



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, December 7, 2016, 2:30–5:00 p.m.

Mission Campus, Room 201

2016–2017 Council Members Present: Jacques Arceneaux, Loren Bell, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Donna Hayes, Thomas Kennedy, Dana Jae Labrecque, Mandy Liang, Alexis Litzky, Sheila McFarland, Madeline Mueller, Marie Osborne, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

2016–2017 Council Members Absent: Monica Bosson, Steven Brown, Verónica Felio (on leave), Amy McLanahan, Denise Selleck

Other Senate Members Present: Kim Ginther-Webster, Tim Killikelly, Craig Kleinman, Alisa Messer

Guests: Clarence Davis, Steven Healy, Noah Lystrup, Pam Mery, Cleveland Smith

I. Call to Order. 2:34 p.m.

II. Adoption of Agenda.

Agenda adopted.

III. Officers' Reports

President Liang Reported:

- That she had attended the November 28, 2016 public forum, attended by elected officials Jackie Speier, Phil Ting, and Scott Wiener, as well as Board President Raphael Mandelman, AFT 2121 President Tim Killikelly, and President Mike Clair of College of San Mateo. President Mandelman commended CCSF on the 2016 Self-Evaluation, the reinstated elected Board of Trustees, and the passing of Prop W.
- That the Board of Trustees has fixed the composition of the search committee for the permanent chancellor at 4 faculty members, 3 classified staff, 3 community members, 2 students, and 2 Board members.
- That she had not been invited to review the November follow-up report from ACCJC and that she would pursue this issue in consultation.
- That faculty should attend the December 16 meeting on the compressed calendar.
- That the Board and Chancellor are concerned about the impact of repeatability restrictions, and that Executive Council members Madeline Mueller and Coni Staff are preparing a resolution for the council's consideration.
- Vice Chancellor of Academic Affairs accepted the recommendations from the Schedule Development & Review Task Force with some modifications and clarifications. More

information is on the Task Force webpage. VC Davies is coming to the December 14 Executive Council meeting.

First Vice-President Teti Reported:

- See written report (Appendix A).

Second Vice-President Staff Reported:

- None at this time.

Secretary Arceneaux Reported:

- That the modified PRSD committee for Foreign Languages Programs in Jeopardy had begun meeting.
- That enforcement of prerequisites needs to be streamlined to ensure student access, especially to students not on Ocean Campus during the day. Preliminary data from Foreign Languages indicate that just under half of students blocked online for a prerequisite actually end up enrolling.
- That he was pleased to see Spanish-language advertising for CCSF at Union Square, and that the impact of such vital marketing needs assessing to gauge its reach, cost-effectiveness, and impact on enrollment.

IV. Public Comment

- Commendations were offered for the success of the public forum with Representative Speier. A representative of the CCSF administration should be present at such important events.
- The Music Department will be offering many concerts day by day before the end of the semester; faculty and students are encouraged to attend.
- The Horticulture and Floristry holiday sale will be December 8, 2016 from 11:00 a.m. to 3:00 p.m.

V. Consent Agenda

Resolution 2016.12.07.01A Approval of Minutes: November 9, 2016

Resolved, that the CCSF Academic Senate approve the minutes for November 9, 2016.

Passed by consent.

Resolution 2016.12.07.01B Proposed New Deadline for Change-of-Section after the Add Period

Whereas, it is a burden on the Admissions and Records Office to process Change-of-Section forms late in the semester; be it

Resolved, that the CCSF Academic Senate recommend that the deadline for changing

sections after the Add period be the same as the deadline for Withdrawal (i.e., 75% of the semester), as proposed by the Education Policies Committee.

Passed by consent.

Resolution 2016.12.07.01C Process for Increasing the Unit Load in a Variable-Unit Class after the Add Period

Whereas, CCSF has no official process for students to increase the unit load in a variable-unit class after the Add period; and

Whereas, the lack of such an official process causes confusion among students, faculty, and A&R officials; be it

Resolved, that the CCSF Academic Senate recommend that students must use the Late Add form to increase the unit load in a variable-unit class after the Add period; and be it also

Resolved, that the deadline for such a unit-load increase be the same as the Late Add deadline (as determined by the Academic Senate upon recommendation by the Registration and Enrollment Committee, currently Midterm).

Passed by consent

Resolution 2016.12.07.01D Allow students who have obtained the required counselor permission to enroll in over 18 units (over 8 units in summer) to enroll in the extra units beginning in the registration period.

Whereas, in the past, students who wished to enroll in units beyond the enrollment limit were required to obtain counselor permission and were required to wait until the first day of classes to add; and

Whereas, this policy made sense when many disciplines were impacted and faculty members not want to turn students away; and

Whereas, with many areas currently under-enrolled, it is important to allow students to enroll in extra units during the registration period as long as they obtain the required counselor permission ahead of time; be it therefore

Resolved, that the Academic Senate recommend that students who have obtained the required counselor permission to enroll in over 18 units (over 8 units in summer) be allowed to enroll in the extra units beginning in the registration period. This would change the past practice of having these students wait until the first day of class to be able to enroll in extra units.

Passed by consent.

VI. Appointments

Resolution 2016.12.07.02 Appointments to Committees and Task Forces

Works of Art

Jeffrey Goldthorpe --- English (reappointment)

Noncredit Issues

Robert Fitch --- Disabled Students Programs & Services (reappointment)

Commencement Ceremony Committee

Diane Garcia --- Radiologic Science (alternate; new appointment)

Equivalency Committee

John Balano --- Physical Education & Dance (new appointment)

Student Equity Strategies

Neela Chatterjee --- English as a Second Language (reappointment)

Moved: Lenny Carlson; Seconded: Dana Jae Labrecque; MC

Abstention: Neela Chatterjee

Not present: Monica Bosson, Steven Brown, Verónica Feliu (on leave), Amy McLanahan, Denise Selleck

It was furthermore announced that, as Simon Hanson will be on sabbatical leave in the spring 2017 semester, alternate Coni Staff will function as voting PGC member in his stead.

VII. Unfinished Business

A. BP/AP 6.17

Resolution 2016.12.07.03 Recommendation of BP 6.17 Revision

Whereas, as currently written, BP 6.17 does not match current practice. Current practice temporarily removes certificates and majors from the course catalog when they stop meeting the CCSF 6-year current requirement, State requirements (lose or are pending for state approval), and/or local accreditor requirements or when a significant number of courses within the certificate/major are deactivated and thus interfere with the integrity of the program (students could not complete it as intended), be it therefore,

Resolved, the Academic Senate recommend the revised November 16, 2016 version of BP 6.17 per the edits recommended by the Curriculum Committee and sent as the background document, BP 6.17 with revisions proposed by the Curriculum Committee on Nov.16, 2016.

Moved: Dana Jae Labrecque; Seconded: Loren Bell; MCU

Not present: Monica Bosson, Steven Brown, Verónica Feliu (on leave), Amy

McLanahan, Denise Selleck

Resolution 2016.12.07.04 Recommendation of AP 6.17 Revision

Whereas, as currently written, AP 6.17 does not match current practice. Current practice temporarily removes certificates and majors from the course catalog when they stop meeting the CCSF 6-year current requirement, State requirements (lose or are pending for state approval), and/or local accreditor requirements or when a significant number of courses within the certificate/major are deactivated and thus interfere with the integrity of the program (students could not complete it as intended), be it therefore,

Resolved, the Academic Senate recommend the revised November 16, 2016 version of AP 6.17 per the edits recommended by the Curriculum Committee and sent as the background document, AP 6.17 with revisions proposed by the Curriculum Committee on Nov. 16, 2016

Moved: Coni Staff; Seconded: Sheila McFarland; MCU

Not present: Monica Bosson, Steven Brown, Verónica Feliu (on leave), Amy McLanahan, Denise Selleck

VIII. New Business

A. Public Safety Management Study Update

Steven Healy, Cleveland Smith, and Clarence Davis of Margolis, Healy, and Associates were in attendance. They introduced themselves and their credentials. Mr. Healy gave background of his firm's charge. They are investigating both physical aspects of campus security and policies and procedures. One particular concern is arming CCSF officers with lethal or nonlethal force. Mr. Healy reported that the Chancellor would like a decision to be made on this issue rather than defer it to a future date. The firm's six representatives are conducting town halls at many CCSF locations and visiting all constituencies.

Council members asked questions and received answers. Concerns that non-sworn officers would lose their employment should lethal force be authorized were allayed, as CCSF has a hybrid model of campus safety. The suggestion was made that this issue really needs to be taken up in tandem with the ongoing revisions of the Facilities Master Plan. Mr. Healy also reported that a comprehensive overhaul of the Emergency Management Plan would be undertaken.

B. BP/AP 6.04 Learning Resources/Instructional Support Services Revisited

Resolution 2016.12.07.05 AP 6.04 Learning Resources/Instructional Support Services

Resolved, that the Academic Senate recommend the revised AP 6.04 Learning Resources/Instructional Support Services to reinstate "instructional support" with the

December 7, 2016 version presented.

Moved: Coni Staff; Seconded: Sheila McFarland; MC

Nay: Marie Osborne

Not present: Monica Bosson, Steven Brown, Verónica Feliu (on leave), Amy McLanahan, Denise Selleck

C. Quality Focus Essay – Identify Areas for Improvement for Action Project #1

Resolution 2016.12.07.06 Identifying Areas for Improvement for the Quality Focus Essay Action Project #1

Whereas, City College of San Francisco’s overall goal for the Quality Focus Essay as part of the 2016 Institutional Self Evaluation is to improve its tools for closing achievement gaps and to increase overall student success; and

Whereas, the goal of Action Project 1 is to use existing findings as pilots, build a sustainable system for addressing findings resulting from institutional assessment of General Education Learning Outcomes (GELOs) and Institutional Learning Outcomes (ILOs). (Standards I.B., II.A., and IV.A.); and

Whereas, the All-College FLEX Day on March 8, 2016, used a jigsaw teaching strategy to strategically engage the entire College community in both department and cross-discipline dialogue, a research-proven strategy that is effective in supporting and creating both innovation and collaborative teaching and learning practices. The five areas for improvement grew out of the ILO/GELO assessments are as follows:

- Expansion of the use of prerequisites and advisories
- Integration of quantitative reasoning across the curriculum
- Strengthening counseling and teaching faculty collaboration
- Strengthening non-credit assessment
- Creating spaces for student success

Whereas, CCSF’s Action Project 1 aims to create an effective means (via a codified, flexible planning structure) to implement the recommendations that arise from institutional assessment activities; and CCSF needs to select at least two of the above areas for improvement to focus on as part of QFE Action Project 1; be it therefore

Resolved, that the Academic Senate recommend to focus on strengthening counseling and teaching faculty collaboration and creating spaces for student success as part of the Quality Focus Essay Action Project 1.

Moved: Rosario Villasana; Seconded: Dana Jae Labrecque; MCU

Not present: Monica Bosson, Steven Brown, Verónica Feliu (on leave), Amy

D. Summer Bridge to Success – Noah Lystrup

Noah Lystrup gave an overview of the pilot of Summer Bridge to Success program to help SFUSD students successfully transition to studies at the college. He gave an overview of the 95 participants, highlighting a good diversity, a majority retaking placement tests, a participant desire to beef up their English and math skills, and the importance of LEARN 52, a course for which they received credit. He referenced a difficulty encountered, namely that students must register for both the summer and fall terms in order to participate. Council members suggested highlighting the perks for participants (free credits, free materials, free luncheon) and the value of the cohort model. Mr. Lystrup reported a target goal of 200 students for the upcoming Summer Bridge.

E. Prop W – Tim Killikelly and Alisa Messer

Tim Killikelly and Alisa Messer gave an update and overview of the passage and future implementation of Prop W. Unlike some states' more narrow programs, Free City College will apply to all San Francisco residents, as well as all employees of CCSF, the City, and SFUSD. Additional support of up to \$1000 will be available for books, transit, and educational expenses. Potential threats have arisen to implementation of the program due to the non-passage of other budget measures and potential costs associated with San Francisco being a sanctuary city. The Chancellor has indicated needing to know final outcomes by January 15, and Killikelly and Messer urged faculty to attend Board of Supervisors meetings to support Free City College.

F. Establish CCSF as Sanctuary College to protect undocumented students, staff, and faculty from deportation

Council members discussed the great importance, and many complexities, of supporting undocumented members of the CCSF community, particularly students. The following suggestions were offered on how best to proceed:

- Student Equities Strategies Committee could forward a resolution or symbolic declaration to the Executive Council, per procedures outlines in the RRP.
- Any resolution adopted going beyond 10 + 1 matters would need to go to PGC.
- Given that CCSF has been so greatly threatened by accreditation and other outside forces, ally building and a collective approach are crucial.
- Legal counsel must be sought on issues such as “banning” immigration officials from campus, and on issues surrounding the release or non-release of records.
- Movement toward establishing CCSF as a sanctuary college might best be made in collaboration with SFUSD, SFSU, USF, and the City, working with other community college statewide.

IX. Reports

A. Registration and Enrollment Committee – Dennis Piontkowski

Dennis Piontkowski was unable to attend the meeting but supplied minute of the committee's actions, which were in part addressed in this meeting's consent items.

X. Adjournment: 4:56 p.m.

APPENDIX A 12.07.2016 First Vice President Teti's Report

Past Meetings/Events include

- 2016.11.04: FPDAC meeting
- 2016.11.08: Collegial Consultation
- 2016.11.09: Academic Senate
- 2016.11.10: Officers meeting
- 2016.11.14: Education Policies meeting
- 2016.11.15: Officers meeting with Tim Killikelly
- 2016.11.17: Officers meeting
- 2016.11.18: College Professional Development Committee
- 2016.11.29: meeting with Mandy and Neela
- 2016.11.30: Campus Safety forum
- 2016.12.01: Officers meeting
- 2016.12.02: Faculty Professional Development Activities Committee meeting by email, managing which kept me away from the infamous First Friday until it was already over
- 2016.12.05: Education Policies
- 2016.12.06: meeting with Mandy and the reluctant Int'l Ed Committee leadership

Upcoming Meetings/Events include

- 2016.12.08: DCC (wearing my Senate hat)
- 2016.12.08: College holiday party (in my official capacity, of course)
- 2016.12.09: thru 2016.12.11: CMC3 conference
- 2016.12.13: Collegial Consultation
- 2016.12.14: Academic Senate
- 2016.12.15: Officers meeting
- 2016.12.16: Compressed calendar
- 2016.12.16: AFT holiday party (as above)

Committee Update

Mandy and I met with Rico Gelera (international student counselor in CSCD) and Dean Vinicio Lopez and attempted to convince them that it is important to have such a committee to advise the Senate on policy matters within its purview. Oddly, we were more successful with Dean Lopez than with Rico! Dean Lopez will try to convene a meeting next semester and I will try to repopulate the Committee.

Education Policies Committee Mini-report

- Monika Liu continues to improve the draft Time Conflict reconciliation form. The Committee will work on Board policy and Catalog language in February.
- Fred will consult the DCC about imposing a residency requirement (20% of certificate-applicable classes) and a GPA requirement (pass all certificate-applicable classes with a C or better) for certificates.
- The proposals to establish deadlines for switching sections and for changing the units in variable-unit classes is on today's Senate agenda.

Final Exam Woes

Faculty who, like me, teach hybrid/online classes with on-campus final exams have no consistent mechanism for reserving rooms for their final exams. Since this is both an Ed Tech operational matter and an academic-and-professional matter (student success), I will wear both “hats” as I pursue it.