



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 25, 2016, 2:00 - 5:30 p.m. Ocean Campus, Wellness 321

2016–2017 Council Members Present: Jacques Arceneaux, Loren Bell, Monica Bosson, Steven Brown, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Verónica Feliu, Donna Hayes, Maria Heredia, Thomas Kennedy, Dana Jae Labrecque, Mandy Liang, Alexis Litzky, Lillian Marrujo-Duck, Sheila McFarland, Amy McLanahan, Madeline Mueller, Marie Osborne, Denise Selleck, Mike Solow, Coni Staff, Fred Teti, Kyle Thornton, Maria del Rosario Villasana

2016–2017 Council Members Absent: none

2015–2016 Council Members Present: Susan Berston, Steven Brown, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Matthew Duckworth, 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), Lawrence Edwardson, Todd Rigg-Carriero (on leave)

Other Senate Members Present: Antonio Martinez, Alvin Randolph, Karen Saginor, Peter Stoffers, Tracee Wong

Guests: Kristin Charles, Edie Kaeuper, Wendy Miller, Theresa Rowland

I. Call to Order. 2:28 p.m.

II. Adoption of Agenda.
Agenda adopted, amended.

III. Approval of Minutes – April 20, 2016; May 4, 2016; May 11, 2016
Minutes were approved for April 20, 2016; May 4, 2016; and May 11, 2016.

IV. Public Comment

- Condolences were expressed for the family of long-time custodial supervisor Nathan Libadia on the loss of his daughter; a card was signed.
- Academic Senate President Lillian Marrujo-Duck was congratulated on her new post as Dean of English and Foreign Languages.
- Coni Staff welcomed faculty members to the Wellness Center.

- It was announced that James Rogers in ITS lost his mother last week.
- The need for a public information officer at the college was expressed; the administration should communicate deaths and other milestones to the college community.

V. Officers' Reports

President Marrujo-Duck Reported:

- That it had been a pleasure to serve the senate as president.
- That she had attended a Pathways meeting and that faculty should get involved in this conversation.
- That *Redesigning America's Community Colleges* was a valuable piece of reading.

First Vice-President Labrecque Reported:

- That it had been a pleasure to serve the Senate and work with committees.
- That the Program Review Committee would be having a mid-semester FLEX on program review.
- That Program Review is moving to a three-year cycle with an annual plan.

Second Vice-President Romano Reported:

- None at this time.

Secretary Liang Reported:

- That it had been a challenging and rewarding year and that she would stay on the Executive Council for two more years.

VI. Consent Agenda

Resolution 2016.05.25.01A Academic Senate Concert & Lecture Coordinator

Resolved, that Lori Brown be appointed Academic Senate Concert & Lecture Coordinator.

Passed by consent.

Resolution 2016.05.25.01B Task Force on Schedule Development

Resolved, that Simon Hansen be appointed to the Task Force on Schedule Development.

Passed by consent.

VII. Appointments to Committees

Resolution 2016.05.25.02 Appointments to Committees

Registration and Enrollment

- Ana Rita García– Foreign Languages

Moved: Carol Reitan; Seconded: Steven Brown; MCU
Not present: Ms. Bob Davis (on leave), Lawrence Edwardson, Todd Rigg-Carriero (on leave)

VIII. Old Business

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

Resolution 2016.05.25.03 BP/AP 6.03 Program, Curriculum, and Course Development

Resolved, that the Academic Senate recommend the May 25, 2016 revisions to BP/AP 6.03 Program, Curriculum, and Course Development with the addition that the Catalog includes changes to course numbers and suffixes.

Moved: Steven Brown; Seconded: Dana Jae Labrecque; MC
Abstentions: Donna Hayes, Lisa Romano
Not present: Ms. Bob Davis (on leave), Lawrence Edwardson, Todd Rigg-Carriero (on leave)

Feedback:

- The “crosswalk” from old numbering to new numbering should be maintained and easily accessible somewhere, preferentially in the catalog. This information is important, particularly to counselors, and technological constraints in Banner should not drive the process to the detriment of maintaining important information.
- Conference hours are of necessity in some programs. This issue is being taken up by the union.
- With regard to “procedures,” there is confusion, even on the part of the Board of Trustees, that the Curriculum Committee is a committee of the Academic Senate. This needs clarification and rectification.

B. **Review of Prepared Standards**

- The Academic Senate President reviewed the completed standards for general consensus on their readiness.

C. **Update on Supplemental Addendum for Fall 2016**

- Kristin Charles presented the new dates for the self-evaluation.
- The Board of Trustees will conduct a first read at the June 23, 2016 meeting.
- A complete draft will be available by June 15, 2016, with an accompanying supplemental addendum to be presented to the Commission in the fall.
- The Board of Trustees will conduct a second read and approve the document on July 14, 2016.

IX. New Business

A. **Outgoing Council Member Acknowledgements**

- Certificates of appreciation were presented to the following individuals for their service to the Academic Senate: Carol Reitan, Ghislaine Mazé, Matthew Duckworth, Susan Berston, Winnie Phung (for her excellent office support), Mandy Liang, Lisa Romano, and Dana Jae Labrecque.
- Steven Brown presented flowers for the outgoing officers Mandy Liang, Lisa Romano, Dana Jae Labrecque, and Lillian Marrujo-Duck, who were also given a small token of appreciation.

B. **Seating of 2016–2017 Executive Council**

- Election commissioners Karen Saginor and James Armstrong installed the 2016–2017 Executive Council.

C. **Election of 2016–2017 Executive Council Officers**

Resolution 2016.05.25.04 2016–2017 President

Resolved, that Mandy Liang be appointed Academic Senate President for 2016–2017.

**Moved: Lillian Marrujo-Duck; Seconded: Neela Chatterjee
Approved by acclamation.**

Resolution 2016.05.25.05 2016–2017 First Vice President

Resolved, that Fred Teti be appointed Academic Senate First Vice President for 2016–2017.

**Moved: Mandy Liang; Seconded: Jacques Arceneaux
Approved by acclamation.**

Resolution 2016.05.25.06 2016–2017 Second Vice President

Resolved, that Coni Staff be appointed as Academic Senate Second Vice President for 2016–2017.

**Moved: Fred Teti; Seconded: Susan Berston
Approved by acclamation.**

Resolution 2016.05.25.07 2016–2017 Secretary

Resolved, that Jacques Arceneaux be appointed as Academic Senate Secretary for 2016–2017

Moved: Verónica Feliu; Seconded: Tom Kennedy

Votes for Jacques Arceneaux: Jacques Arceneaux, Loren Bell, Monica Bosson, Dayo Diggs, Verónica Feliu, Tom Kennedy, Dana Jae Labrecque, Alexis Litzky, Amy McLanahan, Marie Osborne, Denise Selleck, Fred Teti, Rosario Villasana

Votes for Mike Solow: Steven Brown, Lenny Carlson, Sheila McFarland, Donna Hayes, Maria Heredia, Mandy Liang, Lillian Marrujo Duck, Madeline Mueller, Mike Solow, Coni Staff, Kyle Thorton

D. Institutional Self-Evaluation — Vote on Resolution

Resolution 2016.05.25.08 June 29, 2016 Meeting

Resolved, that the Academic Senate Executive Council hold an extraordinary meeting on June 29, 2016.

**Moved: Lillian Marrujo-Duck; Seconded: Jacques Arceneaux; MC
Abstention: Donna Hayes**

Resolution 2016.05.25.09 Resolution for Institutional Self-Evaluation

Whereas, the Academic Senate is asked to certify that the Institutional Self Evaluation accurately describes the college; and,

Whereas, not all sections of the the Institutional Self Evaluation are sufficiently complete for the members of the Academic Senate to read and certify that the final draft will accurately describe the college; and

Whereas, the Academic Senate appreciates its responsibility in meeting accreditation standards; be it therefore,

Resolved, that the Academic Senate President call a special Executive Council meeting prior to signing the document to allow for a discussion of the Institutional Self Evaluation; and be it further,

Resolved, that the special Executive Council meeting be held tentatively on June 29, 2016 after the completion of the document to provide time for a final read and that the Academic Senate President accept electronic feedback; and be it further,

Resolved, that if the special Executive Council meeting obtains a quorum, it may choose to vote on the recommendation of the Institutional Self Evaluation; and be it further,

Resolved, that, provided the special Executive Council meeting does not obtain a quorum or the Executive Council chooses not to vote on a recommendation, the Academic Senate President be authorized to sign and certify the Institutional Self Evaluation only after they are confident it is an accurate representation of the college.

Moved: Coni Staff; Seconded: Sheila McFarland; MCU

E. Calendar for 2016–2017

Resolution 2016.05.25.10 Executive Council Calendar for 2016–2017

Resolved, that the Academic Senate adopt the following calendar for 2016–2017.

FALL 2016 ACADEMIC SENATE COUNCIL EXECUTIVE MEETING

DATE	MEETING	DETAILS	LOCATION	NOTES
8/11/2016	PLENARY		Ocean	
8/17/2016		2:30pm - 7pm	Ocean	Orientation
8/31/2016		2:30pm - 5:00pm	Mission	
9/14/2016		2:30pm - 5:00pm	Ocean	
9/28/2016		2:30pm - 5:00pm	John Adams	
10/5/2016		2:30pm - 5:00pm	Ocean	
11/2/2016		2:30pm - 5:00pm	Chinatown	
11/9/2016		2:30pm - 5:00pm	Ocean	
12/7/2016		2:30pm - 5:00pm	Mission	
12/14/2016		2:30pm - 5:00pm	Ocean	

SPRING 2017 ACADEMIC SENATE COUNCIL EXECUTIVE MEETING

DATE	MEETING	DETAILS	LOCATION	NOTES
			Ocean	
1/13/2017	PLENARY		Ocean	
1/18/2017		2:30pm - 5:00pm	Mission	
2/1/2017		2:30pm - 5:00pm	Ocean	
2/15/2017		2:30pm - 5:00pm	John Adams	
3/15/2017		2:30pm - 5:00pm	Ocean	
4/5/2017		2:30pm - 5:00pm	Chinatown	
4/19/2017		2:30pm - 5:00pm	Ocean	
5/3/2017		2:30pm - 5:00pm	Mission	
5/17/2017		2:30pm - 5:00pm	Ocean	

Moved: Fred Teti; Seconded: Monica Bosson; MCU

Resolution 2016.05.25.11 October 19, 2016 Meeting

Resolved, that the Executive Council of the Academic Senate discuss on September 28, 2016 the necessity of meeting on October 18, 2016.

Moved: Lillian Marrujo-Duck; Seconded: Fred Teti; MCU

F. CCPT Presentation — Edie Kaeuper

- Edie Kaeuper presented on CCPT. The program adds work-based learning to give the 20% of Unified District students who do not go to college a clearer pathway.

- CCPT partners with San Francisco Unified School District, the mayor's office, the Bay Area Video Coalition, the Bay Area Biotech Ed Consortium, and the Career Ladders Project.
- Increasing work-based learning allows more students to finish and get jobs.
- Some partners include google, Microsoft, Linkedin, Nest, KQED, Pinterest, Cooper, Salesforce, Zynga.org, and Youth Voices
- Future pathways work includes working with 5 departments at CCSF, mapping out a way for students to move from SFUSD to get CCSF certificates and start work while at SFSUD.
- The program increases FTES and helps students on pathway to jobs.

X. Public Forum

- An explanation was offered for the Informal Discussion portion of this term's meetings.

XI. Adjournment: 5:25 p.m.