



# 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, May 4, 2016, 2:00 - 5:30 p.m.

Mission Campus, Room 109

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

**2015–2016 Council Members Absent:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

**Other Senate Members Present:** Jacques Arceneaux, Tracy Burt, Gregory Keech, Carole Meagher, Craig Persiko, Karen Saginor

**Guests:** Anna Davies, Pam Mery

### I. Call to Order. 2:30 p.m.

### II. Adoption of Agenda.

Agenda adopted.

### III. Approval of Minutes

Minutes for April 6, 2016, were approved as edited.

### IV. Review of Self-Evaluation Standard IIB

- Executive Council members provided feedback on Standard IIB to the Academic Senate President.

### V. Public Comment

- The Spring dinner of the Asian Coalition, honoring Dr. Minhua Ta, was announced. The event will be May 18, 2016 from 5:30-7:30 p.m.; RSVP to Eva Chang.
- Faculty were invited to the spring concert put on by the Department of PE and Dance, May 6–7, 2016 at 8:00 p.m. in Diego Rivera Theatre. Admission is \$15.
- A survey is being put together regarding the state of CCSF facilities. Major factual errors need to be addressed.

### VI. Obvious Business — Recognition of Excellence in Leadership, Karen Saginor

**Resolution 2016.05.04.01 Recognition of Karen Saginor's Excellence in Leadership**

Resolved, that the Academic Senate endorse the Asian Coalition recognition of Karen Saginor for excellence in leadership; and

Resolved, that the Academic Senate President present to Karen Saginor an appropriate symbol of the Academic Senate's appreciation.

**Passed by acclamation.**

**VII. Officers' Reports**

**President Marrujo-Duck Reported:**

- That the backlog in collegial consultation is being addressed and numerous items are in the interim chancellor's hands.
- That the Senate officers had been invited to the program review prioritization meeting, and that she considered the process fair and transparent.

**First Vice-President Labrecque Reported:**

- That Melinda Weil is stepping down after 5 years and Kim Ginther-Webster is taking her place. The Senate may wish to commend Melinda for her years of service.
- That it would be a good idea to have a card or bookmark showing an overview of program review.

**Second Vice-President Romano Reported:**

- A reminder that counseling faculty are partners with teaching faculty and that all groups need to be considered.

**Secretary Liang Reported:**

- That the common assessment is being adopted. Pilot colleges will be starting this fall and CCSF will begin with students enrolling in Spring, 2019.

**VII. Consent Agenda**

**Resolution 2016.05.04.02 Nomination of Susan Berston to Bookstore Board of Directors**

Resolved, that the Academic Senate nominate Susan Berston to serve a second term as the faculty representative to the Follette Bookstore Board of Directors.

**Passed by consent.**

**VIII. Appointments to Committees**

**Resolution 2016.05.04.03 Appointments to Committees**

Resolved, that the Academic Senate appoint the following faculty members to committees:

Nominations to Committees with Unlimited membership

- \* Non-Credit Issues
  - o Chadwick Stephenson – Library and Learning Resources
- \* Sustainability
  - o Kirstie Stramler – Earth Sciences
- \* Teaching and Learning with Technology Roundtable (TLTR)
  - o Christine Beard – TRST (reappointment)
  - o Carole Reitan – Foreign Languages (reappointment)
  - o Dora Rodriguez – DSPS (reappointment)
- \* Works of Art
  - o Steven Brown – EH/F (reappointment)
  - o Kate Connell – Library and Learning Resources (reappointment)
  - o Barbara Lass – Behavioral Sciences (reappointment)
  - o James Torlakson – Art (reappointment)

Nominations to Committees with Limited membership

- \* Education Policies
  - o Donna Hayes – Continuing Student Counseling (reappointment)
- \* Faculty Professional Development Activities Committee
  - Kinneret Israel
- \* Learning Communities and Career Pathways
  - o Megan Sweeney – Social Science
- \* Matriculation Advisory Committee
  - o Jack Sparks – Continuing Student Counseling (reappointment)
  - o Laura Walsh – ESL (reappointment)

**Moved: Mandy Liang; Seconded: Sheila McFarland; MCU**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

## X. Old Business

### A. EEOP Plan

**Resolution 2016.05.04.04 2016 Equal Employment Opportunity Plan**

Resolved, that the Academic Senate accept the 2016 Equal Employment Opportunity Plan as presented on May 4th 2016.

**Moved: Dana Jae Labrecque; Seconded: Steven Brown; MC**

**Abstention: Lisa Romano**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

**B. BP/AP 2.08**

**Resolution 2016.05.04.05 Revisions to BP/AP 2.08 Collegial Consultation**

Resolved, that the Academic Senate recommend the May 4th, 2016 revisions to Board Policy and Administrative Procedure 2.08 Collegial Consultation.

Amendment #1: Intro: <make 1st half into a complete sentence> then “To ensure the primacy of the Academic Senate the following steps serve as a process”

Amendment #2: Item 5: add “The Academic Senate recommendation goes to PGC as information only.”

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

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

**XI. New Business**

**A. Auditing of Classes**

- This issue will be taken up at the May 11, 2016 meeting.

**B. Enrollment Management Plan**

**Feedback:**

- More understanding is needed about what productivity means and how it connects to the budget.
- Repeatedly needs to be addressed more, due to its negative impact on enrollment, and especially for the departments that have been most affected.
- Information in the report needs to connect better and align with the information and actions being shared and taken by Deans.
- Policies are being made that are hurting enrollment.
- The causes of low enrollment and low productivity are not accurately represented.
- The document should be edited to remove numerous instances of editorializing.
- Enrolling noncredit ESL online is not feasible.
- Attempting to cut and grow at the same time might not make sense for smaller departments.
- Suppositions like “don’t go to CCSF” should all be taken out.
- Pg. 52 in the plan: “These are important for CCSF...” This sentence does not make sense.
- Much is said in the document about student services, with two pages on student development (e.g., “Student Development plays a critical role.”) However, Student Development is not adequately represented on the committee.
- Recommendations will be coming directly to Executive Council and Participatory Governance Council about what will not be in the plan.
- Lifelong learning is presented as a minority group of students of a certain age and this characterization might not be correct.

- Data going back further are necessary, because these data start in the middle of the recession where numbers are skewed, in other words, productivity numbers were higher than normal.
- Alternate strategies for getting at working adults need to be included.
- Information on Starfish is incorrect; student are intended to work with counselors.
- Banner is a real hindrance in our registration process.
- The list of majors in CCC Apply needs to be much more user friendly.
- This kind of data needs to come to department chairs every semester, especially during the first weeks of the semester.
- The wording for the definition of IBEST need reworking.
- Categorical money is valuable for piloting projects even without the FTES.
- Noncredit enrollment tracking online can be problematic, especially when students do not have the needed language skills.

### C. **Basic Skills Account Manager**

#### **Resolution 2016.05.04.06 Establish a Basic Skills Dedicated Accounting Position**

Whereas, the Basic Skills Committee has unanimously determined the need for a dedicated grant accountant in order to effectively track expenditures in staggered two year cycles as well as rectify current expenditures from years past; and,

Whereas, the accounting for the Basic Skills Initiative requires a level of support in accordance with a position dedicated to this task, whereas a dedicated grant accountant with an accounting background and skill set is necessary to remain in accordance with controllership and best practices; be it therefore,

Resolved, That basic skills grant work be assigned a dedicated grant accountant, responsible for working closely with the coordinator and faculty led committee, and

Resolved, That such a position be funded by Basic Skills Initiative funds (two year) in accordance with the grant's guidelines and allowable expenditures.

**Moved: Sheila McFarland; Seconded: Neela Chatterjee; MCU**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

#### **Feedback:**

- The person filling this role could also do ARGOS data crunching.
- All Fan5 groups would benefit from this position.
- Expenses such as these need to be written into grants, which need more oversight.
- Every grant across the institution would benefit from an accountant, perhaps shared.

### D. **Equity Project Prioritization Update**

#### **Feedback:**

- There are concerns with the top recommendation to hire counselors.

- Mixed and conflicting messages undermine the credibility and work of the committee and make the work of the Executive Council difficult.

**E. Equity Project Prioritization Update**

- Tabled for the May 11, 2016 meeting.

**F. Technology Plan from ITAC**

**Resolution 2016.05.04.07 Technology Plan**

Resolved, that the Academic Senate accept the 2015-2017 Technology Plan Update.

**Moved: Steven Brown; Seconded: Denise Selleck; MCU**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

**Feedback:**

- More information is needed about how computers are requested and provided/replaced across the institution, and about how that information informs the decision-making by categorical spending prioritization groups.

**G. Institutional Aspirational Goals**

**Resolution 2016.05.04.08 Institutional Aspirational Goals**

Resolved, That the Academic Senate recommend the institutional aspirational goals for 2016.

**Moved: Dana Jae Labrecque; Seconded: Neela Chatterjee; MCU**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

**Resolution 2016.05.04.09 Addition of Student Equity Presentation on May 18th**

Resolved, that the Academic Senate add an Equity prioritization to the agenda for May 18th.

**Moved: Lillian Marrujo-Duck; Seconded: Dana Jae Labrecque; MCU**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Dayo Diggs, Matthew Duckworth, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

**XII. Public Forum — not held**

**XIII. Adjournment: 5:30 p.m.**