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 FINAL MINUTES
Wednesday, March 15, 2017, 2:30–5:00 p.m.
Ocean Campus, MUB 140

2016–2017 Council Members Present: Jacques Arceneaux, Loren Bell, Monica Bosson, Steven Brown, Dayo Diggs, Verónica Feliu, Donna Hayes, Tom Kennedy, Dana Jae Labrecque, Mandy Liang, Alexis Litzky, Sheila McFarland, Amy McLanahan, Madeline Mueller, Marie Osborne, Denise Selleck, Coni Staff, Fred Teti, Rosario Villasana

2016–2017 Council Members Absent: Lenny Carlson, Neela Chatterjee, Mike Solow

Other Senate Members Present: Karen Saginor

Guests: Leilani Battiste, John Halpin, Carmen Lamha, Katie Gelardi, Theresa Rowland, Kristina Whalen

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

II. Adoption of Agenda

Agenda adopted, amended to pull the consideration of the **existing CTE Curriculum Liaison** and faculty coordinator positions for Early Alert Faculty Retention Coordinator and Embedded Tutor Coordinator because further discussion with the Chancellor during collegial consultation is required.

III. Officers' Reports

President Liang provided a written report (Appendix A) and briefly reported that:

- Due to time consideration, the need to hear, and the necessity of producing clear recordings of meetings, side conversations and noise should be kept to a minimum.
- The next meeting would be chaired by First Vice President Teti.
- She wished to congratulate the 6 faculty members granted tenure at the last Board meeting.

First Vice-President Teti provided a written report (Appendix B).

Second Vice-President Staff reported that:

- She encouraged sustained discussion with colleagues at CCSF and other local community colleges on Guided Pathways.

Secretary Arceneaux reported:

- None at this time.

IV. Public Comment

- Concerns were expressed that redirecting Gough Street employees from the MUB to Batmale Hall could disrupt coordination among nearly 100 faculty and their chair in English, right as a new course sequence is being implemented.
- The college must commence construction on the Performing Arts Center; a pedagogically appropriate auditorium is a necessity for many programs at the college and an accreditation requirement.
- Faculty are invited to two events showcasing the accomplishments of Environmental Horticulture and Floristry: Bouquets to Arts and Ikebana Intl.
- The Forensics Team, mentored by faculty members Nathan Feingersh-Steele and Alexis Litzky, had a great showing at the season-end regional championship of the Northern California Forensics Association; their collective individual awards and performance earned the team a win in the challenging 2nd Place Sweepstakes in the 2-year, Limited Entry Pattern.
- Conversations to keep the Language Center open continue, moving it from Academic Affairs to Student Services; the time crunch creates problems securing funding and grants.
- The Academic Senate should suggest a more cooperative process to find space for employees coming from Gough.
- Student Development departments and counseling faculty need to be included in planning processes and to receive more support surrounding Free City College, in order to better aid students with their many questions.
- The CCSF Women's Intercollegiate Basketball 2016–2017 team finished the season with a record of 27–4. As Conference Champions they went to the state tournament, where they finished in the Elite Eight out of 89 teams in the state.
- The CCSF Men's Intercollegiate Basketball 2016–2017 team finished the season with a record of 29–3. As Conference Champions they went to the state championship, where they finishes as one of the top four teams out of 93 in the state.

V. Consent Agenda

Resolution 2017.03.15.01 Approval of Minutes: February 15, 2017

Resolved, that the Executive Council Meeting minutes for February 15, 2017 be adopted.

Adopted by consent.

VI. Appointments

Resolution 2017.03.15.02 Appointments to Committees and Task Forces

CTE Steering
Tracy Burt --- Child Development & Family Studies (new)

Lori Brown --- Library and Learning Resources (new)

Works of Art
Leslie Simon --- Women's Studies (new)

International Education Advisory
Mandy Liang --- New Student Counseling Department (new)
Kenneth Lee --- English as a Second Language (new)

Faculty Position Allocation Committee
Monica McCarthy --- Continuing Student Counseling Department (new; alternate)

Education Master Plan Workgroup
Steven Mayers --- English (reappointment)
Rosario Villasana --- Child Development & Family Studies (reappointment)
Loren Bell --- English (reappointment)
Carole Meagher --- Business (reappointment)
Mandy Liang --- New Student Counseling Department (reappointment)

Equal Employment Opportunity Workgroup
Jessica Nelson-Lundy --- English (new)

PGC Planning
Craig Kleinman --- English (new; alternate)

Assessment Planning Team
Andrea Niosi --- Library & Learning Resources (reappointment)
Sheri Miraglia --- Biology (reappointment)
Anna-Lisa Helmy --- English as a Second Language (new)

Work Experience Plan Task Force (all new)
Kathleen White --- Child Development & Family Studies
Kim Ginther-Webster --- Library & Learning Resources
Danyelle Marshall --- Continuing Student Counseling
Nick Rothman --- Automotive/Motorcycle, Construction, and Building Maintenance
Steven Brown --- Environmental Horticulture & Floristry
Sheila McFarland --- Broadcast Electronic Media Arts
James Lewis --- Transitional Studies

Career Clusters Workgroup
Danyelle Marshall --- Continuing Student Counseling (new)

Moved: Rosario Villasana; Seconded: Steven Brown; MC
Abstention: Mandy Liang
Not present: Lenny Carlson, Neela Chatterjee, Mike Solow

VII. Unfinished Business

A. Guided Pathways

Theresa Rowland addressed the Executive Council. She congratulated the CCSF basketball teams, and the students showcased in the floristry exhibits at the De Young Museum, on their accomplishments. She indicated participation in City Shorts and Fashion Show later this spring, for capacity building to establish links between local employers and the college. For Guided Pathways, she proposed a database decision-making approach based on clear process and guiding principles channeling abundant expertise at CCSF. This spring, she wishes to complete a first phase of reading the diverse research about Guided Pathways.

Executive Council feedback:

- Please include non-credit faculty in this effort.
- We need to examine research from across the nation, including reactions in Nevada, Skyline College's local version of pathways, and CCSF Learning Communities work in the past.
- Pathways could potentially help remedy local teacher shortages.
- It is imperative to tap both members of the college community with long-term experience/memory, and people newer at the college with energy and new ideas and viewpoints.
- The recent Innovations Conference presented research on pathways programs, in-depth on 6 and surveys on 30.
- All research needs to be vetted as to its funders and sponsors.
- Forums would be of value here, and a workgroup may be in order.

VIII. New Business

A. ILO #4 Assessment Report

Resolution 2017.03.15.03 Academic Senate Accepts the ILO #4 Assessment Report

Whereas, this ILO#4 Assessment report is an effect of the institutional learning outcomes assessment process, an accreditation requirement designed to promote analysis, discussion, reflection, and improvement; and

Whereas, serious time and analysis went into this report with the hope of improving student success; and

Whereas, learning outcomes assessment reports need to be used to think critically about and improve the College; be it therefore

Resolved, that the Academic Senate accept the ILO#4 Assessment Report, and

Resolved, that the Academic Senate recommend this report be used, when relevant,

during planning and improvement processes.

Moved: Dana Jae Labrecque; Seconded: Denise Selleck; MCU
Not present: Lenny Carlson, Neela Chatterjee, Mike Solow

B. Curriculum Technical Visit Update

President Liang explained that, at her request, the Academic Senate for California Community Colleges (ASCCC) had sent a technical team of two experts to assist the CCSF Curriculum Committee in its considerations surrounding prerequisites. Deanna Abma gave an overview of the meeting held with the committee. She highlighted the great difficulty the college community experiences keeping two facets of prerequisites conceptually separate: the creation of prerequisites per Title 5 requirements, and the subsequent enforcement of the prerequisites created, which goes beyond Title 5 directives. With regard to the first facet, she reported that content review and student data are necessary to set appropriate prerequisites and advisories. With regard to the second facet, she conveyed the technical team's indications that prerequisite enforcement is a local decision, and that some California Community Colleges do permit students to enroll in classes and then prove meeting their prerequisites in a time-frame after their enrollment. Abma encouraged faculty to consult the Curriculum Committee minutes and PowerPoint presentation given by the visiting team.

Executive Council members, several of whom had attended the Curriculum Committee meeting, offered the following comments and feedback:

- It was stressed at the technical visit that technology should never drive the enforcement of prerequisites.
- Draft resolutions have been submitted to the Executive Council on this issue, and the Associated Students will draft a resolution as well. Data from CCSF shows that thousands of students who in fact meet course prerequisites are not getting into classes, with disproportionate impact on certain groups of students and certain departments.
- Decisions about prerequisite enforcement were imposed two years ago without faculty input; faculty must be consulted before further decisions are made on this issue.
- The cumbersome nature of the current CCSF process for demonstrating meeting prerequisites is unsatisfactory.
- Our enrollment issues have added a third facet to this issue.
- Enforcing prerequisites via computer discourages students trying to enroll in courses before they have had the opportunity to speak to a person.
- The Curriculum Committee is still concerned about Title 5 compliance: More, and clearer, guidance on course advisories is especially needed.

C. Faculty Coordinator Positions

Resolution 2017.03.15.04 Providing Additional Reassigned Time for the

Curriculum Committee to Improve Curriculum Processes at CCSF

Whereas the amount of work required of the Curriculum Committee is unsustainable due to time and personnel constraints, now that we are maintaining compliance with standards, and

Whereas ongoing efforts to meet regulatory and standards requirements, plus the use of CurricUNET for curriculum management, have resulted in a greater need for Curriculum Committee interaction with, and support for faculty and Department Chairs throughout the District, and

Be it resolved that for two years, the Curriculum Committee will have reassigned time of 80% for the Chair and 60% for a Chair-in-training or Vice-chair in order to research, plan and propose new structures and processes for sustainable curriculum development at CCSF, as described in the attached proposal.

Moved: Fred Teti; Seconded: Steven Brown; MC
Abstentions: Marie Osborne; Coni Staff
Not present: Lenny Carlson, Neela Chatterjee, Mike Solow

Nota bene: Please see Appendix C for the Curriculum Committee proposal for Resolution 2017.03.15.04. The proposed resolution for the Faculty Professional Development Coordinator position was tabled by unanimous vote to the next meeting. The proposed resolutions for the Early Alert Faculty Retention Coordinator and Embedded Tutoring Coordinator were not considered, per the amended agenda.

D. Chancellor's Report

Interim Chancellor Lamb provided an update on several issues, including Free City College. She gave an overview of the last few months' history of the approval of Free City. Going forward, the program will be open to all San Francisco residents who are also California residents per State Chancellor guidelines. Students qualifying for BOG waivers, if they go through the financial aid process and take 6–11 units, will receive $100 per semester for books; BOG waiver-eligible students taking 12 or more units will receive $250 per semester. The administration is proceeding with programming Free City, working with Student Development Division, Information Technology (IT), Banner, etcetera. They have secured a Memorandum of Understanding (MOU) with the City and County of San Francisco to administer the financial aspects of the program with a 3rd party grant. Funds will be kept by the City Department of Children, Health, and Welfare; students will enroll; and then CCSF will invoice the City and County of San Francisco. A help line will be created for help with enrollment, even online. The April accreditation affirmation celebration will launch an enrollment drive in April and May with open houses; Civic Center will be lit in CCSF colors.

Interim Chancellor Lamb also reported that

- The Gough Street relocation issue will be going back to the Facilities Committee, then to PGC, then to the Board of Trustees.

- Several conversations have been had regarding Fort Mason. Oral indications of a willingness to rent the space to the college at the same rate have been given; the administration is working to get written confirmation of this.
- The gas line was fixed and the issue is resolved.

E. Granting Honorary degrees to Mark Leno and Dennis Herrera

Information from Interim Chancellor Lamb on Mark Leno:

In his long career in public service -as a San Francisco supervisor , a State Assemblyperson, and a
State Senator - Mark Leno has been a consistent, passionate supporter of education. A former rabbinical student, Senator Leno has a deeply personal and cultural commitment to higher learning.
As a policy maker, he has been an unfailing supporter of the role that higher education plays in economic accessibility, socio-economic improvement, and diversity.

Senator Leno has been on the College's side from the moment that we were hit by the accreditation crisis. Despite criticism from other legislators, he works tirelessly to secure us three years of stability funding, totaling over one hundred million dollar. Most recently, Senator Leno collaborated with the Assembly leadership to pass restoration funding, allowing City College to recapture restorative growth funding as our enrollment grows back toward pre-crisis levels. In our gratitude for his support during one of the most critical times in our history, we would like to honor Senator Mark Leno's life-long commitment to education by conferring an Honorary Degree.

Resolution 2017.03.15.05 Honorary Degree for Mark Leno

Resolved, that the City College of San Francisco award California State Senator Mark Leno an honorary Associate of Arts Degree for his efforts on the college's behalf; and be it further,

Resolved, that the College confer the diploma at the May 2017 commencement ceremony.

Adopted by acclamation.

Information from Interim Chancellor Lamb on Dennis Herrera:

In his roles as San Francisco City Attorney Dennis Herrera has been an exceptional advocate for
City College of San Francisco. At a time when City College was threatened with termination of accreditation, City Attorney Dennis Herrera quickly stepped forward to file an injunction against the Accrediting Commission for Community and Junior Colleges on behalf of the City of San Francisco and City College of San Francisco. The lawsuit alleged that the ACCJC unlawfully allowed political bias to prejudice its evaluation of college accreditation standards and failed to acknowledge its duty to identify purported deficiencies when it pushed measures virtually assuring City College's closure.

As a result of Herrera's successful lawsuit ACCJC was blocked from moving forward with its plans to terminate the College's accreditation. City College was able to reapply for restoration status, which put the college on the path to receiving complete reaffirmation of accreditation in January 2017.

In our gratitude for his support during one of the most critical times in our history, we would like to honor City Attorney Dennis Herrera's commitment to education by conferring an Honorary Degree.

Resolution 2017.03.15.06 Honorary Degree for Dennis Herrera

Resolved, that the City College of San Francisco award San Francisco City Attorney Dennis Herrera an honorary Associate of Arts Degree for his efforts on the college's behalf; and be it further,

Resolved, that the College confer the diploma at the May 2017 commencement ceremony.

Adopted by acclamation.

F. Area G Waiver for High-Unit Majors

Resolution 2017.03.15.07 Area G Waiver for High-Unit Majors

Whereas, there has been interest among both administrators and faculty in clarifying the College's Area G waiver policy, including defining "high-unit" major and publishing the list of majors for which the waiver is available; and

Whereas, the Education Policies Committee is proposing such a draft policy that reflects these clarifications; be it

Resolved, that the CCSF Academic Senate recommend to the College the proposal from the Education Policies Committee that (1) makes eligible for Area G waivers all high-unit majors (not just CTE majors, as currently in policy), (2) defines high-unit majors as those with at least 27 required units, (3) publishes in the Catalog the majors for which Area G

waivers are and are not available (in consultation with department chairs/program advisors), and (4) phases out the petition forms, as described in the accompanying Proposal.

Moved: Monica Bosson; Seconded: Fred Teti; MCU
Not present: Lenny Carlson, Neela Chatterjee, Mike Solow

Note: Please see Appendix D for the proposal for Resolution 2017.03.15.07.

G. Anti-discrimination Policy Information on Syllabus --- Leilani Battiste

Resolution 2017.03.15.08 Encouraging Faculty to Include the Anti-Discrimination Policy Information on Course Syllabus

Resolved, that the Academic Senate encourage faculty to include the following Anti-Discrimination Policy Information on Course Syllabus:

> The San Francisco Community College District is committed to the principles of equal opportunity, and the prevention of discrimination and harassment in any program or activity of the District on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, gender identity, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, or status as Vietnam-era veteran, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
>
> If you believe you have been subject to discrimination, please contact Dr. Leilani Battiste, Title 5/EEO/ ADA/Title IX Compliance Officer at (415) 452-5053 or lbattiste@ccsf.edu.

Moved: Jacques Arceneaux; Seconded: Alexis Litzky; MCU
Not present: Lenny Carlson, Neela Chatterjee, Mike Solow

IX. Reports — None at this time.

X. Adjournment in Honor of Dr. Ida Louise Jackson, and in recognition of the CCSF Women's and Men's Intercollegiate Basketball Teams and Debate Team**. 5:00 p.m.**

Dr. Ida Louise Jackson was an educator, community leader and member of Alpha Kappa Alpha, Sorority INC. Dr. Jackson was the FIRST Black person to *receive* a teaching credential from the State of California. She would end her very long educational career at the University of California, Berkeley (CAL). Due to her major impact on education in California, her academic papers and work are archived and housed at CAL.

APPENDIX A 3.15.2017 President Liang's Report

President's Report
Academic Senate Executive Council
March 15, 2017

- Friendly Reminders:
  - Thank you for serving on the Executive Council and we are elected Senators to represent faculty. Please continue to arrive on time and stay until we adjourn. I think we're doing a great job. To ensure everyone continues to have an opportunity to speak when you want to, please be reminded that every person has 2 minutes to speak. Please be direct to the point and add your perspective and idea if those have not been shared yet.
  - We are all passionate about what we do and how we can improve student success. But I'd like to ask the Council members and everyone who join us at the meeting to please be mindful to not engage in side conversations during discussions. We need to respect the person who is speaking. If you want to speak, please raise your hand and I'll add you to the list. We're recording every meeting and it's important that we produce clear sound recordings.
- AS Election: The deadline to submit a nomination form to run for the Academic Senate Executive Council has been extended to Friday, March 17. Please encourage interested faculty members to run.
- I will attend the ACCJC Conference in Irvine on April 5, 2017 and will not be able to chair our next meeting. Fred will chair the meeting on April 5 at Chinatown North Beach Center.
- Congratulations to our new tenured faculty:
  - Ronald Page II - Mathematics Department
  - Minda Dudley - Nursing Department – Licensed Vocational
  - Joseph Cannon – Biological Sciences
  - Redouane Elhattab - Nursing Department – Registered
  - Jammal Hassanzadeh - Nursing Department – Licensed Vocational
- Participatory Governance Council recommended budget scenario 1: Flat Enrollment on 3/2/17. The Budget Development Guidelines have been sent to Deans and Department Chairs.
- Thank you for joining the Accreditation Celebration on March 3, 2017. We are going to have Open House at all College locations on April 21. Departments will have an opportunity to share more information about their programs and services to current and prospective students. Kristin Charles is working with the Chancellor and the Mayor's Office about city-wide celebration activities. I will share more information when they become available.
- First Friday Update:
  - In accordance with AB 288: community colleges are now allowed to offer a college course at the high schools during their regular school hours. CCSF has been offering courses at 3 high schools.
  - Transitional Studies Department will be offering 108 sections to high school students. The College expects to have about 1500 to 2000 SFUSD students enrolling in Summer 2017.
  - FREE City College: Our Board of Trustees and the Chancellor are working with the Mayor's Office on a MOU. Admissions and Records and IT are working very hard to work out the specifics once the MOU is finalized.

- Public Information Officer: When the position was last posted, there were only two applicants. Now, the Chancellor is considering other options.

- The Facilities Committee is having more discussion about different 33 Gough Street relocation plans.
- The Senate Officers are working with the Chancellor and have discussions about prerequisite enforcement.

APPENDIX B 3.15.2017 First Vice President Teti's Report

Past Meetings/Events include
- 2017.02.16: Officers meeting
- 2017.02.16: Meeting with officers, Foreign Languages faculty, Dean Lillian, and VC Davies.
- 2017.02.21: Collegial Consultations
- 2017.02.23: Officers meeting
- 2017.02.25: Julia Bergman Memorial Celebration
- 2017.02.27: Deans & Department Chairs
- 2017.03.02: Officers meeting
- 2017.03.03: Faculty Professional Development Activities Committee
- 2017.03.03: First Friday
- 2017.03.03: Accreditation Party
- 2017.03.08: Meeting with Mandy & the Chancellor re: Coordinators' reassigned time
- 2017.03.08: (part of) Technical Assistance visit at Curriculum Committee
- 2017.03.09: Officers meeting
- 2017.03.10: College Professional Development Committee
- 2017.03.13: Education Policies Committee
- 2017.03.12: Enrollment Campaign at Sunday Streets on Valencia
- 2017.03.13: Banner/Argos training
- 2017.03.14: Collegial Consultation

Upcoming Meetings/Events include
- 2017.03.16: Officers meeting
- 2017.03.20: Deans & Department Chairs
- 2017.03.21: Collegial Consultations (?)
- 2017.03.23: Officers meeting
- 2017.03.24: Area B meeting

Committee Update
Same as last time: The next round of term-expirations will happen at the end of May. I'm trying to figure out how far in advance I should (1) ask the soon-to-expire folks if they seek reappointment and (2) advertise the upcoming vacancies.

Education Policies Committee Report
- Time Conflict Reconciliation Procedure: The Committee approved a new form/procedure; it will come to Council in April. Still working on the log and Catalog language.
- Certificate Requirements: We approved the proposal to impose a 20% residency requirement and a "C-or-better" requirement on CCSF credit certificates. April.
- G.E. Area G Waiver: The proposal that the College permit any department offering a degree whose major requires at least 27 units to waive the G.E. Area G requirement is on today's agenda.

APPENDIX C:

Request for Additional Reassigned Time for Curriculum Committee
Proposed by the Curriculum Committee

Types of Requests:

- **Increase Reassigned Time for existing Curriculum Chair and Curriculum Chair-in-Training**
- **New request for the existing CTE Curriculum Liaison**

Proposal for Additional Reassigned Time for Curriculum Committee to Improve Curriculum Processes at CCSF

Background: For many years, CCSF did not update its curriculum to the extent required by regulation and accreditation standards. The workload of the committee was sustainable over those years because, while much appropriate and valuable work was done, in many instances update cycles and standards were not adequately understood, maintained, or enforced. In 2012 this changed, and a tremendous effort was made over several years to come into compliance on Curriculum in all respects, including revisiting course and program outline requirements and formats, updating documentation, revisiting policies and procedures, implementing CurricUNET for curriculum management, and most of all, updating hundreds of course and program outlines. In order to accomplish this, the Curriculum Committee Chair could no longer do all of the expanded technical review, so this technical review was spread among the Committee members. The result is that training needs and communication complexity have increased, and the Committee members have a significant workload commitment.

Faculty throughout the college have participated in working on their own curriculum, but most of the policy recommendation, procedural update, and review process has fallen on the relatively few people on the Curriculum Committee. Members spend a great deal of time on updating curriculum, providing more than a reasonable number of hours on their professional/shared-governance commitment when fully participating in the Committee. In recent years, there have been many weeks in which 10 or more hours of review for incoming outlines and overfull agendas was added to each Committee member's work, which in a slow week would be an average of 4-5 hours a week (agenda proposal and policy and procedure review plus meeting time). CurricUNET implementation and training has been another large time commitment, and was largely done for more than a year by one person who worked 80-hour weeks. Currently, while the use of CurricUNET has been beneficial in many ways, it has significantly increased the need for training and support district-wide for the submission of revised and new curriculum. CCSF's Curriculum Committee is the same size as committees at much smaller institutions. Now that our curriculum is up-to-date, just reviewing agenda materials adequately and participating in meetings represents 3-4 hours per week on average, but generally this is distributed unevenly throughout each semester. Technical review of course and program outlines, with accompanying communication responsibilities adds more hours per week. There is little time for the Committee to focus on policy and procedural issues. In addition, the Committee has not been at full membership for several years, and a recent increase in the membership of the Committee on paper has not resulted in an increase in volunteers. Finally, the Curriculum Committee has added work such as General Education review in order to expedite and streamline different aspects of curriculum.

The course and program outline workflow is not entirely predictable or stable, and our current structures don't accommodate this variation effectively. We went through a significant "bump" in course outline updates in 2013 and 2014, and much work needs to be done to assist departments in regularizing the flow of outline updates. Some CTE course and program updating is unlikely to follow a regular 6-year cycle due to rapid changes in industry needs. Currently, the CC Chair has 60% reassigned time. The person occupying the Chair's position is also doing 20% reassigned time for CurricUNET Curriculum Mode (META) training and support, which came from the previous CurricUNET administrator's position (which was 80% and is now 60%). This amount of time is inadequate to maintain current curriculum processes without the Chair working a 50-60 hour-week minimum, during the semester, plus work during breaks. Even at that level of commitment, there is no room for analyzing and proposing improvements.

Problem Statement: As currently structured, our Curriculum Committee does not have sufficient human resources to maintain currency of curriculum and sustain our existing workload. Further, there is insufficient time to comprehensively evaluate our current processes, develop new processes for improved efficiency, and expand desperately needed training and outreach throughout the district. Finally, we need additional support to participate in state-wide professional development and forums for improvements in curriculum regulations and standards, as well as participate in new initiatives, such as the Strong Workforce CTE initiative, in order to improve our offerings to students.

PROPOSAL: For a two-year period, the District will provide additional faculty resources to examine our curriculum development processes and create an improved and sustainable system. Specifically:

- Increase the Curriculum Committee Chair's reassigned time to 80% of load (rather than the current 60%)
- Revive the Chair-in-training position (possibly renamed as vice-chair) and increase that reassigned time to 80% (20% previously-designated Chair-in-training, plus 20% CurricUNET curriculum mode training, plus an new allocation of 40%)
- Fill the CTE Curriculum Liaison (currently labeled CTE Coordinator) faculty position on the Curriculum Committee with an individual at 80% reassigned time.

Over the two-year period, individuals in these positions will do the following:

- Support the Curriculum Committee in maintaining high-quality, current curriculum
- Evaluate existing processes for curriculum development and maintenance in a systematic way
- Plan for improved, sustainable systems for Curriculum development
- Participate in the Strong Workforce initiative for CTE, including developing expedited curriculum processes for rapidly-changing fields and a focus on educating CTE departments on curriculum
- Improve outreach and training in Curriculum throughout the CCSF community
- Increase participation in professional development and training on curriculum at the state-wide level

In very general terms, the timeline would likely be as follows.

- Year one:
    - Review and evaluate curriculum policies and processes at CCSF while maintaining existing ones,

    - Examine curriculum processing models at other institutions,
    - Conduct a needs assessment throughout the district to identify curriculum workload and training needs at all levels, not just within the Committee
    - Increase training in curriculum
    - Begin testing and implementing methods for expedited CTE Curriculum as relates to the Strong Workforce initiative
    - Create a list of viable options for sustainable Curriculum maintenance structures, including resource needs
- Year two:
    - In consultation with the Academic Senate Executive Council and the Administration, create a plan for a revamped curriculum system based on acceptable options
    - Set up mechanisms to assess the efficacy and sustainability of the new structure
    - Request continued and/or additional resources as needed.
    - If feasible, begin to implement the new proposal.

Job Duties under this proposal
CC Chair current responsibilities, which would be maintained to a large degree:

- Preparation of agendas & minutes
- Running meetings
- Baseline check of curriculum submissions for correct proposal type
- Assignment of technical review of course and program outlines
- Participation in technical review of outlines
- Initial training of Committee members
- Ongoing committee member support by answering questions on technical review, policies and procedures
- Communication, training and outreach on curriculum for the entire CCSF community
- Maintenance of the Curriculum Handbook and other supporting documentation
- Interaction with the Office of Instruction, Articulation Officer, and Requisites Coordinator on Curriculum specifics relating to the catalog and schedule, state approvals, transfer, general education, and more.
- Liaison with and reporting to the Academic Senate Executive Council on Curriculum matters, and other Academic Senate Committees
- Research and distribution of information about Curriculum developments from the State Chancellor's office and the statewide Academic Senate
- CurricUNET training is currently being done by the Chair, but is a separate assignment. Since it is in many ways inseparable from training on the criteria for outline content and format, some of this should be part of both the Chair's regular duties.
- Managing assessment of the Committee's work
- Participation in initiatives such as Strong Workforce
- Evaluation of Committee processes
- Participation in statewide professional development related to curriculum

What isn't getting done: pieces of many of the above activities – assisting faculty and departments in shepherding curriculum through the pipeline takes priority.
Chair-in-training: it is proposed that this person will do much of the same work as the Chair, and in particular:

- Assist the Chair with most current duties so that committee processes are well-understood by more than one individual and sustainability of leadership over time is built into the Committee.
- Perform sufficient technical review of outlines to reduce Committee members' time spent on this activity
- Additional curriculum and CurricUNET training for the CCSF community
- Evaluate current processes, research alternative workflows, and collaborate with the Chair and CTE Coordinator in proposing new structures and methods for curriculum development
- Provide additional support and outreach to faculty and department chairs to facilitate curriculum development
- Participation in statewide professional development related to Curriculum

CTE Curriculum Liaison provides:

- Support for CTE departments in developing curriculum
- Support for Curriculum Committee in doing technical review and providing technical review advice for CTE curriculum
- Assist departments in compiling labor market information and other evidence to support new and emerging CTE course and program justifications
- Research, propose, develop and test new processes for improved and expedited CTE curriculum development, along with the CC Chair and Chair-in-training
- Liaison with faculty and administrators involved in CTE initiatives, particularly the Strong Workforce initiative.

Conclusion
The benefit of this project to revamp our curriculum processes will extend well beyond the Committee. The ultimate goal is to provide better support for curriculum development district-wide by increasing understanding of curriculum development, cooperatively building better and simpler tools and processes, tailoring assistance to specific needs, and expediting updates and new curriculum. Curriculum development starts with individual faculty and departments, but is most successful when integrated effectively into the overall mission of the college. The process of restructuring our approach to the curriculum approval process provides an opportunity to strengthen support for faculty and departments in all areas of curriculum development and integration.

APPENDIX D:

Proposal for Area G Waiver Policy/Implementation Change

Background

Title 5 §55063 spells out the minimum requirements for general education (GE) for California Community College associate degrees. The minimum number of semester units required for GE is eighteen (18) and must include courses in the areas of Natural Sciences, Social and Behavioral Sciences, Language and Rationality, and Humanities. Ethnic Studies must be offered in at least one of these areas.

Title 5 does not specifically require health and physical education as a part of GE. CCSF decided that this was important knowledge for students and added Area G Health Knowledge and Physical Skills as a part of the required GE for the AA and AS degrees (Area G legally cannot be required for the Associate Degree for Transfer, AA-T/AS-T). However, the College also decided to allow students to waive Area G as indicated in the Associate Degree Graduation Requirements section of the catalog:

> The general education graduation requirement for Area G, Health Knowledge and Physical Skills, may be waived for those students in career technical or occupational education programs who have completed thirty semester units at the College. A petition must be filed with the program adviser, or the person who maintains the students' official file. Approval is based upon the hardship imposed by the number of units required by the career technical program. The Vice Chancellor of Academic Affairs or his/her designee, shall review the approved petition. The petition and review processes are to be completed no later than the end of the semester prior to the semester in which the student graduates. The waiver applies only to students who are petitioning for the Associate Degree with a career technical major.

Issues

As the College curriculum, policies, and procedures have changed, several issues related to the Area G waiver have become more prominent. These include:

1. CCSF now has high-unit majors that are not career/technical but might also impose a hardship because of the number of units required. These majors did not exist when the waiver policy was first developed.
2. There is no guideline on what is a "hardship imposed by the number of units required." In the past, Area G has been waived for an 18-unit major, which is the very minimum number of units required for a major.
3. Implementation of the waiver can be inconsistent and inequitable, since it is granted on a case-by-case basis via a petition form. If the department chair and academic vice chancellor changes, that might change whether the waiver granted.
4. The petition process is time/resource consuming. The College spends time and money to produce large quantities of paper NCR forms; students spend time getting chair and vice chancellor signatures; chairs and vice chancellors spend time reviewing and signing forms; Admissions & Records spends time processing and storing these forms.

Proposed Changes
The following changes are being proposed to address the issues:

1. **Expand the waiver policy to include high-unit majors that are not career/technical.** Since the waiver is supposed to address hardships imposed by the number of units required in the major, this should not be limited to only high-unit career technical majors.

2. **Establish a guideline on the number of units that could constitute a hardship.** This should be based on the total of units required to complete the major and GE pattern, along with some additional elective credits that students often need to complete graduation requirements. Below is the rationale for 27 units as the minimum number of units that would constitute a hardship.

   27 Units Minimum in the Major
   Note: 27 units is 50% more than the minimum 18 units required for the major

Units	Purpose	Comment
27	Major	Total minimum required for major
21	GE	Assumes Area G is waived and that Area H is not double-counted
12	Degree-applicable Electives	Allows units for courses students will likely take to prepare for or meet graduation requirements: 5 units: MATH 60 – grad requirement 6 units: ENGL 88 – new course that is one level below ENGL 1A (ENGL 1A is a GE/grad requirement)
60	Total Units	

3. **Publish in the catalog the list of majors that qualify for Area G waivers.**
   Majors available for Area G waivers will be listed in the catalog, provided that
   - The major requires at least the minimum number of units considered to constitute a hardship, i.e., 27 units; and
   - Department chairs indicate that it would be appropriate to waive Area G for their majors. Some department chairs may opt not to waive Area G because these courses are an important complement to the major requirements for their disciplines.

   The Associate Degree Requirement section of the catalog will include a listing of high-unit majors (27 + units) that are and are not available for the Area G waiver. Students have "catalog rights" to the Area G waiver for their major if published in the catalog. If new department chairs want to add or remove their majors from the waiver list, that may be done with the next catalog update.

4. **Eliminate/phase out the use of individual petition forms.**
   The Area G waiver will be noted on the Petition for Graduation form, based on the information published in the catalog.

CCSF G.E. Area G Waiver Draft Catalog Language

Current Catalog Language

The general education graduation requirement for Area G, Health Knowledge and Physical Skills, may be waived for those students in career technical or occupational education programs who have completed thirty semester units at the College. A petition must be filed with the program adviser, or the person who maintains the students' official file. Approval is based upon the hardship imposed by the number of units required by the career technical program. The Vice Chancellor of Academic Affairs or his/her designee, shall review the approved petition. The petition and review processes are to be completed no later than the end of the semester prior to the semester in which the student graduates. The waiver applies only to students who are petitioning for the Associate Degree with a career technical major.

Area G1 may be waived upon successful completion of a competency examination. Students should contact their counselor or program adviser for additional information.

The Area G2 Physical Skills graduation requirement may be waived for those students who have completed one year or more of active duty in any of the Armed Forces of the United States and who present official documentation of this service to the CCSF Office of Veterans Educational Benefits.

Proposed Language Changes

The general education graduation requirement for Area G, Health Knowledge and Physical Skills, may be waived for those students who are pursuing high-unit majors for the Associate of Art or Associate of Science. A high-unit major is one that requires a minimum of 27 units. Not all high unit majors are eligible for Area G waivers. The following is a list of high-unit majors that are eligible for Area G waivers during this catalog year:

Major 1
Major 2
…

The following high-unit majors are NOT eligible for Area G waivers:

Major 1
Major 2
…

Additional options for waiving the Area G requirement.

The Area G1 Health Knowledge graduation requirement may be waived upon successful completion of a competency examination. Students should contact their counselor or program adviser for additional information.

The Area G2 Physical Skills graduation requirement may be waived for those students who have completed one year or more of active duty in any of the Armed Forces of the United States and who present official documentation of this service to the CCSF Office of Veterans Educational Benefits.