



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 18, 2016, 2:00 - 5:30 p.m. Ocean Campus, MUB 140

2015–2016 Council Members Present: Susan Berston, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Matthew Duckworth, Verónica Feliu, 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: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna Hayes, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

Other Senate Members Present: Deanna Abma, Jacques Arceneaux, Kim Ginther-Webster, Carole Meagher

Guests: Laura Lara-Brady, Ilona McGriff

I. Call to Order. 2:36 p.m.

II. Adoption of Agenda.

Agenda adopted.

III. Approval of Minutes – April 20, 2016; May 4, 2016

Moved to May 25, 2016 meeting.

IV. Review of Self-Evaluation Standards IIA, IIC, IIC, IVA, IVC

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

V. Public Comment

- It was reported that Steven Kinsella is no longer chair of ACCJC and is no longer a member of the commission.
- Information was distributed regarding conference hours being taken up by AFT 2121.
- Cards were distributed and signed to thank Melinda Weil and Katryn Wiese for their service as Curriculum Chair and CurricUNET Administrator, respectively, and to express condolences to James Rogers on the loss of his mother.

VI. Introduction of Ilona McGriff

- Ilona McGriff, Interim Dean of Grants & Resource Development, introduced herself to the Executive Council. She presented her goals of continuing to focus on

competitive awards with more robust means for faculty pursuits. She also presented on her personal background and extensive professional experience. She was welcomed by the Council.

VII. Officers' Reports

President Marrujo-Duck Reported:

- That she had attended an FPAC meeting where U-fund and categorical hiring were prioritized, and that it was a positive experience marked by ample information, clear criteria, and transparency.
- That she had also met with members of the Student Equity Strategies Committee regarding their project prioritization to get questions answered.

First Vice-President Labrecque Reported:

- That the Program Review Committee was to meet one more time to address October 2016 mid-semester FLEX, and that CCSF was moving forward with a 3-year cycle.
- That the amount of work Executive Council members were being called upon to do was perhaps becoming untenable, and that it should be tempered in the upcoming term, with concerns about being met in the middle by other constituent groups.

Second Vice-President Romano Reported:

- That she would be transitioning off the Executive Council to serve as SSSP Coordinator and department chair.
- That she had attended a statewide meeting regarding the Common Assessment, in which CCSF will participate in 2017–2018.
- That she was also immersed in work on Hobson's Educational Plan, which had acquired Starfish.

Secretary Liang Reported:

- That she would be continuing on Executive Council in the fall.
- That she had attended a meeting of California Community College Assessment Association, Southern Chapter, also about the Common Assessment.
- Gratitude to everyone in the Student Development Division for their hard work with outcomes assessment.

VIII. Consent Agenda

Resolution 2016.05.18.01 Appointment of the Academic Senate Archivist, Basic Skills Coordinator, and Faculty Travel Chair

Resolved, that the Academic Senate make the following appointments:

Archivist:	Susan Berston
Basic Skills Coordinator:	Kristin Smith
Faculty Travel Chair:	Fred Teti

Passed by consent.

IX. Appointments to Committees

Resolution 2016.05.18.02 Appointments to Committees with Unlimited Membership

CTE Steering

Angie Fa – Asian American Studies

Kathleen White – Child Development (*reappointment*)

Non-Credit Issues

Shawna Hamilton - ESL

Teaching and Learning with Technology Roundtable (TLTR)

Constance Conner - Computer Science (*reappointment*)

Ghislaine Mazé- English

Moved: Mandy Liang; Seconded: Sheila McFarland; MC

Abstention: Ghislaine Mazé

Not present: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna Hayes, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

Resolution 2016.05.18.03 Appointments to Committees with Limited Membership

Curriculum Committee

Steven Mayers – English (Area C) *Resource to full membership* as John Isles of English is stepping down

Megan Corry – Healthcare Technology (Area E) (*reappointment*)

Matriculation Advisory

Dennis Piontkowski – Math (*reappointment*)

Registration & Enrollment

Dennis Piontkowski – Math (*reappointment*)

Moved: Sheila McFarland; Seconded: Mandy Liang; MCU

Not present: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna Hayes, Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

Resolution 2016.05.18.04 Appointments to District-Level Committees and Taskforces/Workgroups

Information Technology Advisory Committee

Julian Prentice – Library & Learning Resources

Moved: Lillian Marrujo-Duck; Seconded: Mandy Liang; MCU

Not present: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna

X. Old Business

**A. BP/AP 6.03 Program, Curriculum, and Course Development
Feedback:**

- Executive Council members collaborated and offered feedback on a draft resolution on this issue to be considered at the May 25, 2016 meeting.

B. Enrollment Management Plan, 2nd Read

Resolution 2016.05.18.05 Acceptance of Non 10+1 Portions of the May 2016 Enrollment Management Plan

Whereas, the Enrollment Management Committee, a standing committee of the Participatory Governance Council, has developed an Enrollment Management Plan that includes an Executive Summary; Introduction and Context; Five Year Objectives; Description of Students and Served Community; Strategic Advantage; Programs and Services; Recommendations and First Year Actions that includes 17 recommendations for pursuing increases to enrollment; and

Whereas, these aforementioned sections are not largely academic and professional matters; and,

Whereas, the Enrollment Management Plan also includes a section identified as Restoration, Growth, and Innovation Opportunities that contains primarily academic and professional matters; and

Whereas the Restoration, Growth, and Innovation Opportunities section includes academic and professional matters that need further review through the Academic Senate collegial governance process; and,

Whereas, the Introduction and Context of the Plan declares that "it is to be considered a living document, in that modifications and updates will be made as new information is obtained," and numerous passages in several parts of the plan identify areas for which further information is critically needed, but there is currently no explicit recommendation to seek additional information or to conduct further analysis of information that is the foundation for the plan, be it therefore,

Resolved, that the Academic Senate accept the portion of the Enrollment Management Plan that includes the Executive Summary; Introduction and Context; Five Year Objectives; Description of Students and Served Community; Strategic Advantage; Programs and Services; Recommendations and First Year Actions that includes 17 recommendations for pursuing increases to enrollment; and be it further,

Resolved, that the Academic Senate recommend an addition to Recommendation E to include the identification of programs and services offered on Ocean Campus to be included in the marketing campaign set to begin in Summer 2016.

Resolved, that the Academic Senate recommend that the Restoration, Growth, and Innovation Opportunities section be separated out of the document and further reviewed by the Academic Senate beginning in Fall 2016; and,

Resolved, that the Academic Senate recommend as an additional item in the recommendation section:

Seek additional information concerning past FTES information, enrollment patterns and strategies at CCSF, research and analyze demographic, educational goals and other data critical for successful future enrollment management plans, and revise this Enrollment Management Plan; with

Owners: Enrollment Management Committee;

Timeframe 2016-17;

FTES benefit: great potential;

2016-17 action items: obtain and analyze data for years of CCSF growth during non-recession years; obtain information to fill knowledge gaps in the current plan as feasible; conduct further analysis on data already obtained or to be obtained; revise the Enrollment Management Plan for circulation in draft in March 2017 for approval in April 2017.

Moved: Lillian Marrujo-Duck; Seconded: Madeline Mueller; MC

The Academic Senate President relinquished the Chair responsibility to Dayo Diggs as the Acting Chair.

Nay: Denise Selleck

Abstention: Susan Berston, Sheila McFarland

Not present: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna Hayes Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

C. AP 2.07 Update

- The Academic Senate President gave an update on this item's position in PGC and collegial consultations, with the implications for the self-study and accreditation.

D. Decision-Making Charts and Narratives

Resolution 2016.05.18.06 Recommendation of the Roles, Responsibilities, Processes Charts (RRP Handbook)

Whereas, the RRP Handbook codifies our existing processes; and

Whereas, the RRP Handbook provides the evidence for new accreditation standard IVA 6;and,

Whereas, the RRP Handbook includes reference to AP 2.08 which codified the processes for a participatory governance committee to interface with the Academic Senate collegial governance system; and be it therefore,

Resolved, that the Academic Senate recommend the May 17, 2016 Roles, Responsibilities, and Processes Handbook; and be it further,

Resolved, that an evaluation of the RRP Handbook take place no later than Fall 2017.

Passed by acclamation.

XI. New Business

A. Continued Discussion on Standards

- The Academic Senate President gave an update on the state of the self-study, with the timeline going forward into summer. Executive Council members discussed a draft resolution on the approval of the study to be considered at the May 25, 2016 meeting.

B. BP/AP 6.26 Credit by Examination

Resolution 2016.05.18.07 Recommendation of Revisions to BP/AP 6.26 Credit by Examination

Resolved, that the Academic Senate recommend the May 2016 revisions of Board Policy and Administrative Procedure Credit by Examination with the following revisions:

BP needs a change: in the 1st paragraph, “college may grant... approved OR (not and)... conducted”

Moved: Dana Jae Labrecque; Seconded: Verónica Feliu; MCU

Not present: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna Hayes Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

C. Equity Project Prioritization

Resolution 2016.05.18.08 Recommendation of Equity Project Prioritizations May 2016

Whereas, the Student Equity Strategies reviewed equity-identified projects included in the 2015 Program Reviews; and,

Whereas, the Student Equity Strategies considered projects using a rubric to rank the potential of the project to narrow achievement gaps; and

Whereas the Academic Senate wishes to recommend projects that adhere to the guidelines agreed upon by the institution and provided to the Student Equity Strategies Committee; and

Whereas, the Academic Senate recognizes that the amount of time necessary to review and revise these projects has been limited; be it therefore,

Resolved, that the Academic Senate recommend the Student Equity Strategies project prioritization with the following overall revisions:

a. Only students workers be hired for any project (for example, as tutors and mentors) and not faculty or classified workers; and

b. All reassigned time be evaluated for appropriateness and to ensure that the College does not fall below the 50% law; and

c. These recommendations will not result in spending beyond the 2015-2016 Equity Plan allocations approved with the December 2015 Equity Plan; and be it further,

Resolved, that the College continue to provide all departments with the opportunity to pilot short terms equity related innovations; and be it finally,

Resolved, that the College re-embrace and prioritize efforts to implement the college-wide professional development activities included in the 2014 and 2015 Equity Plans.

Moved: Ghislaine Mazé; Seconded: Dana Jae Labrecque; MCU
Not present: Steven Brown, Ms. Bob Davis (on leave), Lawrence Edwardson, Donna Hayes
Maria Heredia, Carol Reitan, Todd Rigg Carriero (on leave)

XII. Public Forum

- Not held.

XIII. Adjournment: 5:30 p.m.