



# 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, September 14, 2016, 2:30 - 5:00 p.m. Ocean Campus, MUB 140

**2016–2017 Council Members Present:** Jacques Arceneaux, Loren Bell, Monica Bosson, Steven Brown, Neela Chatterjee, Dayo Diggs, Donna Hayes, Thomas Kennedy, Dana Jae Labrecque, Mandy Liang, Alexis Litzky, Sheila McFarland, Amy McLanahan, Madeline Mueller, Marie Osborne, Denise Selleck, Mike Solow, Coni Staff, Fred Teti

**2016–2017 Council Members Absent:** Lenny Carlson, Verónica Feliu (on leave), Dana Jae Labrecque, Maria del Rosario Villasana

**Other Senate Members Present:** E. Simon Hanson, Carole Meagher, Karen Saginor, Michelle Simotas, Kristin Smith, Joe Reyes

**Guests:** Kristin Charles, Linda da Silva, Lillian Marrujo-Duck, Samuel Santos

### I. Call to Order. 2:43 p.m.

### II. Adoption of Agenda. Agenda adopted.

### III. Officers' Reports

#### President Liang Reported:

- That the CTE Leadership Group would be meeting September 16, 2016 to shape the roll out of the \$200 million Strong Workforce Program in the Bay Area.
- That she wanted to invite two council members to join her at ASCCC Fall Plenary in Costa Mesa from November 3 to November 5, 2016.
- That the Senate was making appointments to the Facilities Committee.
- That she had invited Vice Chancellor Anna Davies to a council meeting pursuant to her September 8 presentation to the Board of Trustees on schedule development and enrollment management.
- That she had contacted the state academic senate for clarity on the interpretation of “program discontinuance.”
- That she and First Vice President Teti were inviting committee chairs to report at Executive Council meetings.
- That the state academic senate was considering the multifaceted impact of repeatability policy on student success.
- That the lease at the airport has been extended until July, 2019.

- That the large number of counselor positions approved by FPAC were necessary to address attrition and the large needs at the centers and for the EASE plan, equity plan, and SSSP.
- That the Academic Senate and the DCC had requested the Vice Chancellor of Academic Affairs to reschedule the meeting about the compressed calendar because September 23 is a holiday and mornings are the prime teaching time for many faculty members

**First Vice-President Teti Reported:**

- See written report (Appendix A).

**Second Vice-President Staff Reported:**

- None at this time.

**Secretary Arceneaux Reported:**

- None at this time.

**IV. Public Comment**

- President Liang was commended for completing her EDD degree.
- It was reported that a prior attempt to do the compressed calendar at Mission had not been successful.
- The issue of co-enrolled classes needs discussion at council.
- Eid al Adha celebration will be held September 14, 2016 from 6:00–7:30 p.m.
- A garden tour will be held Saturday, September 24 to benefit horticulture and floristry students.
- Late start classes are available for introductory flower arranging.
- The approach to spring semester scheduling needs to take into account returning numbers of students.
- It was reported that the citizens’ advisory council addressing the Balboa reservoir question reported needed greater information from CCSF, but that they were only soliciting input through the administration.

**V. Consent Agenda**

The following consent agenda items were pulled and will be placed on the September 28, 2016 agenda.

- B. Move the Executive Council meetings from Mission Center to Ocean Campus on December 7, 2016, January 18, 2017, and May 3, 2017.
- E. Requesting Enhanced Reassigned Time for the Professional Development Coordinator Position\*

**Resolution 2016.09.14.01A Approval of August 31, 2016 minutes**

Resolved, that the draft minutes from August 31, 2016 be approved.

**Passed by consent.**

**Resolution 2016.09.14.01B Appointment of Dayo Diggs, in addition to Fred Teti, to serve as the Parliamentarian for 2016-17.**

Resolved, that the Academic Senate appoint Dayo Diggs, in addition to Fred Teti, to serve as the Parliamentarian for the Academic Senate Executive Council for academic year 2016-2017.

**Passed by consent.**

**Resolution 2016.09.14.01C Deactivation of the Transfer Issues Committee**

Whereas, the Transfer Issues Committee (TIC) has not had a significant amount of business to conduct in the last two years; and

Whereas, none of the TIC members has objected to the suggestion that the Committee be deactivated; and

Whereas, the TIC's business can be taken up by such other Senate committees as Education Policies; be it therefore

Resolved, that the Academic Senate deactivate the Transfer Issues Committee.

**Passed by consent.**

## **VI. Appointments**

**Resolution 2016.09.14.02 Committee Appointments**

**Resolved, that the following faculty members be appointed to committees:**

Accreditation Steering Committee

Andrea Niosi --- Library (full member)

Capital Projects

Madeline Mueller --- Music (full member)

Steven Brown --- Environmental Horticulture & Floristry (alternate)

Lennis Carlson --- Music (alternate)

Lia Smith --- English as a Second Language (alternate)

Vicki Legion --- Health Ed (alternate)

Diversity

Mark Piper --- Latin American and Latino/a Studies (reappointment, full member)

Amily Huang --- Architecture (new appointment; alternate)  
Andrew King --- English (alternate)

#### Enrollment Management

Edgar Torres --- Latin American and Latino/a Studies (new appointment; full voting member)

#### Compressed Calendar Workgroup

Darlene Alioto --- Social Sciences (new appointment)  
Dennis Piontkowski --- Math (new appointment)  
Alexis Litzky --- Speech Communications (new appointment)  
Mandy Liang --- New Student Counseling Department (new appointment)

#### Curriculum Committee

Annemarie Kurpinsky --- Child Development (new appointment; Area E)

#### Early Alert Workgroup of the Basic Skills Committee

Vulindela Wobogo --- Transitional Studies  
Mike Solow --- Chemistry  
Cherille Cade --- Counseling/Gateway to College  
Chris Francisco --- English as a Second Language  
Rob Yung --- Engineering  
Roger King --- Physics  
Michelle Simotas --- English  
Elizabeth Zarubin --- English  
(all new appointments)

#### FPAC

Rosario Villasana --- Child Development/Family Studies (full member)  
Lorraine Leber --- Visual Media Design (full member)  
Anna Asebedo --- Art (full member)  
David Vika Palaita --- Interdisciplinary Studies (alternate)

#### CTE Steering Committee

Jim Connors --- Administration of Justice/Fire (reappointment)  
Beth Cataldo --- Visual Media Design (new appointment)  
Kamille Hitz --- Fashion (new appointments)

#### Scholarship

Erik Christianson --- Speech (new appointment)

#### SLO

Malcolm Cecil --- Broadcast Electronic Media Arts (new appointment)  
Natalie Smith --- Fashion (new appointment)

#### Student Grade and File Review

Andrew King --- English (resource member)  
Steven Brown --- Environmental Horticulture & Floristry

**Moved: Steven Brown; Seconded: Sheila McFarland; MCU**

**Not present:** Lenny Carlson, Verónica Feliu (on leave), Dana Jae Labrecque, Maria del Rosario Villasana

## VII. Unfinished Business

### A. Impending Program Review Summaries and Integration with Ongoing Enrollment Management Efforts

#### **Resolution 2016.09.14.03 Impending program review summaries and integration with ongoing enrollment management efforts**

**Whereas** the planning and program reporting procedures at CCSF are in the process of shifting from yearly full scale program reviews to shorter annual reports with comprehensive program reviews submitted once every three years and,

**Whereas** one purpose of shifting to the three year review cycle was to give the college the time necessary to summarize, share, and give thoughtful analysis to the information contained in the program reviews and,

**Whereas** the act of discussing and summarizing the 2014 program reviews will be the main focus of the Fall 2016 October 18 flex day with the potential to create and gather summative data that reflects the ideas found in the 2014 reviews and involves college wide participation and,

**Whereas** the information gathered through this process may be timely and useful to the Academic Senate and the college as a whole,

**Be it resolved** that the Academic Senate Executive Council supports the October 18<sup>th</sup> flex day review efforts and requests that the Program Review committee reports back to the council on the results of its reading session's distillation surveys that include triumphs, challenges, and enrollment opportunities.

**Moved: Monica Bosson; Seconded: Steven Brown; MCU**

**Not present:** Lenny Carlson, Verónica Feliu (on leave), Dana Jae Labrecque, Maria del Rosario Villasana

### B. Enrollment Management Discussion

According to the Resolution 2016.05.18.05 Acceptance of Non 10+1 Portions of the May 2016 Enrollment Management Plan, 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. The Enrollment Management Plan was approved by the Board of Trustees on September 8, 2016.

The Executive Council had a follow up discussion about the Restoration, Growth, and Innovation Opportunities section.

Executive Council Discussion:

- It is important to document faculty efforts and initiatives and the importance of providing this information to the board.
- A more formal process involving multiple faculty members, chairs, and deans would be desirable moving forward.
- Perhaps collaborations from the October 18 Program Review FLEX Day would provide opportunities to improve the document and make it more collaborative.
- A committee approach to the document might be valuable.
- The text needs to spell out clearly what cuts were imposed and what faculty did toward addressing the situation.
- This section is a report of information pulled from some program reviews. This section does not belong to the Enrollment Management Plan.
- This section needs to include dedicated enrollment management data of college wide discussions in the form of workgroups with representation from all constituencies, google doc comment and feedback, flex day events, forum, and presentations at all centers including Ocean and to committees, extensive outreach and participation of all constituency groups.
- dedicated Enrollment plan data of college wide discussions in the form of workgroups with representation from all constituencies, google doc comment and feedback, flex day events, forum and presentations at all centers including ocean and to committees, extensive outreach and participation of all constituency groups, then I think you could make a strong case and find ASEC support.
- Need broader faculty input and include extensive data for all activities driven by faculty with set goals to increase enrollment within a certain timeline.
- This section also needs to document challenges met or overcame both externally and internally within the institution.

## VIII. New Business

### A. BP/AP 6.17 Foreign Languages PRSD Committee(s) Formation

#### **Resolution 2016.09.14.04 Foreign Languages PRSD Committee(s) Formation**

Whereas evidence indicates that programs in Russian, German, Pilipino, Italian (major), Chinese (AA-T, language learner track), and Spanish (AA-T, heritage learner track) may be in danger of losing viability or may be in danger of being suspended or discontinued; and

Whereas CCSF Board Policy 6.17 states that "Programs shall not be discontinued or suspended without following the PRSD Procedure"; and

Whereas CCSF Administrative Procedure 6.17 states that "Program suspension or discontinuance should occur only after serious deliberation" and "A program should be discontinued only after all recommended intervention strategies have been implemented..." and

Whereas CCSF Administrative Procedure 6.17 states that a request made to the Chancellor and the Academic Senate President initiates the PRSD process, unless they JOINTLY deny the request, and it further states that the Academic Senate President can initiate the process by "informing the Chancellor of the need...."; be it therefore,

Resolved that the Academic Senate direct the Academic Senate President to inform Interim Chancellor of the need to commence the PRSD process without delay for the Russian, German, Pilipino, Italian (major), Chinese (AA-T, language learner track), and Spanish (AA-T, heritage learner track) programs by appointing PRSD committee(s) in accordance with A.P. 6.17.

**Moved: Monica Bosson; Seconded: Mike Solow; MC**

**Abstention: Marie Osborne**

**Not present:** Lenny Carlson, Verónica Feliu (on leave), Dana Jae Labrecque, Maria del Rosario Villasana

## **B. Update to CCSF's Institutional Self-Evaluation**

Accreditation Liaison Officer Kristin Charles reported that a one-page, bulleted update to the institutional self-evaluation had been provided per the request of the visiting team chair. The updates included information on Standard IIA and BP 6.03, the addition of a quantitative ILO, information about the implementation of EASE for Standard IIC, and BP 6.28 with reference to Standard IIIC.

## **C. Facilities Update**

Associate Vice Chancellor Linda da Silva presented items and an overview of the Facilities Master Plan.

Feedback:

- Faculty have questions about which buildings actually need to be replaced, based on health and safety concerns.
- Council members indicated a lack of trust in the process, calling for more collaboration and transparency.
- Council members indicated the huge impact facilities closures, however temporary, can have on enrollments.
- It was mentioned that CCSF still has not built the Performing Arts Center.
- Faculty would like to see more options, and for buildings to be built before being torn down.
- There are concerns overall about funding for these initiatives.
- It is important to gather direct input from the users (employees and students).

#### **D. Select Modifications to the Faculty Travel Guidelines Agreement**

Moved to next meeting for interests of time.

#### **E. Working Adult Degree Program Update**

Interim Dean Lillian Marrujo-Duck presented her attempts to restart this program, which had existed prior to 2012 at Mission. The goal is for a cohort model, for students to complete a degree in four semesters at night. A liberal arts degree in social and behavioral sciences, which research indicated is the most popular degree at CCSF, is being developed. Faculty expressed enthusiasm about the idea, but also concerns about competition issues for classes.

#### **F. MAXIENT Update**

Interim Vice Chancellor Samuel Santos gave the council information about MAXIENT, a software system to assist the college community in handling student cases about violation of the code of conduct. He highlighted the need for online access to sensitive documents across multiple CCSF locations at all times of day. Access will be limited to protect student privacy. Faculty members asked questions about the security of data and the cost of the program.

### **IX. Reports**

#### **A. Learning Communities and Career Pathways Committee — Michelle Simotas**

Michelle Simotas reported that the Learning Communities and Career Pathways Committee was:

- Continuing professional development activities in the fall and spring and would provide more information when available.
- Seeking clearer oversight of funding relating to pathways development.
- Working on creating a space for resources on the CCSF Web site.
- Looking to broaden its membership to include more counseling faculty.

#### **B. Program Review Committee – Simon Hanson and Loren Bell**

Updates were provided about the October 18 Program Review Flex Day.

#### **C. Basic Skills — Kristin Smith**

Kristin Smith reported that the Basic Skills Committee was:

- Working on smoothing out resource requests, but that the assessment piece was not yet done.
- Collaborating with David Martin in accounting at Gough Street.
- Taking on greater coordination with the SSSP and equity reports in the future.
- Actively taking on the early alert question.

### **X. Adjournment: 5:00 p.m.**



## APPENDIX A 9.14.2016 First Vice-President's Report

### Past Meetings/Events include

- 2016-08-31: Executive Council meeting
- 2016-09-01: Officers meeting
- 2016-09-01: PGC meeting
- 2016-09-02: Faculty Professional Development Activities Committee meeting
- 2016-09-08: Officers meeting
- 2016-09-08: DCC/Schedule Development and Review/Program Review
- 2016-09-12: Education Policies meeting
- 2016-09-13: Collegial Consultation with the VCs and/or the Chancellor

### Upcoming Meetings/Events include

- 2018-09-15: Officers meeting
- 2016-09-16: CTE Liaison interviews
- 2016-09-19: Accreditation Essentials thingy
- 2016-09-19: More CTE Liaison interviews
- 2016-09-20: More CTE Liaison interviews
- 2016-09-20: Academic Affairs Deans-and-Department Chairs meeting
- 2016-09-22: Officers meeting
- 2016-09-27: Collegial Consultation with the VCs and/or the Chancellor

### Priority Registration for Students Enrolled in More Units than the Nominal Maximum: Some notes from 9/12 Education Policies Meeting

You might recall that last semester Ed Policies proposed that the College raise the semesterly unit maximum without a Counselor's signature from 17 to 18 (and from 7 to 8 for Summer). We drafted Catalog language to effect that change, the Senate approved it, and the change went into effect. It had been the Committee's intention also that the students who get the Counselor's signature during pre-registration should be able to use it then without having to wait for the Adding period. Alas, that is not the way it was implemented. We pointed this out to MaryLou who said she could change this by power of her Office (since it's not a Board policy nor a Title 5/Ed Code/ACCJC requirement). However, MaryLou said it would help to have a sentence to this effect in the Catalog. At first I insisted that such new Catalog language come to the Senate. However, it was pointed out to me that...

- We weren't changing a *policy*, just encoding a new *practice*.
- It was not controversial and everybody wanted the new language, including the Registrar herself.
- If we did what I suggested, we would miss the Catalog Addendum deadline for Spring and we'd run the (small) risk of the problem recurring.
- If it turned out that for some odd reason the Senate didn't like this change, we could always pass a resolution to amend the new language.

So, I relented. (It's hard to argue that I'm asserting Senate purview when all the other faculty present disagree with me.)

### Something Else I Heard at the 9/12 Ed Policies Meeting

MaryLou also announced the startling news that the Financial Aid Office recently decided—without telling anyone—that a Summer student had to take 12 units in order to qualify as full time for Financial Aid! (It used to be only 6 units.) Near as we can tell this is not a federal FA mandate, just a (misguided) local decision. The officers asked VC Santos about it and he said he'd investigate.

**Committee Update** I regret to report that I simply don't have the time for a comprehensive sweep of all committees for members' terms' currency and vacancies created thereby. Thus, I am proceeding on a committee-by-committee basis, based on such external prompts as Mandy's preferences and squeaky chairs. This week we'll be focusing (not exclusively) on PGC committees.

### Some Notes from Collegial Consultation with the Chancellor

- The Chancellor continues to deny that BP/AP6.17 applies to Chemistry and Foreign Languages.

- Trustee Ngo has requested her to start enforcing the “Blueprint” from 2012, which includes a provision forbidding faculty search committees from requiring letters of recommendation. (Other provisions, such as developing a model rubric for scoring the diversity statement, are less shocking.)