structures; 7) faculty roles and involvement in accreditation; 8) professional development; 9) program review; 10) institutional planning and budget; 11) other academic and professional matters as mutually agreed upon.

Who may nominate you?
ANY three faculty members: part-time, full-time, credit, or noncredit (not necessarily Council members) may nominate you by signing the "Petition for Nomination" form.
Please note: On the Petition for Nomination, the words "three undersigned Senate members" refers to ANY three faculty members.

Who may run?
ALL FACULTY MEMBERS – part-time, full-time, credit and noncredit. Council members may serve two consecutive two-year terms, and then must sit out for one year.

Candidate's Statement
Candidate's statements must be 200 words or fewer.

Executive Council's commitment
Nomination is for a two-year term. However, under certain circumstances, terms may be one year only.

Meetings are held every other Wednesday, 2:30pm – 5pm, at various campuses.

Benefits
- Help make recommendations with regard to academic and professional matters (for more details or information see "What is the Executive Council?");
- Become more knowledgeable about Shared Governance issues;
- Learn about CCSF's culture;
- Develop your ability to engage in collegial discussion;
- Become acquainted with parliamentary procedures;
- Participate in collective decision-making; and
- Vote on a broad range of important issues that affect the future of faculty and students.
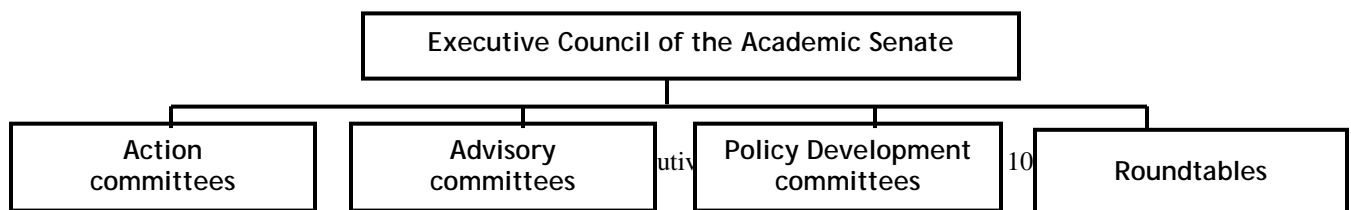
Who may vote?
ALL FACULTY MEMBERS – part-time, full-time, credit and noncredit – may vote.

How do I vote?
Voting will be conducted online in early April. Voting instructions will be publicized via email and posted on the Academic Senate website.

Discrepancies will be settled by the Election Commissioners

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COLLEGIAL GOVERNANCE SYSTEM

Appendix D   2016 Academic Senate Elections Schedule

DRAFT SCHEDULE FOR 2016 ELECTIONS

WEDNESDAY, FEBRUARY 10, 2016	APPROVAL OF ELECTION MATERIALS BY COUNCIL
TUESDAY, FEBRUARY 16, 2016	NOMINATION PETITION FORMS PUBLISHED ONLINE, SENT TO CITY CURRENTS, ETC.
FRIDAY, MARCH 11, 2016*	NOMINATION PETITIONS DUE (IF EXTENDED: FRIDAY, MARCH 18)
TUESDAY, APRIL 5, 2016	ELECTRONIC VOTING OPENS (IF EXTENDED: TUESDAY, APRIL 12)
FRIDAY, APRIL 15, 2016	ELECTRONIC VOTING CLOSES (IF EXTENDED: FRIDAY, APRIL 22)
WEDNESDAY, MAY 11, 2016	NEWLY ELECTED MEMBERS ATTEND LAST EXECUTIVE COUNCIL MEETING

*By Article IV of the Academic Senate Constitution: "If at the time for nominations to close, the number of candidates does not equal twice the number of vacancies to be filled, the Council or the Election Commission shall postpone balloting one week, during which time additional candidates may be nominated upon the written petition of one Senate member and the written acceptance of the candidate. The postponed balloting shall then take place regardless of the number of candidates."

There are 23 members of the current Executive Council, plus six vacancies. 13 members will be serving the second year of their terms in 2016-2017, so there are 16 openings on the Council for 2016-2017. Eight current members whose terms are expiring are eligible to run for re-election; three current members are termed out for the 2016-2017 academic year.

Council Staying On	Council Eligible to Run	Council Who Must Sit Out
Steven Brown (1/2)	Susan Berston (2/1)	Matthew Duckworth (2/2)
Lenny Carlson (1/1)	Ms. Bob Davis (2/1)	Carol Reitan (2/2)
Neela Chatterjee (1/1)	Lawrence Edwardson (2/1)	Lisa Romano (2/2)
Dayo Diggs (1/2)	Dana Jae Labrecque (2/1)	
Veronica Feliu (1/1)	Mandy Liang (2/1)	
Donna Hayes (1/2)	Ghislaine Mazé (2/1)	
Maria Heredia (1/1)	Todd Rigg-Carriero (2/1)	
Lillian Marrujo-Duck (1/2)		
Sheila McFarland (1/1)		
Amy McLanahan (1/1)		
Madeline Mueller (1/1)		
Denise Selleck (1/1)		
Coni Staff (1/1)		

(1/1), (1/2) = Year/Term, e.g., Steven Brown is serving the first year of his second term; Susan Berston is serving the second year of her first term.

EXECUTIVE COUNCIL OF THE ACADEMIC SENATE

PETITION FOR NOMINATION

The three undersigned Senate members nominate (please print full name): _____

_____ to serve as a member of the Executive Council of the Academic Senate for a

two-year term commencing at the end of the Spring term 2016. Three names and signatures are required.

PRINT NAME	**SIGN NAME**
_____	_____
_____	_____
_____	_____

I agree to be a candidate for the Executive Council of the Academic Senate and to serve if elected.

_____
(candidate signature)

Date: _____   Office Phone: _____

Box Number/Campus: _____   Department: _____

Home Phone: _____   Email Address: _____

Candidate Statement: Attach statement to this form <u>and</u> email statement to *senelect@ccsf.edu*.

Statements must be 200 words or fewer; longer statements will be truncated.

Consent: I ☐ authorize ☐ do not authorize the use of my photo (if any) in the CCSF directory for election
purposes.

RETURN COMPLETED NOMINATION PETITIONS TO:

**Election Commission
Academic Senate Office, Conlan 202
(Mailbox E202, Ocean Campus)**

Completed nomination petitions must be received by **1:00 PM Friday, March 11, 2016**
Questions may be directed to individual Election Commissioners or emailed to *senelect@ccsf.edu*.

EXECUTIVE COUNCIL OF THE ACADEMIC SENATE

PETITION FOR NOMINATION

The undersigned Senate member nominates (please print full name): _____

_____ to serve as a member of the Executive Council of the Academic Senate for a

two-year term commencing at the end of the Spring term 2016. One name and signature is required.

PRINT NAME   **SIGN NAME**

_____   _____

I agree to be a candidate for the Executive Council of the Academic Senate and to serve if elected.

_____

(candidate signature)

Date:	_____	Office Phone:	_____
Box Number/Campus:	_____	Department:	_____
Home Phone:	_____	Email Address:	_____

Candidate Statement: Attach statement to this form <u>and</u> email statement to *senelect@ccsf.edu*.

Statements must be 200 words or fewer; longer statements will be truncated.

Consent: I ☐ authorize ☐ do not authorize the use of my photo (if any) in the CCSF directory for election purposes.

RETURN COMPLETED NOMINATION PETITIONS TO:

**Election Commission
Academic Senate Office, Conlan 202
(Mailbox E202, Ocean Campus)**

Completed nomination petitions must be received by **1:00 PM Friday, March 18, 2016**
Questions may be directed to individual Election Commissioners or emailed to *senelect@ccsf.edu*.