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 <u>Official</u> Minutes
Wednesday, April 6, 2016, 2:00 - 5:30 p.m.
Evans Campus, Room 220D

2015–2016 Council Members Present: Susan Berston, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Lawrence Edwardson, Donna Hayes, Dana Jae Labrecque, Mandy Liang, Lillian Marrujo-Duck, Sheila McFarland, Amy McLanahan, Madeline Mueller, Lisa Romano, Denise Selleck, Coni Staff

2015–2016 Council Members Absent: Steven Brown, Ms. Bob Davis (on leave), Matthew Duckworth, Verónica Feliu, Maria Heredia, Ghislaine Mazé, Carol Reitan, Todd Rigg Carriero (on leave)

Other Senate Members Present: Jacques Arceneaux, Kim Ginther-Webster, James Macale, Kristin Smith

Guests: none

I.   **Call to Order. 2:42 p.m.**

II. **Adoption of Agenda.**
     Agenda adopted as amended for Emergency Item IX.

III. **Approval of Minutes**
     Minutes for October 15, 2015 Bipartite meeting, and for Executive Council meetings on February 10, 2016 and March 16, 2016, were approved as edited.

IV. **Review of Self-Evaluation Standards IIA**
     • Executive Council members provided written feedback on Standard IIA to the Academic Senate President.

V.   **Public Comment**
     • It was reported that counseling faculty in financial aid do not have an office space that gives appropriate privacy for students discussing confidential matters. This item will be agendized by the Academic Senate Executive Council.
     • The Excellence in Leadership Award of the Asian Coalition is going to Karen Saginor, who was commended.
     • A desire was expressed for clarity around how majors are listed at CCSF.

- Concerns were expressed about the role of Fred Sterner in rewriting parts of the self-study.
- It was reported that the Office of Instruction is cutting ESL non-credit classes that are not staffed, regardless of need, which is negatively impacting the Giannini Middle School site.

VI. Officers' Reports
President Marrujo-Duck Reported:
- The president provided a written report (Appendix A).

First Vice-President Labrecque Reported:
- That the necessary reading for Academic Senate Executive Council meetings is becoming too voluminous and that new approaches are needed to make the workload more manageable.

Second Vice-President Romano Reported:
- That she had more petitions for the extension of Prop 30 funds for people to collect signatures for the ballot, and that she would bring them to City Hall.

Secretary Liang Reported:
- None at this time.

VII. Consent Agenda

Resolution 2016.04.06.01   ASCCC Spring 2016 Plenary Resolutions

Resolved, that the Academic Senate authorize the President to support the following resolutions at ASCCC Spring 2016 Plenary:

- 1.01 Mentoring Programs for Part-Time Faculty
- 3.01 Diversifying Faculty to Enhance Student Success
- 7.01 Costs Associated with Prior Military Experience Credit
- 9.01 Adopt the Paper Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates
- 9.02 Develop a Paper on Effective Practices for Educational Program Development
- 9.03 Criteria for Recording Low-Unit Certificates on Student Transcripts
- 9.04 Flexibility in Awarding Unit Credit for Cooperative Work Experience
- 9.05 Modify Regulations on Certificates of Achievement for Greater Access to Federal Financial Aid
- 9.06 Student Learning Outcomes Assessment is a Curricular Matter
- 9.07 Guidance on Using Noncredit Courses as Prerequisites and Co-requisites for Credit Courses
- 10.01 Adopt the Paper Equivalence to the Minimum Qualifications
- 11.01 Update the 2008 Technology Paper
- 18.01 Develop Retesting Guidelines for the Common Assessment
- 19.01 Support for Faculty Open Educational Resources Coordinators

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Passed by consent.

VIII. Appointments to Committees

Resolution 2016.04.06.02   Appointments to Committees
Resolved, that the Academic Senate appoint the following faculty members to the CTE Steering Committee   Carmen Lamha – CNIT Carin Zimmerman – Engineering - BTEC Steven Brown - Environmental Horticulture and Floristry   **Moved: Donna Hayes; Seconded: Coni Staff; MCU** **Not present:** Steven Brown, Ms. Bob Davis (on leave), Matthew Duckworth, Verónica Feliu, Maria Heredia, Ghislaine Mazé, Carol Reitan, Todd Rigg Carriero (on leave)

IX.   Emergency Item: Transparency and Responsiveness on Self-Evaluation

Resolution 2016.04.06.03   Transparency and Responsiveness on Self-Evaluation
Resolved, that anyone working on the Self Evaluation standards immediately begin and consistently use the Google docs so that the text is available to the entire college community for immediate review and feedback. Resolved, that anyone working on the Self Evaluation standards be encouraged to respond to inquiries about the standard within 24-48 hours (excluding weekends and holidays).   **Moved: Coni Staff; Seconded: Dana Jae Labrecque; MCU** **Not present:** Steven Brown, Ms. Bob Davis (on leave), Matthew Duckworth, Verónica Feliu, Maria Heredia, Ghislaine Mazé, Carol Reitan, Todd Rigg Carriero (on leave)

X.   Old Business
A.   AP 2.08 / BP 2.08 — Participatory/Collegial Governance

Feedback:
- Language should be added allowing departments to come to the Academic Senate for support.
- Student services should be included by removing the word "academic."

- Not enough consultation is happening, and this puts the Academic Senate in a compromised position with regard to approving the self-study. This lack of consultation should also be honestly addressed in the self-study.
- A resolution of dissatisfaction with the lack of consultation may be appropriate.

B.   **Bipartite Discussion / Curriculum Committee Resolution**

Resolution 2016.04.06.04   Bipartite and Curriculum Committee

Resolved, that the Academic Senate request the Curriculum Committee to create proposed policies and procedures to be used to place courses within General Education Areas for Executive Council consideration.

Resolved, that these draft policies and procedures take into consideration the following criteria for inclusion:
a.   Is introductory or integrative
b.   Is collegiate level
c.   Meets all appropriate General Education Learning Outcomes
d.   Includes substantial content relevant to the Area Outcomes
e.   Uses appropriate modes of inquiry
f.   Uses course assignments that examine values inherent in the proposed solutions to major social problems
g.   Meets all Title 5 requirements for inclusion in General Education
h.   Any other criteria that is discovered while researching for the proposed policies and procedures
i.   And develop an appeals process for actions

Moved: Denise Selleck; Seconded: Sheila McFarland; MC
Abstention: Coni Staff
Not present: Steven Brown, Ms. Bob Davis (on leave), Matthew Duckworth, Verónica Feliu, Maria Heredia, Ghislaine Mazé, Carol Reitan, Todd Rigg Carriero (on leave)

Feedback:
- Perhaps the timing for a transition away from Bipartite toward the Curriculum Committee would be better after the self-study is complete.
- A closer working relationship between the Curriculum Committee and the Academic Senate is needed before any such transition.
- Transitioning from Bipartite would save the Executive Council time and help with efficiency.
- Other community colleges do not have a bipartite system.
- Although the Curriculum Committee has much expertise on these matters, there is value in the breadth of experience found in the Executive Council.

XI. **New Business**
   A.   **Basic Skills Funding Prioritization**

> **Resolution 2016.04.06.05   Basic Skills Funding Prioritization Spring 2016**
>
> Whereas, the Campus Basic Skills committee has reviewed the following items in weekly meetings, cross campus (via committee representatives) discussion, and individual faculty review; and,
>
> Whereas, the Campus Basic Skills committee held each request to the guidelines and criteria set for by the Basic Skills Initiative funds at the state level as well as the campus Basic Skills goals and criteria; be it therefore
>
> Resolved, that the Academic Senate send the following recommendations forward to the Vice Chancellor for approval and immediate release of funding for basic skills initiatives.
>
> **Moved: Dana Jae Labrecque; Seconded: Lawrence Edwardson; MC**
> **Abstention: Lisa Romano**
> **Not present:** Steven Brown, Ms. Bob Davis (on leave), Matthew Duckworth, Verónica Feliu, Maria Heredia, Ghislaine Mazé, Carol Reitan, Todd Rigg Carriero (on leave)

  B.   **ILO 3 Assessment Report**
- This issue will be discussed on April 20, 2016 for interests of time.

  C.   **Academic Senate Committee Evaluation Questions**

> **Resolution 2016.04.06.06   Academic Senate Committee Evaluation Questions**
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> Resolved, that the Academic Senate approve the Academic Senate Committee Evaluation Questions for Spring 2016.
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> **Moved: Lillian Marrujo-Duck; Seconded: Dana Jae Labrecque; MCU**
> **Not present:** Steven Brown, Ms. Bob Davis (on leave), Matthew Duckworth, Verónica Feliu, Maria Heredia, Ghislaine Mazé, Carol Reitan, Todd Rigg Carriero (on leave)

  D.   **Request for an Executive Council workgroup to explore asking Curriculum Committee to expand "conference"**

- An email will be sent for asynchronous work.

  E.   **Creation of Academic Senate Committee Shout-outs workgroup**

- An email will be sent for asynchronous work.

XII. Reports
  A.   **Update on Committees — Dana Jae Labrecque**

- An annual survey/evaluation of committees for members is being conducted. Dana Labrecque offered the 15 questions of the survey to the Executive Council for analysis and edits were made. The survey will run from April 10, 2016 to April 25, 2016.

XII. Public Forum
- Not held due to time constraints.

XIII. Adjournment: 5:30 p.m.

Appendix A: Academic Senate President's Report for April 6, 2016
AREA B MEETING:
I attended our Academic Senate for California Community Colleges Area B meeting this last Friday.
Academic and Professional Matters
Statewide concern that the 10+1 is being ignored more and more. For example, legislation to promote the use of open source materials – essentially skipping textbooks and using materials for the class that are all provided free on the internet – is being forwarded that creates a grant to encourage this purpose. The grant essentially would provide funds to colleges if the college creates degrees that can be 100% earned by taking classes that use open online resources. There would be approved online free textbooks, etc. BUT, they did not include in the legislation a role for the local Academic Senate in approving those online resources. The Academic Senate for California Community Colleges is working to include the local Academic Senate in making those decisions. The ASCCC is growing increasingly concerned about the State use of grants to fund increasingly specific academic activities that circumvent the academic and professional role of the local and state Academic Senates. (Note: right now our Academic Senate does NOT review grant activities that effect 10+1 areas.)
Accreditation
The plan to have California community colleges change accreditors is making progress. There are two working groups of CEOs. The first group is charged with making some immediate reforms to ACCJC so that the transition to a new accreditor is smoother. The second group is charged with working out the details, and working with the State Chancellor's Office and the federal Department of Education to create the steps toward a transition.
A positive byproduct of these changes is that it will align CCCs with 4 year universities instead of with the K-12 system. Community colleges are not K-12.
Statewide Service
There are many opportunities to serve on ASCCC committees. Here is the website:
The benefits:
1. Gaining both understanding of statewide issues and how they are impacting CCSF. This more global perspective on statewide issues benefits us as we make decisions at CCSF.
2. Connections with other colleges empower us as we both realize that other colleges are struggling with similar issues and we share our own experiences.
3. Information gained helps us protect the 10+1 role of the Academic Senate. This is an important feature. At the Area B meeting on April 1st, colleges from the entire Bay Area expressed a concern with a concerted effort to make academic decisions while ignoring the role of the faculty in providing their expertise. This is happening statewide as well. CA Legislation making its way through the legislative process are moving forward without sufficient provisions to consult local Academic Senates.

ADMINISTRATIVE ORGANIZATION CHARTS
At the March 16th meeting several Council members requested complete administrative organizational charts. These charts are available on the Administrative webpage:
http://www.ccsf.edu/en/about-city-college/administration.html
These charts are being updated. The most recent version of BP 2.02 Organizational Structure presented to the Board of Trustees proposed that the organizational charts be updated 4 times per year. However, at the March 24th Board meeting, this was changed to 2 times per year. And the Policy (BP 2.02 Organizational Structure) was sent back to Steve Bruckman for revisions.

COURSES BEING REMOVED FROM THE CATALOG:
This was a very salient issue of concern for the Council at the March 16th meeting. During collegial consultation with Anna Davies I went over each of the various issues raised. This is a summary of her responses:
Some of the concerns raised were about actions that the Executive Council recommended via resolution as a procedure of the Curriculum Committee. For example, based on the recommended procedure to remove courses from the Catalog that were approved by the Curriculum Committee more than two years ago but not yet offered (taught) and to remove courses that have not been taught in more than 6 years, over 300 courses were removed from the catalog. Some issues, such as transfer agreement and degree articulation issues are being worked out by Deanna Abma. Other issues, such as course substitution practices already have an established means of being carried out.
Subsequent to that conversation with the DCC has also raised some concerns about the lack of a grace period prior to implementation of the policy and the lack of a clear appeals process for individual courses.
If there are concerns about specific courses, please take that concern directly to your department chair. If there are specific courses that have been eliminated from the catalog that absolutely should not have been eliminated, please have your department chair .

COORDINATORS FROM EQUITY PLAN
We may need to put some of these positions out for interest letters again. I am expecting information about which positions need to be reannounced to be available soon.

APS AND BPS
A PGC workgroup to review non-Academic and professional Board Policies and Administrative Procedures was created. I appointed Madeline Mueller to this group. Karen Saginor volunteered, as a member of PGC, to be a part of this group. As a result, we have three BPs and APs going forward to PGC this week that have already received some feedback from two faculty members whose knowledge of governance and policy is much appreciated.

COLLEGIAL CONSULTATION
One pressing issue: the number of items unresolved with the Chancellor on our collegial consultation chart continues to grow.
Decision-Making Charts. The Charts are being shared. We have briefly talked about these charts at the end of the last two Executive Council meetings. I was expecting to be able to provide an update on language based on a discussion yesterday evening, but that meeting was cancelled. Chancellor Lamb will be in attendance at our April 20th meeting to talk with us about the decision-making charts and language.
I am hoping that the decision-making charts will help address this feedback from the last meeting:
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

ACCREDITATION SELF EVALUATION UPDATE
We have a consultant: Bob Pacheco. He is helping lead a reframing effort for the Self Evaluation. The goal of this effort is to highlight the changes made at CCSF that bring us into alignment with the new 2014 Accreditation Standards. These are the new instructions for the outline of each section of the standard:

Reframing the Self Evaluation

Telling Our Story (to a very busy person site visitor that would like our answers to be easy and obvious)

Lean and Focused on Successful Results: Cut it in half*

For each prompt (subsection) of the Standard:
1. ***Identify the key parts of the prompt***

2. ***Create headers based on the key parts of the prompt***

3. ***Write topic sentences for each of the headers that reflect the topic sentence***
   a. *A good idea for the topic sentence is to look the Questions for Evaluators in the Guide to Evaluating and Improving Institutions. After each subsection there are a series of questions. And after each full section there is a list of evidence. Steal the words!*

4. ***Add in the description of the relevant evidence under each topic sentence***
   a. *Stop. Brainstorm what the expected evidence would be for an effective college.*
   b. *A good idea is to look at the list of suggested evidence*
   c. *Describe the overall comprehensive evidence from CCSF*
       i. *Then pick one example to be an institutional level results vignette ***
       ii. *Pick another example to be a programmatic level results vignette ***
       iii. *Send the reader to a link to the rest of the evidence if they wish to read more.*

5. ***Do not reframe the Analysis and Evaluation – this is being rewritten*** *****

*We are headed toward a 600 page document without counting the added vignettes. We would prefer a 300 page or so document. Please cut where you can.

******Vignettes should be examples of how we use the results of our processes to make improvements****. Not every subsection will have a vignette – please add an institutional and programmatic level vignette to each subsection that you can. Hint: take the path of least resistance! If you are struggling with finding vignettes for a subsection, skip it for now and provide the ones you can.*

***Make sure that all evidence is in the Description of the Evidence. We are intending to have Bob Pacheco review the edited Description of the Evidence and use his outside perspective to write these areas.

However, at yesterday's accreditation steering committee meeting some reservations were expressed about being able to meet the April 18th deadline for finishing the document. A few

concerns were also expressed about the amount of editing to each standard it would take to follow this outline.

Executive Council Meetings on May 18th and May 25th
Based on your request for food, etc. at the two additional Executive Council meetings in May, I presented the Chancellor with a budget for her signed approval. She is considering it.