



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, April 19, 2017, 2:30–5:00 p.m.** **Ocean Campus, MUB 140**

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

2016–2017 Council Members Absent: Neela Chatterjee, Marie Osborne

Other Senate Members Present: Beth Cataldo, Ophelia Clark, Simon Ho, Elizabeth Leiserson, Melissa McPeters, Rudy Padilla, Lisa Romano, Karen Saginor

Guests: Kristin Charles, John Halpin, Lidia Jenkins, Andrew King, Carmen Lamha, Monika Liu, Wendy Miller, Theresa Rowland, Rita Tuialuuluu, Kristina Whalen, Cherisa Yarkin

I. Call to Order: 2:31 p.m.

II. Adoption of Agenda Agenda adopted.

III. Officers' Reports

President Liang provided a written report (Appendix A)

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

Second Vice-President Staff reported that:

- The college community should explore the efforts of area colleges, such as of Cabrillo College in 2013–2014, on the repeatability issue.

Secretary Arceneaux reported that:

- None at this time.

IV. Introduction and Welcome: Trustee Shanell Williams

The Council welcomed newly elected Trustee Shanell Williams. Trustee Williams indicated that the Board of Trustees was handling many important issues at this time, including the search for a permanent chancellor, the implementation and impact of Free CCSF, and issues

around facilities (Facilities Master Plan and the Performing Arts and Education Center). She stressed her commitment to helping rebuild the college and foster access and enrollment. Trustee Williams believes that, as a CCSF graduate, she brings a historical, insider perspective to the Board. Executive Council members brought two issues of great concern to them: maintaining classroom spaces in the MUB and in Batmale, and proceeding with the Performing Arts and Education Center (PAEC).

V. Public Comment

- The Board of Trustees needs to ask for actual, hard, independent figures instead of relying on less formal estimates or assertions from various administrators.
- A request was made by AFT 2121 to find a way to keep BCST 140 from being deactivated in Fall, 2017. The Course Outline of Record is now in and things are in order for Spring, 2018.
- There will be a party for retiring faculty on Thursday, May 4, 2017.
- The Asian Coalition Scholarship Dinner (chairs: Monica Liu and Lisa Romano) will be held Friday, May 5, 2017.
- Faculty were encouraged to attend commencement ceremonies this year, to support graduating students.
- Music Faculty members Lenny Carlson and Madeline Mueller will give a concert at 11:00 a.m., Tuesday, April 25, 2017, in ARTS 133.
- Parents have expressed a need for child care services during summer courses; this important need has been referred to Associated Students.

VI. Consent Agenda

Resolution 2017.04.19.01A Adoption of Minutes, March 15, 2017

Resolved, that the minutes for the Executive Council meeting of March 15, 2017 be adopted.

Adopted by consent.

Resolution 2017.04.19.01B Concerns about Draft Administrative Procedures 5.16: Code of Student Conduct for Discussion at Participatory Governance Council (PGC)

Whereas, on April 10, 2017, the Education Policies Committee (and guest General Council) reviewed Board Policy and Administrative Procedures 5.16 and produced a list of concerns which the Education Policies Committee believe should be discussed at the Participatory Governance Council (PGC); be it

Resolved, that the CCSF Academic Senate direct its PGC representatives to bring to the PGC these items from Administrative Procedures 5.16:

- AP5.16 #7: Consider the subjectivity of words like “lewd, indecent, obscene, or offensive” in reference to clothing.

- AP5.16 #25: Explicitly add vaping and expectorating chewing tobacco.
- AP5.16 last section on Sanctions: Include a reference to BP/AP 5.17 or just delete.

Adopted by consent.

Resolution 2017.04.19.01C Concerns about Draft Administrative Procedures 5.17: Student Discipline for Discussion at Participatory Governance Council (PGC)

Whereas, on April 10, 2017, the Education Policies Committee (and guest General Council) reviewed Board Policy and Administrative Procedures 5.17 and produced a list of concerns which the Education Policies Committee believe should be discussed at the Participatory Governance Council (PGC); be it

Resolved, that the CCSF Academic Senate direct its PGC representatives to bring to the PGC these items from Administrative Procedures 5.17:

- AP5.17 paragraph C.2.c: Consider whether department chairs count as “department administrators” and, if so, make that explicit.
- AP5.17 after section C.2: Renumber paragraphs to remove duplication.
- AP5.17 paragraph C.4.a (which will be C.5.a after re-numbering): Consider allowing students to appeal some of the harsher items (e.g., suspension) in the list of non-appealable sanctions.

Adopted by consent.

Resolution 2017.04.19.01D Accepting the Updated Committee Description for the International Education Advisory Committee

Resolved, that the Academic Senate accept the updated International Education Advisory Committee description, as proposed by the International Education Advisory Committee.

Adopted by consent.

Resolution 2017.04.19.01E Appointment of Kristin Smith as the Basic Skills Coordinator for 2017-18 Academic Year.

Resolved, that Academic Senate appoint Kristin Smith as the Basic Skills Coordinator for the 2017-18 Academic Year.

Adopted by consent.

Resolution 2017.04.19.01F Appointment of Mitra Sapienza as the Student Equity Coordinator for 2017-18 Academic Year.

Resolved, that Academic Senate appoint Mitra Sapienza as the Student Equity Coordinator for the 2017-18 Academic Year.

Adopted by consent.

VII. Appointments

Resolution 2017.04.19.02 Appointments to Committees and Task Forces

Unlimited:

Teaching and Learning with Technology Roundtable
Rebecca Ancheta --- Behavioral Sciences (reappt.)

Limited:

Honors Issues

Monica Bosson --- English (reappt.)

Concert and Lecture Committee

Lori Brown --- Library & Learning Resources (reappt.)

College Curriculum Committee

Kimberly Ginther-Webster --- Library & Learning Resources (reappt.)

Dana Jae Labrecque --- Broadcast Electronic Media Arts (reappt.)

Student Equity Strategies

Elaine Avrus --- Learning Assistance (reappt.)

Equivalency Committee

Mark Piper --- Latin American and Latino Studies (reappt.)

PGC Planning Committee

Erin Denney --- English (reappt.)

Moved: Rosario Villasana; Seconded: Donna Hayes; MC

Abstain: Monica Bosson, Dana Jae Labrecque

Not present: Neela Chatterjee, Marie Osborne

VIII. Unfinished Business --- NONE

IX. New Business

A. Noncredit Presentation

Monica Liu, Elizabeth Leiserson, Ophelia Clark, and Rudy Padilla presented extensive information of value to instructors in credit programs to have a better grasp of noncredit offerings and program at CCSF. They reported:

- CCSF has one of the largest noncredit programs in California.
- Career Development & Placement Center (CDPC) funds at the same rate as credit; the other 30% of noncredit courses are funded at a lower rate.
- There are 55 noncredit certificates in the 2016–2017 catalog. Between 450 and 500 noncredit certificates are awarded at CCSF each year.
- All noncredit courses are open-entry and open-exit. Positive attendance is kept per hour, not on the census. PARS roster sheets must be submitted every 2 weeks, and the processing is quite complicated.
- The largest demographic difference for noncredit is that the students are generally older than in credit courses.
- A very large number of CCSF noncredit students live in the Ingleside district.
- The CCSF Noncredit Business program is the second biggest noncredit program at the college and the largest CTE program overall.
- Letter grades are required in noncredit courses; P/NP grades are not used.
- Cuts at the college are making it increasingly difficult, and sometimes impossible, for students to finish a noncredit certificate at one center; this access issue is particularly relevant to noncredit students.
- Overall, although noncredit applies many of the same standards as credit, it cannot be made like credit, because it was not designed to be that.

B. Area G GELO Report

Resolution 2017.04.19.03 Acceptance of the Area G General Education Learning Outcome (GELO) Report.

Whereas, this Area G GELO Assessment report is an effect of the general education learning outcomes assessment process, an accreditation requirement designed to promote analysis, discussion, reflection, and improvement

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

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

Resolved, that the Academic Senate accept the Area G GELO Assessment Report

Resolved, that the Academic Senate recommend this report be used, when relevant, during planning and improvement processes.

**Moved: Monica Bosson; Seconded: Dana Jae Labrecque; MCU
Not present: Neela Chatterjee, Marie Osborne**

C. Integrated Planning – The Role of Fan 5 Presentation

Representatives of each of categorical programs from Fan 5 gave a brief overview of their various functions and roles, situating them within the Roles, Responsibilities, and Processes (RRP) handbook adopted by the college.

D. Code of Student Conduct and Student Discipline Process Presentation

Andrew King and Rita Tuialuuluu gave an overview of the Code of Student Conduct and the processes associated with it. They urged all faculty to utilize the appropriate range of sanctions in progression, and to document every infraction of the code in order to create information about students' patterns of behavior across other classes and all the centers and sites. Although deans may be invaluable for immediate handling of an infraction, the proper paperwork and reporting should still be submitted. In the event of a public violation of the code, as in a classroom context, the student has effectively waived his or her right to a private response on the part of the instructor.

E. Assessing the Impact of Repeatability on Student Success—Resolution to be Submitted to the ASCCC Spring 2017 Plenary

Resolution 2017.04.19.04 Submitting the resolution titled “Assessing the Impact of Repeatability on Student Success” to the ASCCC Spring 2017 Plenary.

Resolved, that the Academic Senate direct its Spring 2017 Plenary delegate to submit the resolution titled “Assessing the Impact of Repeatability on Student Success” to the ASCCC Resolution Committee at the Academic Senate for California Community Colleges (ASCCC) Spring 2017 Plenary.

**Moved: Steven Brown; Seconded: Coni Staff; MCU
Not present: Neela Chatterjee, Marie Osborne**

F. Prerequisite Enforcement Methods and Disparate Impact

Resolution 2017.04.19.05 Prerequisite Enforcement Methods and Disparate Impact

Whereas the establishment and enforcement of prerequisites is a valuable and necessary process for promoting student success, and

Whereas Title 5 Section 55003(o) enjoins that colleges provide for enrollment to be “permitted pending verification” (with involuntary withdrawal if necessary); and

Whereas the current mandatory computer enforcement of prerequisites at the time of course registration has resulted in a multitude of students losing access to courses they

are qualified to take in some disciplines; and therefore “constitute unjustifiable obstacles to student access and success” [CCSF Board Policy 6.15]; and

Whereas in the case of CCSF Economics courses, research has documented disproportionate impact, showing that “African-American, Latino, veterans and older students are more likely to be denied entry in classes for which they are qualified to enroll,” a preliminary analysis of Foreign Languages shows disproportionate impact, and it is possible that similar results pertain to other disciplines that have not yet been researched in detail; and

Whereas prompt, effective action is required to avoid depriving large numbers of additional students from access to courses that they will be qualified to take in Fall 2017 and future semesters therefore,

Be it resolved that the Academic Senate recommend development of an alternate process for prerequisite enforcement that removes “unjustifiable obstacles,” to be used for specific courses for which significant numbers of students who attempt enrollment would be rejected in spite of their ability to meet the prerequisite (because pertinent data is not in the CCSF registration database) - these courses to be specified by discipline faculty and department chairs; and

Be it further resolved that Academic Senate recommend that the alternate process permit conditional enrollment and that the verification of the prerequisite is to be completed by a specified time after the first meeting of the course; and

Be it finally resolved that the Academic Senate recommend that a pilot of an alternate process be made available for relevant courses for Fall 2017 registration and enrollment to avoid continuing harm to student access and success.

Note: For reference, find [Title 5 Section 55003\(o\)](https://tinyurl.com/prereqtexts) and other relevant texts at <https://tinyurl.com/prereqtexts>

Moved: Coni Staff; Seconded: Fred Teti; MC

Abstain: Madeline Mueller

Not present: Neela Chatterjee, Marie Osborne

IX. Reports

A. Matriculation Advisory Committee Report

Please see Appendix C.

B. Compressed Calendar Workgroup Update

The Compressed Calendar Workgroup has recommended suspension of the workgroup, due to variable factors in current enrollment and space management. The workgroup will

reconvene in the Fall 2018 semester, but will have the option of meeting in the Spring 2018 semester. The workgroup asked for some specific data and information to be made available when they reconvene.

X. Adjournment: 5:01 p.m.

APPENDIX A 4.19.2017 President Liang's Report

President Liang reported:

- That she thanked First Vice President Teti for chairing the Academic Senate Executive Council meeting on April 5, 2017.
- That she reminded everyone that the deadline for the Academic Senate Election voting is Friday, April 21, 2017 at 5:00 pm. Please remember to vote and encourage all faculty members to vote.
- That the Board of Trustees approved the revised Chancellor Search Timeline. Please see visit the 2017 Chancellor's Search webpage at <http://www.ccsf.edu/News/Chancellor/> for more information. Due to the revised timeline, President Liang will not be able to chair the next Executive Council meeting on May 3 at Mission Center. First Vice President Teti will chair the next meeting.
- That at the Deans and Department Chairs' meeting on April 17, 2017, Associate Vice Chancellor Linda Da Silva presented a power point presentation about the 33 Gough Street moves with three options. The presentation will be posted on the Facilities Master Plan webpage.
 - Option 1: BNGL 600 and 700's
 - Option 2: Combination of MUB, Conlan, ArtX, Cloud, BNGL 600's
 - Option 3: MUB
- That Associate Vice Chancellor Kristin Charles made a presentation to the Board of Trustees on April 13, 2017 about the status of CCSF being designated as a Hispanic Serving institution (HSI) and Asian American And Native American Pacific Islander Serving Institution (AANAPISIs). However, there is currently no grant funding as an AANAPISI. But AVC Charles is working on the application to apply for HSI grant. She is also working with San Francisco Unified School District and San Francisco State University on a grant application for a teacher preparation pathway grant.
- That she encouraged everyone to participate in the SLO Flex Day on April 20, 2017 and that CCSF Open House is on Friday, April 21, 2017 at all college locations.
- That she reported that First Vice President Teti, Second Vice President Staff, Senator Labrecque, and herself will be attending the Academic Senate for California Community Colleges (ASCCC) Spring 2017 Plenary in San Mateo from April 20 – 22, 2017.

APPENDIX B 4.19.2017 First Vice-President Teti's Report

April Showers

Past Meetings/Events include

- 2017.04.06: Student Equity Strategies Committee meeting
- 2017.04.07: Faculty Association planning meeting
- 2017.04.10: Education Policies Committee
- 2017.04.11: Collegial Consultation
- 2017.04.11: Prerequisites roundtable, take 1
- 2017.04.12: Phone-in meeting with Randy Beach from the ASCCC
- 2017.04.13: "Officers" meeting (just Mandy 'n' me 'n' miso soup)
- 2017.04.17: Deans and Department Chairs meeting
- 2017.04.18: Prerequisites roundtable, take 2
- 2017.04.18: Operational consultations with the Vice Chancellors Davies

Upcoming Meetings/Events include

- 2017.04.20: ASCCC Plenary in San Mateo
- 2017.04.25: For some reason I scheduled myself for ITAC. I don't know why.
- 2017.04.27: Officers meeting; my parents' wedding anniversary
- 2017.04.30: Enrollment Campaign at Sunday Streets in the Tenderloin
- 2017.05.02: Collegial Consultation with the Chancellor

Committee Update

I continue the process of (1) asking the soon-to-expire folks if they seek reappointment and (2) advertising the upcoming vacancies. Please inspire your colleagues to apply for vacancies!

Education Policies Committee Report

Several items from Ed Policies are on today's Senate agenda, including our (mild) concerns about BP/AP 5.16 (Code of Student Conduct) & 5.17 (Student Discipline). Items coming up include

- The Legislature has changed the way the CCCs must award Advanced Placement credit. The Committee will review the new law to make a proposal on how best to implement the changes.
- Some counselors are calling into question the way the College calculates a student's eligibility for graduating with honors ("cum laude"-type honors, not Honors Program credits). We'll be investigating.

The Faculty Professional Development Activities Committee is looking for agenda items. Please send me and Beth Cataldo your suggestions.

New Funding Model?

At our last Collegial Consultation with the Chancellor, she mentioned that she has heard talk around the State of the possibility of switching away from enrollment-based funding to a new funding model. (There are many reasons.) However, nobody yet has a clear picture of what that new model might be.

(Note: Appendix C will be inserted on May 1)