



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 11, 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, Verónica Feliu, Donna Hayes, 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: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

Other Senate Members Present: Jacques Arceneaux, Fred Teti, Katryn Wiese

Guests: Pam Mery

I. Call to Order. 2:50 p.m.

II. Adoption of Agenda.

Agenda adopted.

III. Approval of Minutes – April 20, 2016

Moved to May 18, 2016 meeting.

IV. Review of Quality Focus Essay and Self-Evaluation Standards IVB and IC

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

V. Public Comment

- Faculty were urged to distinguish between vocabulary appropriate to institutions of higher learning and corporate vocabulary.
- Materials were distributed from Dayo Digg's Women's Health course.
- A Sunday, May 15, 2016 memorial concert for former CCSF President Willis Kirk will be held in Diego Rivera Theatre at 2:00 p.m.
- It was reported that the two counselors in financial aid who had requested appropriate work spaces were both reassigned to other programs.

VI. Introduction of Ilona McGriff

Not held.

VII. Officers' Reports

President Marrujo-Duck Reported:

- That AP 2.08, as edited by the Executive Council, had been handed off to the Interim Chancellor.
- That the Decision Making Handbook which the Executive Council reviewed on April 20, 2016 was also in the Interim Chancellor's hands and would be reviewed in collegial consultation Monday, May 16, 2016.
- That the Executive Council would again consider the now revised Enrollment Management Plan at the May 18, 2016 meeting.
- That the Interim Chancellor was providing for pizza and Mexican food at the May 18 and May 25, 2016 Executive Council meetings.

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.

VIII. Consent Agenda

Resolution 2016.05.11.01A Increase the Registration Unit Cap

Whereas, many required courses and programs have increased their unit weights (without necessarily increasing the student workload), making it unnecessarily difficult for students to stay below the registration unit cap; and

Whereas, the Education Policies Committee feels the College should rely on its counselors' judgment rather than being overly specific about waiver criteria; be it therefore

Resolved, that the Education Policies Committee propose to the Senate the following new policy for enrollment limitations:

Students may enroll in a maximum of eighteen (18) semester units each Fall and Spring school terms. Students may enroll in a maximum of eight (8) semester units during the Summer session. Students wishing to enroll in more than the maximum units allowable must receive permission from their academic counselors. Approval to take more than 18 semester units in a Fall or Spring semester or 8 semester units during a Summer session will be based on the counselors' assessments of the students' academic histories, records, and goals.

NOTE: Enrollment maximums are strictly enforced by our computer systems. Therefore, students who have received permission from their counselor to enroll in

over the maximum units authorized by College policy must process those units in-person at the Registration Center, Smith Hall, Room 118.

Passed by consent.

Resolution 2016.05.11.01B Appointment of SLO & CurricUNET Coordinators

Whereas SLO coordination has served a critical function at CCSF; and

Whereas CurricUNET has helped to support that function including integrating it with program review and curriculum; be it therefore

Resolved, that the SLO Coordination Team for 2016-2017 be comprised of Craig Kleinman, Mandy Liang, and Sheri Miraglia, and be it further,

Resolved, that CurricUNET Administration be transitioned to Dora Dye for 2016-2017 with training from Katryn Wiese throughout Fall 2016.

Passed by consent.

Resolution 2016.05.11.01C Addition of Business on May 18th and 25th

Whereas, There are several unfinished items that will need Academic Senate consideration prior to the end of the semester; be it therefore,

Resolved, that the Academic Senate allow the Academic Senate President to use best judgement in selecting only those items that are completed and could benefit from a review of the Academic Senate by the end of Spring 2016 to be added to the special Council meetings on May 18th and May 25th.

Passed by consent.

Resolution 2016.05.11.01D Recommendation of the Proposed Text for BP/AP 3720: Computer, Network, and Classroom Technology Use

Whereas, the language included in the proposed text for BP/AP 3720 derives primarily from the California Community Colleges League; and

Whereas, the Information Technology Application Committee has reviewed and proposed the text for BP/AP 3720; and

Whereas, the formatting and numbering of the policy and administrative procedure will be altered to align with our current policy and procedure formatting; be it therefore,

Resolved, that the Academic Senate recommend the May 2016 revision of BP/AP 3720.

Passed by consent.

IX. Appointments to Committees

Resolution 2016.05.11.02 Appointments to Committees with Unlimited Membership

CTE Steering

- Torina Craig – EOPS / Labor & Community Studies
- Minda Dudley - VOCN
- Lorraine Leber – Visual Media Design
- Melissa McPeters – TRST

Non-Credit Issues

- Suk Fun Fanny Law - ESL
- Sally Winn - ESL

Scholarship

- Cindy Mata - EOPS
- Andrea O'Brien – Social Sciences

Teaching and Learning with Technology Roundtable (TLTR)

- Shannon Nixon – Biology (TLC Coordinator for Fall 2016)

Works of Art

- Anna Asebedo – Art (*reappointment*)
- Julia Bergman – Library & Learning Resources (retired) (*reappointment*) - *Resource Member*
- Dayumdura (*formerly Ann*) Dennehy – ESL
- Joy Durighello – ESL (*reappointment*)

Moved: Steven Brown; Seconded: Neela Chatterjee; MCU

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

Resolution 2016.05.11.03 Appointments to Committees with Limited Membership

Curriculum Committee

- Lisa Johnson – ESL (Area C) *Resource to full membership*
- Steven Mayers – English (Area C) *Resource*
- Lisa Romano – New Student Counseling (Area F) (*reappointment*)

Education Policies

- o Cindy Mata – EOPS
- o Steven Mayers – English

Registration and Enrollment

- o Patty Chong Delon – Continuing Student Counseling

Faculty Professional Development Activities

- o Dayumdura (*formerly Ann*) Dennehy – ESL

Honors Issues

- o Sue X. Lian – Foreign Languages
- o Cindy Mata – EOPS

Learning Communities & Career Pathways

- o Dayumdura (*formerly Ann*) Dennehy – ESL

Matriculation Advisory Committee

- o Patty Chong DeLon – Continuing Student Counseling
- o Mandy Liang – New Student Counseling
- o Lisa Romano – New Student Counseling / SSSP Coordinator

Student Equity Strategies

- o Anthony Costa – Library & Learning Resources (Resource)
- o Elizabeth Stewart – Learning Assistance (Resource)
- o John Verosky - Mathematics

Moved: Donna Hayes; Seconded: Carol Reitan; MC

Abstention: Mandy Liang

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

Resolution 2016.05.11.04 Appointments to District-Level Committees and Taskforces/Workgroups

Enrollment Management

- o Susan Lopez – ESL / Adult Enrollment Coordinator (*Resource*)

Moved: Susan Berston; Seconded: Maria Heredia; MCU

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

X. Old Business

A. BP 6.19 Auditing of Classes

Resolution 2016.05.11.05 BP 6.19 Auditing of Classes

Resolved, that the Academic Senate not recommend BP/AP 6.19; and be it further,

Resolved, that the Academic Senate provide the opportunity to consider the implications of recommending that CCSF allows students to audit classes under certain circumstances; and be it further

Resolved, that the Academic Senate reconsider BP/AP 6.19 by October 2016.

Moved: Madeline Mueller; Seconded: Susan Berston; MC

Abstention: Maria Heredia

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

Feedback:

- The impact on enrollment needs clarity.

XI. New Business

A. Professional Development Plan Update

Resolution 2016.05.11.06 District Professional Development Plan

Resolved, that the Academic Senate accept the non A&P/10+1 sections of the May 2016 draft District Professional Development Plan; and be it further,

Resolved, that the Academic Senate encourage the Faculty Professional Development Committee to continue revisions and propose prioritizations of the A&P/10+1 faculty activities listed in the May 2016 draft District Professional Development Plan; and be it further,

Resolved, that the Academic Senate insist on the inclusion of faculty in any potential ranking of faculty sabbatical activities that falls under academic and professional purview; and be it further

Resolved, that the Academic Senate recommend administrative follow through on the creation of a Faculty Professional Development Coordinator to facilitate the implementation of the proposed faculty professional development activities in the draft District Professional Development Plan.

Moved: Coni Staff; Seconded: Lenny Carlson; MCU

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

B. BP/AP 6.03 Program, Curriculum, and Course Development

- This issue will be discussed on May 18, 2016.

C. BP/AP 6.18 Philosophy and Criteria for the Associate Degree and General Education

Resolution 2016.05.11.07 BP/AP 6.18 Philosophy and Criteria for the Associate Degree and General Education

Resolved, that the Academic Senate recommend the May 2016 revisions to BP/AP 6.18 Philosophy and Criteria for the Associate Degree General Education..

Moved: Ghislaine Mazé; Seconded: Sheila McFarland; MCU

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

D. March 8th Report from SLO Committee

Feedback:

- Consider asking for this to be discussed at department meetings; email DCC.
- Noncredit curriculum committees in ESL (ask Greg to ask the coordinators to look at this at coordinator meetings) cc. Neela Chatterjee.
- Executive Council asks each of the Academic Senate committees to spend some time discussing this report and to bring either a resolution or a “not at this time” back to the Academic Senate.
- Add to Academic Senate President’s email.
- We need to respect people’s time; this may not go anywhere.
- Put it on the 1st agenda next semester; look at the 5 and distribute to appropriate committees and ask them to discuss it.

E. Resolution in Support of Assessment

Resolution 2016.05.11.08 Academic Senate Support For Assessment

Whereas, the Executive Council of the Academic Senate in collaboration with SLO Coordinators and the SLO Committee have agreed that a key aspect of our ongoing assessment processes is for each primary instructor for each CRN each semester to complete CRN-level assessments for at least one SLO; and

Whereas, This requirement is documented in our Assessment Plan and has been approved multiple times by the Executive Council of the Academic Senate, and
Whereas, This process was developed to meet accreditation requirements and to ensure that assessment is a comprehensive and meaningful college-wide activity, and
Whereas, As a college, with pushing and prodding from SLO Coordinators and Department Chairs, we have been able to achieve approximately 90-94% reporting levels each semester. However, we are challenged to bring in the remaining 6-10% of reports, and

Whereas, SLO Coordinators have responsibility for encouraging and monitoring assessment, but no authority to enforce assessment requirements, as is appropriate, and
Whereas, Responsibility for completion of all college reports including SLO reports belongs to individual faculty, overseen by Department Chairs, and
Whereas, Deans and the VCAA are available to assist chairs and faculty in this challenging task, but they are best able to do so with the express request by faculty leadership; be it therefore,
Resolved, that the Academic Senate Executive Council supports Deans and the VCAA working with Department Chairs to follow up with faculty who have unassessed CRNs.

Moved: Sheila McFarland; Seconded: Mandy Liang; MC

Abstention: Maria Heredia

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

F. Academic Senate Committee Evaluation Report

Resolution 2016.05.11.09 Academic Senate Spring 2016 Committee Evaluation Report

Resolved, that the Academic Senate recommend the Spring 2016 Academic Senate Committee Evaluation Report.

Passed by acclamation.

G. Education Master Plan Update

Feedback:

- The Academic Senate President will send a link to the implementation matrix of the 46 items to the Executive Council for consideration.
- It is important for various college plans to review assessment reports such as the March 8 and ILO assessment reports.

H. Transferring Responsibility for Assigning Courses to GE Areas to Curriculum Committee

Resolution 2016.05.11.10 Transfer Assigning Courses to General Education to Curriculum Committee

Whereas the standard practice at California Community Colleges follows the ASCCC document The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice, which lists approval of Associates Degree requirements as a duty of the Curriculum Committee, specifically
“Criteria established by the local board to implement Associate Degree

requirements must follow the standards in Title 5 55002(a) including recommendation by the curriculum committee” [p.12],

Whereas the Curriculum Committee, by design, ensures that it has members from a broad spectrum of departments and disciplines, as well as specialists in articulation, requisites, SLOs, and CTE courses and programs,

Whereas local GE applicable courses going through Curriculum Committee review already are required to meet all Title 5 requirements, such as rigor, content, learning outcomes, instructional methodology, and mapping of course learning outcomes to GE outcomes,

Whereas the Curriculum Committee currently checks the mapping of all existing GE courses undergoing revision,

Whereas the Curriculum Committee maintains and regularly updates a Curriculum Handbook and other documentation to include detailed and current information relating to regulations and standards that can be expanded easily to encompass graduation requirements and procedures,

Whereas the Curriculum Committee considers proposals from departments at least 12 times per academic year and has processes in place for timely interactions related to questions and changes,

Whereas the Curriculum Committee is willing to take on the role of assigning courses to GE areas and submitted a resolution for the April 6, 2016 Executive Council Meeting, proposing:

“the Curriculum Committee encourages the Academic Senate Executive Council to assign the responsibility for assigning courses to GE areas to the Curriculum Committee.”

Whereas the Academic Senate Executive Council took that proposal as background information and put forward their own proposal requesting that the: *“Curriculum Committee create proposed policies and procedures to be used to place courses within General Education Areas for Executive Council consideration.”*

Resolved, that the Academic Senate Executive Council review the attached draft criteria, guidelines, and procedures, understanding that these criteria, guidelines, and procedures are first-draft proposals that will evolve to ensure they can be effectively embedded into ongoing Curriculum Committee processes, the Curriculum Handbook and continue to meet federal, state, and accreditation standards.

Moved: Carol Reitan; Seconded: Sheila McFarland; MCU

Not present: Ms. Bob Davis (on leave), Matthew Duckworth, Lawrence Edwardson, Todd Rigg-Carriero (on leave)

XII. Public Forum

- CCSF will begin a search for a permanent chancellor this fall. An RFP is going out and a consultant firm will be selected to coordinate the chancellor search process.
- A number of interim administrative positions will be open for permanent positions and faculty will be needed to serve on various hiring committees.
- It is important to have a faculty voice on the administrative position search committees.

XIII. Adjournment: 5:19 p.m.