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 Official Minutes
Wednesday, March 16, 2016, 2:00 - 5:30 p.m.
Ocean Campus, MUB 140

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

2015–2016 Council Members Absent: Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg Carriero (on leave)

Other Senate Members Present: Jacques Arceneaux, Simon Hanson, Robert Yung

Guests: Susan Boeckmann, Pam Mery

I.   Call to Order. 2:04 p.m.

II.   Adoption of Agenda.
Agenda adopted.

III.   Approval of Minutes
Minutes for January 27, 2016 and March 2, 2016 were approved, as edited.

IV.   Review of Self-Evaluation Standards IIB/IIC
- Executive Council members provided written feedback on Standards IIB and IIC to the Academic Senate President.
- Executive Council Members discussed changes to the review timeline and new editing instructions for the Self Evaluation.

V.   Public Comment
- Faculty were invited to the May 6 annual dinner of the Asian Coalition, for which the speaker will be a Muslim-American woman sharing experiences of Islamophobia.
- It was announced that a number of department chairs are having courses that, even though they are up to date on outlines of record, theyare being removed from the catalog. Resolution is needed and the issue should be agendized at the Executive Council.
- Steven Brown was commended for his work designing spaces.
- Concerns were expressed that the Women's Resource Center and Single Stop are apparently being defunded.

Lillian Marrujo-Duck, President   **Lisa Romano, Second Vice President**
Dana Jae Labrecque, First Vice President   **Mandy Liang, Secretary**

- It was announced that Asian Pacific Americans in Higher Education are hosting a conference April 7 and 8, 2016, in Oakland.

VI. Officers' Reports
President Marrujo-Duck Reported:
- None at this time.

First Vice-President Labrecque Reported:
- That the Program Review Committee will be asking the Executive Council to review over a proposal for academic program reviews to remain in the hands of the Academic Senate.

Second Vice-President Romano Reported:
- She brought petitions for the extension of Prop 30 funds for people to collect signatures for the ballot.
- That she was honored to attend the CFT Convention in San Francisco and that there was support for CCSF, including directly from Randy Weingarten.
- That there was a lack of coordinated communication between the Executive Council and the Curriculum Committee on the potential disbanding of Bipartite Committee.
- That a state-wide education planning tool is being developed with Hobson's. Faculty are looking for an effective and reliable Ed Planning tool for use with our students.

Secretary Liang Reported:
- Thanks for participation and hard work at the March 8 SLO Flex Day. She reminded all to submit the end-of-day survey.

VII. Consent Agenda

Resolution 2016.03.16.01A   BP 6.21 / AP 6.21 Honorary Associate Degree

   Resolved, that the Academic Senate recommend BP 6.21 with the suggested changes included on the March 16, 2016 version presented.
   Resolved, that the Academic Senate recommend AP 6.21 with the suggested changes included on the March 16, 2016 version presented.

   Passed by consent.

Resolution 2016.03.16.01B   BP 6.28 / AP 6.28 Student Authentication

   Resolved, that the Academic Senate recommend BP 6.28 Student Authentication with the suggested changes included on the March 16, 2016 version presented.
   Resolved, that the Academic Senate recommend AP 6.28 Student Authentication with the suggested changes included on the March 16, 2016 version presented.

   Passed by consent.

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Resolution 2016.03.16.01C   Annual Institutional Assessment Plan

   Whereas, the Fall 2015 Annual Institutional Assessment Plan, as edited, accurately describes our current processes for institutional assessment; be it therefore,
   Resolved, that the Academic Senate recommend the Fall 2015 Annual Institutional Assessment plan, as presented on March 16th 2016.

Passed by consent.

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Resolution 2016.03.16.01D   Appointment of Lisa Romano as SSSP Coordinator

   Resolved, that that Academic Senate appoint Lisa Romano as SSSP coordinator for a term beginning March 17th and continuing through Spring 2017.

Passed by consent.

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Resolution 2016.03.16.01E   Appointment of Kyle Thornton as CTE Liaison

   Resolved, that the Academic Senate appoint Kyle Thornton as the CCSF CTE Liaison with the Academic Senate for California Community Colleges.

Passed by consent.

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VIII. Appointments to Committees

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Resolution 2016.03.16.02   Appointments to Committees

Resolved, that the Academic Senate appoint Ardel Thomas to the Scholarship Committee.

Moved: Dana Jae Labrecque; Seconded: Lillian Marrujo-Duck; MCU
Not present: Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg Carriero (on leave)

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IX. Old Business
   A.   **BP 2.07 Participatory Governance**

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Resolution 2016.03.16.03 BP 2.07 Participatory Governance

Resolved, that the Academic Senate **not** recommend the March 16th version of Board Policy 2.07.

Moved: Steven Brown; Seconded: Dana Jae Labrecque; MCU
Not present: Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg Carriero (on leave)

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Feedback:
- The Senate needs a governance flow chart that clearly spells out participatory and collegial governance and how they interface, as well as a complete administrative organization chart.

B.   **AP 3.04 Employment of Academic Administrators**

Resolution 2016.03.16.04   Revisions to AP 3.04 Employment of Academic Administrators

Whereas the deletion of the requirement for applicants for academic administrators to have three years of teaching or student development experience, as appropriate to the position, allows for the hiring of persons with none or insufficient knowledge of the key functions of this institution, teaching and learning; and

Whereas the deletion of the requirement for applicants for academic administrators to have three years of teaching or student development experience, as appropriate to the position, creates a potential for administrators to step into faculty positions as less qualified individuals than our local practice provides for; and

Whereas the expansion of interim appointment powers creates the possibility that administrators could be hired for up to two years without opportunity for constituent input; be it therefore,
Resolved that the Academic Senate recommend only two changes to the February 2013 AP 3.04 Employment of Academic Administrators:

1.   The re-lettering to match the format of our current Board Policies.
2.   The adjustment of the interim appointment period from one year to two years. The use of interim appointments will remain unchanged, retaining the language "a replacement for an administrator who is on leave or away from the position for a year or less."

And be it further,
Resolved, that, per the mutual agreement of February 1992 and Board Resolutions 920330 S1, 960425 S2, 980729 B1, between the Academic Senate and the Board of Trustees, the Academic Senate reaffirm the standard that all academic administrators have a minimum of three years of teaching, library, or student development experience as faculty, at a federally recognized, accredited post secondary institution, as a minimum requirement to be hired at City College of San Francisco; and be it further,

Resolved, that the recommendation of this AP 3.04 will only be effective upon a presentation of an accurate and complete administration organization chart to the Executive Council of the Academic Senate.

Moved: Steven Brown; Seconded: Lawrence Edwardson; MCU
Not present: Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg Carriero (on leave)

C.   **Bipartite Handbook Discussion Next Steps — Moved to future meeting.**

X. New Business

   A.   **Institution Set Standards**

> **Resolution 2016.03.16.05   Institution Set Standards**
>
> Resolved, that the Academic Senate recommend the Institution Set Standards as presented on March 16, 2016.
>
> **Moved: Dana Jae Labrecque; Seconded: Steven Brown; MCU**
> **Not present:** Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg Carriero (on leave)

   B.   **Administrative Organizational Structure**
     Feedback:
- The Senate needs a truly comprehensive chart showing every single person who works at CCSF who is not faculty or classified staff.

   C.   **Vice Chancellor Human Resources**
     Feedback:
- The Senate desires that an individual who "interviews all finalists for academic positions" and serves on the bargaining team have faculty/academic experience as a minimum qualification to understand fully the context in which we work.
- LA City college created this position n 2013 and it is an academic position.
- This position needs to be a specialist in HR. Final interviews are with Chairs, Deans, etc. This is not just academic.
- If someone is hired as an academic administrator they would have retreat rights into the classroom. The job announcement needs to be clear on whether or not they are academic or classified administrator.
- Requiring teaching could limit candidates**.** If they do not have teaching experience, remove the duty/responsibility to do final interviews of faculty.
- The first major duty is to serve as the chief negotiator, which takes a great deal of time. Doubts were expressed that an individual could possibly fulfill all the duties assigned to this position.

   D.   **QFE Matrices Project**

> **Resolution 2016.03.16.06   Quality Focus Essay Matrices**
>
> Resolved, that the Academic Senate recommend the following projects as the basis of the Quality Focus Essay for the 2016 Institutional Self Evaluation:
>   Project 1: Using existing identified recommendations as pilots, build a sustainable system for addressing recommendations resulting from institutional assessment of GELOs and ILOs.
>   Project 2: Support under-represented minority (URM) student achievement of and movement beyond Basic Skills.

Moved: Dana Jae Labrecque; Seconded: Steven Brown; MCU
Not present: Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg
Carriero (on leave)

E.   **Adoption of Canvas**

Resolution 2016.03.16.07   Adoption of Canvas Learning Management System

Whereas, The California Community College Online Education Initiative (OEI) has
created, for the first time, a system-wide consortium of online leaders and experts to
implement standards and improve the experience and quality of online courses for
students; and

Whereas, Students and faculty have struggled with Moodle idiosyncrasies that require
a disproportionate amount of attention on technology; and

Whereas, Largely because of its intuitive interface, Canvas has been selected but the
OEI, after an exhaustingly thorough, intensive review process that included students,
faculty, staff, and other experts throughout the state, as the recommended Learning
Management System (LMS) for California Community Colleges by the OEI; and

Whereas, the Educational Technology Department conducted an evaluation of Canvas
(report:
https://docs.google.com/document/d/1_L7nxUadofEahOyBYIs0tLziY6THhexKUA-
Jqy66hLk/edit?usp=sharing); and

Whereas, the CCSF Educational Technology Department ran its own pilot with
Canvas in spring 2016 and students preferred it to Moodle (survey:
https://docs.google.com/a/mail.ccsf.edu/forms/d/1nk_CzjUxSaU2cjG69tjLC1xOSw__w
E7mKEoSl4Fnbdw/edit?c=0&w=1&usp=send_form); and

Whereas, Canvas has a "History of strong completion and success rate for students"
(https://ccconlineed.instructure.com/courses/90/pages/selection); and

Whereas, Faculty user adoption rate at colleges [using Canvas] is significantly higher
than other systems (https://ccconlineed.instructure.com/courses/90/pages/selection); and

Whereas, Colleges that have adopted Canvas report significantly fewer support calls
and less need for faculty LMS training; and

Whereas, Moodle costs approximately $60,000 per year, and Canvas will be free at
least through the 2018-2019 school year, saving the District approximately $120,000.

Whereas, After 2019, the "OEI is optimistic that this level of support [i.e. free] will
continue." Even if Canvas is not free, the cost is expected not to exceed $20,000 per
year; and

Whereas, The OEI provides the opportunity for a college to implement Canvas as per
our own identified timeline with a suggested 15-month implementation cycle (3-month
implementation process, 9 months of running Canvas in parallel with a legacy system
while the last 3-months are used to sunset the legacy system)

Whereas, The current contract with Remote-Learner will expires in June 2017 which
makes May 1, 2016 an appropriate time to begin the implementation process with
Canvas to incorporate the 15 month conversion cycle;

> Therefore: Be it resolved, that the Academic Senate at City College of San Francisco support beginning implementation of Canvas beginning May 1, 2016 and will be transitioning over a 15-month period, to Canvas; and
>
> Therefore: Be it further resolved, that in accordance with the ASCCC and the recommendation from the OEI, associated savings from the transition to Canvas stay within the DE program for projects such as providing Canvas training and compensated LMS transitional support, ensuring that all DE courses meet OEI standards such as Section 508 accessibility, and enhancing the DE programs and in order to support students success at City College of San Francisco.
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> **Moved: Coni Staff; Seconded: Carol Reitan; MCU**
> **Not present:** Ms. Bob Davis (on leave), Maria Heredia, Amy McLanahan, Todd Rigg Carriero (on leave)

XI. Reports
A.   Update on Summer Bridge — Rob Yung

- This Summer Bridge will be 8 days, focusing on new students.
- Data shows that this program initially raises GPA, though long-term benefits are less clear.
- The goal is to remove stumbling blocks to new students with regard to navigating the waters of financial aid, majors, career choices, and so forth.
- The program at CCSF hopes to maximize placement testing ability.
- Peer mentors will be there and will follow participants in the subsequent fall semester.
- The program is completely free to participants.
- Participants will receive one unit of credit for the program.

B.   Commencement Ceremony — Rita Tuialu'ulu'u
- Clarified who may participate in the ceremony.
- Video invitations were sent to most invitees for the first time; good feedback is being received on this change.
- A reception will be held for graduating students for the first time.
- Seating is being rearranged so that faculty can better see their students walk across the stage.
- The price for regalia for students is $28/$67, and Chancellor Lamb has agreed to cover the cost of faculty regalia if orders are placed by March 25 deadline.
- CCSF has not granted honorary degrees for many years.

XII. Public Forum
- A follow up discussion was held on the Bipartite issue. Further discussion is required, and as the Executive Council has made no final decision delegating decision making on GE courses to the Curriculum Committee, it is important that the committee follow process and refrain from assuming this role without prior Council approval.
- The mayor's office needs to work with CCSF regarding the reservoir issue.

XIII. Adjournment: 5:30 p.m.