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 Agenda FINAL MINUTES
Wednesday, September 6, 2017, 2:30-5:00p.m.
Ocean Campus, MUB 140

2017-18 Council Members Present: Monica Bosson, Neela Chatterjee, Verónica Feliu, Simon Ho, Kimiyoshi Inomata, Thomas Kennedy, Dana Jae Labrecque, Mandy Liang, Alexis Litzky, Danyelle Marshall, Antonio Martinez, Carole Meagher, Madeline Mueller, Marie Osbourne, Joseph Reyes, Pablo Rodriguez, Marc Santamaria, Louis Schubert, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

2017-18 Council Members Absent: Jacques Arceneaux, Loren Bell, Shiela McFarland

Other Senate Members Present: Dayo Diggs, Dennis Frezzo, Kim Ginther-Webster, Erik Green, Melissa McPeters, Sheri Miraglia, Stephanie Robison

Guests: Monique Pasqual, Donna Reed, Theresa Rowland, Kristina Whalen

I. Call to Order, 2:36

II. Adoption of Agenda

Agenda adopted.

III. Welcome and Introduction of Chancellor Mark Rocha

The Executive Council welcomed Dr. Mark Rocha. Chancellor Rocha introduced himself to the council as a teacher, and expressed his support for the MOU under discussion (Action item IX., D.) between the Administration and the Academic Senate. The Chancellor also described the "Path to 32,000," a 5-year (including this one) plan to regain enrollment.

Executive council members raised several issues of concern, including:

- Labor differentiation between PT and FT employees as an issue of student equity
- Ongoing efforts to build the Performing Arts Education Center
- Impacts of the Balboa Reservoir deal
- Strategies for healing the college
- The difference between High School models of education and University models of education
- Free City implications for financial aid programs

IV. Officers' Reports

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

- The President attended the *California College Promise Campaign* with the Chancellor and Vice-President Teti, instructed those interested to look at the website for more information.
- The Basic Skills luncheon is coming up on Tuesday, October 3rd. The President and Vice-President Teti will attend the luncheon in honor of the Academic Senate.
- Everyone should be on the lookout for more information about how to respond to the abrupt end to the DACA program.

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

Second Vice-President Staff reported that:

- Staff thanked everyone for their participation in the Orientation.
- If any Senate Committee chairs weren't able to attend, there are extra binders and materials available.

Secretary Litzky reported that:

- The minutes are only as good as the reviewers who proofread them. The Council was encouraged to review the minutes prior to the meeting to ensure their accuracy.

V. Public Comment

- There is an enrollment growth report available on the Enrollment Management Committee website. The Enrollment Management Coordinator, Carole Meagher, would like some feedback on the report because that is what will shape the next steps for the Committee.
- A councilmember asked if anyone knew how many DACA students are enrolled at CCSF. According to other council members, it is not public record.
- It was announced that there is a recently published obituary for Ray Berard. Ray was president of the Non-Credit Senate in the past, and was a great contributor to the unification of the Senate. Details will come out about any services.
- Associate Vice Chancellor Rowland gave a quick update: she greeted new faculty at Orientation about CTE; based on Enrollment Management Plan, CCSF hired a new Director of Apprenticeship, Monique Pasqual; CCSF is sending a team of 10 to a statewide education event about Pathways.
- There are some questions about the roll-over of classes from Fall to Fall semesters. Is this something that is happening to other departments?
- An immigration attorney provided some information about DACA:
  - USCIS won't be taking new applications as of 9/5/17
  - Any applications filed before 9/5 will continue to be processed
  - There may be other relief options, like applying for a U-Visa
  - ILRC.org is a good website for information. California Bar association is a great resource for finding an attorney

VI. Consent Agenda

Resolution 2017.09.06.01A Approval of Minutes: May 17, 2017

Resolved, that the Executive Council adopt the minutes for May 17, 2017.

Adopted by consent

Resolution 2017.09.06.01B Appointment of the Academic Senate Distance Education Coordinator for 2017-18 Academic Year

Resolved, that the Academic Senate appoint Carol Reitan as the Distance Education Coordinator for the 2017-18 Academic Year.

Adopted by consent

Resolution 2017.09.06.01C Appointment of the Academic Senate Early Alert Retention Coordinator for 2017-18 Academic Year

Resolved, that the Academic Senate appoint Michelle Simotas as the Early Alert Retention Coordinator for the 2017-18 Academic Year.

Adopted by consent

Resolution 2017.09.06.01D Appointment of the Academic Senate Enrollment Management Coordinator for 2017-18 Academic Year

Resolved, that the Academic Senate appoint Carole Meagher as the Enrollment Management Coordinator for the 2017-18 Academic Year.

Adopted by consent

Resolution 2017.09.06.01E Appointment of the Academic Senate Professional Development Coordinator for 2017-18 Academic Year

Resolved, that the Academic Senate appoint Christopher Howe as the Professional Development Coordinator for the 2017-18 Academic Year.

Adopted by consent

VII. Appointments

Resolution 2017.09.06.02 Appointments to Committees and Task Forces

SLO Committee
Jennifer Kienzle, Communication Studies (new appointment)

Basic Skills Committee
Anne Gougoutas, Transitional Studies (reappointment)

Curriculum Committee
Denise Selleck, ESL, (new appointment, resource)
Megan Corry, Health Care Technology (new appointment, retroactive to August 21, 2017)

Education Policies Committee
Eliza Woo, Biology (new appointment)

Faculty Professional Development Activities Committee
Christopher Howe, ESL/International Institute (new appointment)

International Ed Advisory
Christopher Howe, ESL/International Institute (new appointment, resource)

Distance Learning Advisory Committee
Carol Reitan, Ed Tech, (new appointment)

College Professional Development
Christopher Howe, ESL/International Institute (new appointment, alternate)
Fred Teti, Math (new appointment, alternate)

Facilities Committee
Vicki Legion, Health Education (new appointment)
Muriel Parenteau, DSPS (reappointment)
Alan D'Souza, Library & Learning Resources (new appointment, alternate)
Steven Brown, Environmental Horticulture & Floristry (new appointment)

Integrated Plan Taskforce
Kristin Smith, English (new appointment)
Laura Walsh, ESL (new appointment)
Greg Keech, (new appointment)
Michelle Simotas, English (new appointment)
Mitra Sapienza, English (new appointment)
Neela Chatterjee, ESL (new appointment)
Mandy Liang, NSCD (new appointment)
Patty Chong-Delon, CSCD (new appointment)
Nicole Wise, NSCD (new appointment)

Moved: Dana Jae Labrecque; Seconded: Louis Schubert
Abstentions: Fred Teti

Schubert moved to divide the question:

> **Motion 1:** Approve every committee appointment except the Integrated Task Force.

MC, Abstentions: Fred Teti.
Not present: Jacques Arceneaux, Loren Bell, Shiela McFarland

Motion 2: Approve the Integrated Task Force appointments with some concerns expressed about the Task Force's heavy representation from English and ESL.

MC, Abstentions: Mandy Liang, Madeline Mueller, Pablo Rodriguez, Louis Schubert.
Not present: Jacques Arceneaux, Loren Bell, Shiela McFarland

VIII. Unfinished Business

A. Academic Senate Internal and External Evaluation Survey Report

B. Academic Senate Committee Evaluation Survey Report

President Liang invited feedback about both reports about the Senate. The President highlighted the responses (although a low response rate) for the Council. President Liang noted that some requests were beyond the Senate's control (such as the timeline we are stuck with for posting the meeting minutes).

IX. New Business

A. Aggregate Assessment Timeline Revision

Sheri Miraglia from the SLO Committee addressed the Council about the value and need for changing our aggregate assessment practices. This data is helpful is updating course content, curriculum, and the Committee believes it would be useful to use aggregate SLO data when making those curriculum changes. Our current practice is to collect to CRN level SLO data every semester. And the practice outlined in the SLO aggregate assessment is to collect an aggregate report every 3 years, but we can change this timeline if we want. The proposal is to tie aggregate assessment with curriculum timelines. This would change the timeline from every 3 years to every 6 years, becoming a vehicle for collaborative discussions surrounding course outline revisions.

Advantages to the proposal:

- Increased time to complete assessment by 3 years.
- Less frequent but higher quality work.
- Provides a method to review SLO's prior to curriculum committee.
- Closes the loop about assessment and curriculum development.
- Prevents the need to track delinquent assessment reports, because it will become a part of curriculum development.
- Makes assessment more concrete, grounded, and with purpose.

Disadvantages to the proposal:

- People may still just "get it done" and not participate in dialogue.
- This could lead to a dialog only happening once every 6 years.
- More frequent curriculum development would require more aggregate assessments.

- The 6-year timeline could have a negative impact on resource allocation.

Executive Council feedback:

- This is another way to bolster Program Review.
- These reports will also be staggered, the same way we look at curriculum.
- Could this create additional labor for Part-Time faculty?
- This appears to be a streamlining of the process, and makes sense as a way of undoing some of the unnecessary labor by faculty. This will also help create more meaningful data across 6 years of data.

Resolution 2017.09.06.03 Updated Aggregate Assessment Timeline Revision

Whereas, aggregate assessments should be a collaborative process that informs course and program curriculum updates and SLO/PLO revisions (among other pedagogical improvements); and

Whereas currently aggregate assessments are required every three years; and

Whereas, tying aggregate assessments to curriculum updates allows the college to demonstrate how aggregate assessment is used to directly inform curriculum/SLO/course changes and improvement (closes the loop); and

Whereas, completing aggregate assessments every 6 years with curriculum updates (or aligning with current timelines if they change) provides more time to complete individual SLO assessments and more data to inform the aggregate assessments; and

Whereas, aggregate assessments would never be "out of date" if they were part of the curriculum update process - if a curriculum update is not done at least every 6 years, the course is not offered; be it therefore,

Resolved, that the course and program (certificate and majors) aggregate assessments will be completed on a six year timeline, aligned with Curriculum revisions; and

Resolved, that aggregate assessments will be completed within 18 months of the curriculum update and will be approved by the department chair as part of the process of updating curriculum.

Moved: Louis Schubert; Seconded: Dana Jae Labrecque; MCU
Not present: Jacques Arceneaux, Loren Bell, Shiela McFarland

B. Open Educational Resources Initiative

Dean of Library & Learning Resources Donna Reed shared information about bringing OER to CCSF. OER are “educational materials that are offered under a creative commons license that allows the public to use, modify, and distribute them freely.” Dean Reed highlighted some of the advantages of OER and believes this should be a faculty led

program, with financial support from administration and IT. The library will play a large role in the development of these programs to both help with adoptions and support faculty and students throughout the process.

President Liang asked if the Council would object to a Task Force being developed and the Officers taking it to Collegial Consultation. No council members offered an objection to the Task Force. Council members expressed their desire to return for additional discussion about the OER project.

C. Maker's Sphere Grant Update

Stephanie Robison, Faculty from the Art department, and Dennis Frezzo, faculty from the CNIT, led a presentation about the Maker Sphere grant CCSF was awarded. This grant is a collaboration between eight departments to create interdisciplinary maker spaces for learning, drawing on both analog and digital tools. This project will capitalize on existing maker spaces and weave them together so that they move between the spaces to create and craft ideas. Eventually, there will be Maker courses and certificates, will structure paths to STEAM careers, with flexible offerings of workshops and badges to allow student exploration. There is a request for reassigned time for a faculty coordinator to begin in January 2018.

Feedback from Executive Council:

- What is the relationship between industry, curriculum, and faculty? In other words, how do we ensure that the courses support student equity and faculty? There will be an industry advisory board will assist faculty crafting of curriculum, space, and a community of practice.
- The Faculty Coordinator position being requested will be for .8 reassigned time, paid for out of the grant funding.
- There was a suggestion to ask for 2 coordinators, each at .4 to help manage the labor.
- One way to work with the interdisciplinary courses is to use cross-listing.
- There were no objections from the Council about asking the Chancellor for this reassigned time.

D. Memorandum of Understanding (MOU) between the Academic Senate and Administration to ensure regular and ongoing collegial consultation per BP/AP 2.08, transparency in governance, and participatory decision-making

President Liang oriented the Council to the origins of the document from the Officer's letter sent to the new Chancellor over the summer. President Liang consulted with the Classified Senate President, SEIU Leadership, DCC Chair, AFT 2121 President, and the Dean of Student Affairs and Wellness, but has not been able to meet with the Student Council yet because they have not set their meeting schedule.

Executive council feedback:

- There are some concerns about the commitment of the Chancellor to advocacy of the PAEC, and the effects the Balboa Park Reservoir will have on student parking. A suggestion was made to include additional language around the "necessary" student parking.
- Another suggestion was to clean up the language, like, "Currently, *this includes* advocacy for..."
- Another suggestion was to clarify what is mean by "town hall meetings or similar consultation meetings **around the District**."

E. Goal Setting for the Academic Senate

Postponed until next meeting.

F. Renaming Phelan Avenue "Frida Kahlo Way"

Leslie Simon, from the Women's Studies department, provided some history about James Phelan's son, Duval Phelan. His problematic behavior was the same rationale for the renaming of CCSF's main campus from "Phelan" to "Ocean." This resolution provides support from the Academic Senate to rename Phelan Ave. between Ocean and Judson to "Frida Kahlo Way."

Resolution 2017.09.06.04 Renaming Phelan Ave. to "Frida Kahlo Way"

Resolved, that the Academic Senate authorize President Liang to sign the letter in support of submitting the Resolution of Renaming Phelan Avenue (Ocean to Judson) "Frida Kahlo Way" to the Board of Trustees.

Moved: Rosario Villasana; Seconded: Mike Solow; MCU
Not present: Jacques Arceneaux, Loren Bell, Shiela McFarland, Marc Santamaria

X. Reports

A. Vice Chancellor of Human Resources Update

VC of Human Resources Dianna Gonzales addressed the Council on a few issues:

- With Clara Starr's assistance, a comprehensive hiring report is being prepared for the Board of Trustees. This will show all the budgeted vacant positions in admin, faculty, and classified staff. It will also give the Board a heads up about what we will need to get through all the recruitments, and she will be asking for 2 FT temporary classified positions to support that hiring. VC Gonzales and AVC Starr will have a presentation at the Board of Trustees meeting on September 21, 2017.
- One recommendation made from the 2012 report was to eliminate some of the obstacles to hiring. We will still ask for references, but not require 3 letters of recommendation.
- Clara Starr also provided some context for how many positions are still vacant and that HR is attempting to ensure that they are still being budgeted for.
- They are also looking for money to attend a faculty hiring conference at USC in the Fall 2017 or most likely in Spring 2018.

B. ASCCC Summer Part-Time Faculty Leadership Institute Update

Dayo Diggs, Health Education, provided an update about her experience at the PT faculty leadership institute. Diggs was the only CCSF faculty member that attended. This conference was an opportunity to discuss issues PT faculty face across the state. Diggs reported that our institution is the only one that, in theory, includes PT faculty in the governance structure. Diggs reported that there is variation across campuses. Most institutions do not provide their PT's any benefits. More information can be found on www.asccc.org

XI. **Adjournment. 5:24p.m.**

APPENDIX A 09.06.2017 President Liang's Report

- On August 31, 2017, the PGC made a recommendation to form a Budget Committee as a standing committee of PGC. Chancellor Rocha has already expressed support for this recommendation.
- The Integrated Plan Taskforce is working on the Integrated Plan to integrate Basic Skills, Student Success and Support Program (SSSP-credit and noncredit) and the Equity Plans. The plan is due to the State Chancellor's Office on December 15, 2017.
- Excerpt from an ACCJC Memo sent out to the field on June 16, 2017 regarding Policy on the Review of Accreditation Standards – Invitation to Field for Comment:
    - The policy, as currently written and adopted, only provides for the comprehensive review of all standards and does not provide for any process or practice in which an individual standard or group of standards could be reviewed and revised in between the comprehensive review cycle. As the 2014 standards have been implemented and applied to the evaluation of member institutions, the Commission has received comments and concerns from the field regarding the language and interpretation of specific standards. Recognizing there may be a need to review and revise individual standards in between the comprehensive review cycle, the Commission's policy committee has proposed a revision to the policy on Review of Accreditation Standards to provide a mechanism for individual standard review in between the comprehensive review cycle and has revised the policy language for clarity and accuracy. At its June 2017 meeting, the Commission approved the revised policy for first-read. Written comments may be emailed to accjc@accjc.org. All comments must be received by September 15, 2017. All comments will be reviewed by the ACCJC Policy Committee. The committee will incorporate any changes into the policy, which will then be presented to the Commission for a second-reading and action at the January 2018 meeting. To read the memo, please visit https://accjc.org/wp-content/uploads/Memo-Review-of-Accreditation-Standards.pdf. To submit a comment, please go to https://accjc.org/announcement/revision-actions-accreditation-standards/
    - ACCJC also invites comments on the proposed change regarding Standard III.A.6: *The evaluation of faculty, academic administrators, and other personnel directly responsible for student learning includes, as a component of that evaluation, consideration of how these employees use the results of the assessment of learning outcomes to improve teaching and learning.* Please note that we will continue to work on SLO assessment and collect data to assess student learning.
- On August 30, 2017, a team from CCSF including Chancellor Rocha, myself, and First Vice President Fred Teti attended the California College Promise Conference in Sacramento. "The *California College Promise Campaign* will build widespread support for a free community college education for all responsible students and broad public understanding that a free community college education is an investment in America's future and a necessary continuation of K-12 education." The Campaign will engage stakeholders in more conversations about affordability including financial aid for students to cover cost of living, books, food, and other critical expenses. For more information, please visit https://calcollegepromise.org/.

- The 13th Annual Basic Skills Luncheon will be held on Tuesday, October 3, 2017 at the Fairmont Hotel in San Francisco. The Foundation of CCSF Auxiliary raises funds for the Basic Skills Scholarships through the Basic Skills Luncheon. The discounted ticket price for faculty and staff is $100 each. First Vice President Teti and I will attend the luncheon. I made the donation in honor of the CCSF Academic Senate. To purchase your ticket, please visit the Foundation website's donation page http://www.foundationccsf.org/donate/index.php.
- Many thanks to those of you who have already made donations through the Hurricane Harvey Support Drive. You can still buy and donate a t-shirt during the Women's Volleyball Tournament today from 1-7pm at Ocean Campus Wellness Center Gym. The cost is $20 for 2 shirts: wear one and donate one. If you haven't yet had a chance to donate, you're encouraged to drop off new or barely used shoes, shirts and sweatshirts now through Friday, September 8 at Conlan Hall, E200. Center pick-ups can also be arranged. All proceeds will be shipped to the University of Houston in care of former CCSF Vice Chancellor Samuel Santos. Samuel will ensure that students and others in need will receive CCSF's donations of new, dry, clothes and shoes.
- On September 5, 2017, President Trump made a decision to unwind Deferred Action for Childhood Arrivals (DACA) and his decision to end DACA is extremely disappointing. I know CCSF is strongly committed to serving our DACA students and we will continue our commitment to support them. Both the Academic Senate and the Board of Trustees passed resolutions to support DACA students in Spring 2017. As a sanctuary college, our Board has already made the commitment to protect our students by not sharing student information for purposes of immigration enforcement with federal authorities unless compelled to do so by law. Please continue to support our DACA students and help them utilize all support services as needed (counseling, psychological services, various resource centers on campus, etc.).

APPENDIX B 09.06.2017 First Vice President Teti's Report

Here We Go Again!

Past Meetings/Events include
- 2017.05.18: Officers meeting
- 2017.05.22: Prerequisite enforcement meeting
- 2017.06.07: Collegial Consultation
- 2017.06.13: Travel/Banner Training Part 2 with Beth Cataldo
- 2017.06.19: Meeting with AFT officers, Senate officers, and Trustees Selby, Rizzo, and Davila
- 2017.06.20: Meeting about Summer Administrator Hiring
- 2017.06.22: College Professional Development Committee (where I learned that neither-U-funded-nor-categorical e.g. grants = "competitive")
- 2017.07.05: 1406 Senior Clerk search committee
- 2017.07.06: Officers meeting with Chancellor Rocha
- 2017.07.10: College Professional Development Committee meeting
- 2017.07.20: Something in MUB140 but I can't remember what
- 2017.07.27: Meeting with Carol Reitan and Dean Reed (some Senate content)
- 2017.08.01: 1406 Senior Clerk interviews
- 2017.08.03: Free City Enrollment rally at Civic Center Campus
- 2017.08.07: Meeting with Chancellor and others to discuss food service
- 2017.08.09: Meeting with Carol Reitan and Dean Reed (some Senate content)
- 2017.08.11: Follow-up meeting with Chancellor and others to discuss food service
- 2017.08.14–15: Affective Domain conference

----------Fall semester begins----------
- 2017.08.17: Officers meeting
- 2017.08.21: Eclipse fun at Science Hall
- 2017.08.22: Meeting with Mandy and P.D. Coordinator Chris Howe
- 2017.08.24: Officers meeting
- 2017.08.26: AFT peace rally
- 2017.08.28: Grants/Makers' Sphere meeting with Mandy, Alexis, AVC Rowland, AVC Charles, Dean, Whalen, and Dean McGriff
- 2017.08.29: Integrated Plan Task Force (1st hour)
- 2017.08.30: College Promise conference (report below)
- 2017.08.31: Meeting with Mandy and the Chancellor
- 2017.08.31: Officers meeting
- 2017.09.01: Travel Policy training
- 2017.09.01: Faculty Professional Development Activities Committee
- 2017.09.05: Travel/Banner Training Part 2 with Evelyn Tavisora

Upcoming Meetings/Events include
- 2017.09.07: Officers meeting
- 2017.09.08: College Professional Development Committee
- 2017.09.08: Tech Assist-type meeting with Student Equity Committee
- 2017.09.11: Education Policies Committee
- 2017.09.12: Personnel issue meeting with Mandy and others
- 2017.09.13: Collegial Consultation with the Chancellor

- 2017.08.31: Officers meeting
- 2017.09.14: Officers meeting
- 2017.09.15: OER Institute at Marin

College Promise Conference Report, 2017 August 30

- There were very few faculty at this conference. Mandy was close to being the only counselor. I was only classroom faculty that I encountered there. Plus I was noticeably underdressed. The admins and trustees like to play dress up!
- The "Promise" is to incoming freshman from high school that, under certain conditions (intended to maximize the chances of success), they will not have to pay for tuition, books, and possibly food.
- The "success" conditions might include assessment testing, orientation, required meetings with counselors, having ed plans, taking college success courses, full-time enrollment, community service, and so on.
- Promise money is always "last dollar" funding. Students must apply for financial aid and BoG waivers first.
- AB19 is a bill that will help with funding; it would waive one year of reg fees for students meeting certain criteria that would likely include Promise students.
- Possibly funding sources are foundations, private donations, corporate partners, "enterprises", endowments, planned giving, alum outreach, and re-framed scholarships.
- Some colleges have a College Promise coordinator.
- One model is to run the Promise program like EOPS.
- Last year's participants needed more support than anticipated: follow-ups, reminders, nudging.
- Alarm bells: 1. There was much emphasis on how the Promise is a success program and a completion program, not an access program. 2. Also many references to how the programs are a "cohort" model but I wasn't buying it. (Ask me another time why the word "cohort" always makes me skeptical.) 3. State Chancellor Oakley asserted that we must get rid of standardized placement testing. ::groan!::

Faculty Travel News

- The District has changed some of its rules for requesting travel funding and for being reimbursed. However, if the changes conflict explicitly with the Faculty Travel Guidelines, then the District will honor the Guidelines.
- Travel out of state (incl. international) must be approved by the Board. Retroactive approval is okay for faculty but reimbursement must wait for the Board action. However, there will be no reimbursement for travel to the "forbidden" states.
- We are longer held to the GSA maxima. Instead, the District is choosing to use IRS guidelines. (Who knew that the IRS didn't use the GSA?) There is a set per-mile vehicle rate and a meal chart; not that itemized receipts retrieve higher reimbursements than do blanket receipts).
- The District will not usually reimburse for lodging and transport to events in SF; faculty who feel they have a case for such should include a written explanation with their initial request *and* with their expense report *and* expect a follow-up from Gough Street.

Fred Teti, 1st Vice President