



# 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 20, 2017, 2:30-5:00p.m. Ocean Campus, MUB 140

**2017-18 Council Members Present:** Loren Bell, Monica Bosson, Neela Chatterjee, Verónica Feliu, Simon Ho, Kimiyoshi Inomata, Thomas Kennedy, Mandy Liang, Alexis Litzky, Danyelle Marshall, Antonio Martinez, Shiela McFarland, Carole Meagher, Madeline Mueller, Marie Osbourne, Joseph Reyes, Marc Santamaria, Mike Solow, Coni Staff, Fred Teti

**2017-18 Council Members Absent:** Jacques Arceneaux (on leave), Dana Jae Labrecque, Pablo Rodriguez, Louis Schubert, Rosario Villasana

**Other Senate Members Present:** Michele Alaniz, Kim Ginther-Webster, Melissa McPeters, Michelle Simotas

**Guests:** Donna Reed, Cherisa Yarkin

### I. Call to Order, 2:30p.m.

### II. Adoption of Agenda

Agenda adopted.

### III. Officers' Reports

#### President Liang briefly reported that:

- Dina Wilson needed to resign from the Executive Council due to a teaching schedule conflict.
- There is a team of faculty attending upcoming IEPI workshops about Guided Pathways.
- A budget committee charter is being created. Mike Solow is serving on a PGC workgroup to create the charter. Please contact Mike Solow if you have questions or suggestions.
- The state Academic Senate plenary is coming up in November, contact President Liang if you are interested in going. Funding is available for 1-2 Council members to attend pending Chancellor's approval.
- To keep the meeting on time, we need to maintain the timekeeping requirements and conversation parameters. Each speaker will be given up to 2 minutes in a discussion to share their response, and new voices will be prioritized over repeat speakers.

**First Vice-President Teti provided a written report (Appendix A) and briefly reported that:**

- The District will not reimburse travel expenses to the eight states banned by AB1887: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Texas. The Board is likely to say “No” if you attempt to get a reimbursement for travel to one of those states.
- In process of investigating CCSF’s policy for calculating GPA for honor students at graduation.

**Second Vice-President Staff reported that:**

- None at this time.

**Secretary Litzky reported that:**

- None at this time.

**IV. Public Comment**

- At ITAC meeting they went over the new website, and there is a company that is designing an initial front page and look for our website.
- Enrollment management committee is meeting on September 25, 1:30-5pm. They will be discussing the wait-listing process, putting exact numbers on sections on the course catalogue, and putting together the enrollment management plan.
- On last the Flex day there was a workshop to connect mentors on the (Academic Senate Executive Council (ASEC) with faculty.
- Copies of the Guardsmen were handed out so the Council could look at the reporting on the Balboa Reservoir project.
- The cluster wheel for the career and transfer pathways is being updated, and anyone interested in helping craft the Liberal Arts pathway should contact Melissa McPeters. There are also some upcoming workshops for faculty, staff, and students to participate in the self-assessment for Guided Pathways.

**V. Executive Council Group Photo**

**VI. Consent Agenda**

**Resolution 2017.09.20.01A Approval of Minutes: September 6, 2017**

Resolved, that the Executive Council adopt the minutes for September 6, 2017.

**Adopted by consent**

**Resolution 2017.09.20.01B Faculty coordinator position job description for the Maker’s Sphere Grant**

Resolved, that the Academic Senate approve the Faculty coordinator job description for the Maker’s Sphere Grant.

**Adopted by consent**

**Resolution 2017.09.20.01C Appointment of the Academic Senate Executive Council Parliamentarian for 2017-18 Academic Year**

Resolved, that Academic Senate appoint Fred Teti as the Academic Senate Executive Council Parliamentarian for the 2017-18 Academic Year.

**Adopted by consent**

**VII. Appointments**

**Resolution 2017.09.20.02 Appointments to Committees and Task Forces**

**Awards and Recognition Workgroup**

Monica Bosson, English (reappointment)

Alexis Litzky, Communication Studies (reappointment)

Thomas Kennedy, ESL (reappointment)

**Scholarship Committee**

Mai Hurt, Chemistry (new appointment)

**SLO Committee**

David Stevenson, Visual Media Design (new appointment)

Janey Skinner, Health Education (new appointment)

**Career and Transfer Pathways Committee**

Alexis Litzky, Communication Studies (new appointment)

Lorna Shea, Culinary Arts (new appointment)

**Student Equity Strategies**

Theresa Oda-Burns, DSPS (new appointment)

Joseph Reyes, Biology (new appointment)

**Facilities**

Wynd Kaufmyn, Engineering & Technology (new appointment, alternate)

Suzanne Pugh, Art (new appointment, alternate)

**Moved: Thomas Kennedy; Seconded: Neela Chatterjee**

**MC, Abstentions: Monica Bosson, Thomas Kennedy, Alexis Litzky**

**Not present: Jacques Arceneaux, Dana Jae Labrecque, Pablo Rodriguez, Louis Schubert, Rosario Villasana**

## **VIII. Unfinished Business**

### **A. Goal Setting for the Academic Senate**

Additional goals were discussed, and added to the list of goals. Voting for 2 goals will happen at the next meeting.

### **B. 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**

Further discussion with the Chancellor will take place at the next collegial consultation; therefore, the Council cannot vote on a final draft of the MOU.

Council members added a few more comments:

- Could language about reviewing Administrators be more specific? What does “as appropriate” mean? Is it possible on an annual basis? How often does this happen? Is this true for the Interim Administrators?
- The suggestion was made to adjust the language in the MOU to “improve the process of reviewing administrators”

### **C. Integrated Plan Taskforce Update**

President Liang oriented the Council to the draft plan that will be brought to the Executive Council for an official first read on October 4th.

### **D. Open Educational Resources Initiative**

Michele Alaniz and Dean Reed returned to provide answers to any questions that the Executive Council may have had during the last presentation.

The Council raised a few issues:

- Resource credibility may be an issue, but Dean Reed indicated that this issue has become a lot less important as OER has become more prevalent.
- OER is being used on campus in a few places, but there is no central coordination.

### **E. Maxient Launch Update**

Andrew King, Dean of Student Services, informed the Executive Council about Maxient. Maxient is an online conduct reporting and tracking system, including health and wellness. Members of CARE worked together to get the product up and going. CCSF faculty and staff still have the paper form available, but Maxient is also available as an online form on the the Student Services web page.

The Council raised a few issues:

- There was a concern about security of the information, and particularly for DACA students. Dean King told the Council that Maxient is FERPA compliant at CCSF,

which means that no one outside of his office has access to any of this information and none of it will be turned over for any reason.

- There was a concern about how to submit additional documentation. Dean King indicated that instructors and staff can upload pictures or additional statements as attachments.

## **F. Guided Pathways Update**

Michelle Simotas, chair of the Career and Transfer Pathways Committee, spoke to the Executive Council about the self-assessment currently being completed. The purpose of the self-assessment is to initiate a dialogue on campus about what programs are already engaged in pathways work, and to determine the viability and scalability of those programs. There are 3 workshops being promoted to assist this assessment (Monday, September 25, 3-5pm; Friday, October 6, 2-4pm; Wednesday, October 18, 3-5pm). There will also be a Flex workshop designed to increase general understanding of what Guided Pathways are, and how they are operating at CCSF.

The Council raised a few areas of concern:

- There was a question about whether or not we are fielding an actual “team” of faculty, with a “broad involvement” from across the College. Simotas indicated the workshops were designed to integrate voices from students, staff, administration and faculty.
- There were several concerns about what data is being collected, and who is crafting the metrics for that data. According to Simotas, CCRC (Community College Resource Center), the AACCC (American Association of Community Colleges), and the ASCCC are working together to put on the Institutional Effectiveness Partnership Initiative (IEPI) events and are influencing these data decisions.

## **IX. New Business**

### **A. Workforce Investment & Opportunity Act (WIOA) Classified Manager II position job description draft**

The Council offered the following feedback:

- There was a question about the purpose of this position being administrative in nature. The ESL faculty on the Council affirmed that this position is geared more towards administrative tasks, but is not inherently administration.
- There was a discussion about the purpose of this being titled a “Classified Manager” position.

## **X. Reports**

### **A. Curriculum Committee Report**

Kim Ginther-Webster, Curriculum Committee Chair, informed the Executive Council about 2 new procedures crafted in the Curriculum Committee:

- Procedure for expedited updating of Course SLOs to Program SLO (PSLO) mappings outside of the Program Outline update cycle (Approved August 30, 2017).

- Procedure for Curriculum Committee approval of department name change and prefix changes (Approved September 13, 2017).

**XI. Adjournment, 5:00p.m.**

## Have We Had Enough?

### Past Meetings/Events include

- 2017.09.07: Officers meeting
- 2017.09.08: College Professional Development Committee
- 2017.09.11: Meeting with Student Equity dean, coordinator, committee chair
- 2017.09.11: Education Policies Committee
- 2017.09.13: College Professional Development Committee
- 2017.09.13: Collegial Consultation with the Chancellor
- 2017.09.14: Meeting with Mandy, VCSD Trudy, AVC Tom Boegel, Dean Coria
- 2017.09.14: Officers meeting
- 2017.09.15: Ray Berard's memorial service
- 2017.09.18: Restroom protest at Downtown Campus
- 2017.09.19: Pathways discussion with Mandy and Michelle S.

### Upcoming Meetings/Events include

- 2017.09.21: Officers meeting
- 2017.09.22: ASCCC OER webinar
- 2017.09.27: Collegial Consultation with the Chancellor
- 2017.09.28: Officers meeting
- 2017.10.03: Basic Skills Luncheon

### More Travel Stuff

- This is just a reminder to all faculty and chairs that the District will not reimburse travel expenses to the eight states banned by AB1887: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Texas.
- Nonetheless, District P.D. Coordinator Evelyn Tavisora and I intend to consult the VCHR and the VCFA to discover definitively whether CCSF is bound by AB1887.

### Education Policies Committee Report

- The Committee re-elected me [Fred] as chair. (I was unopposed. Imagine that.)
- We welcomed new members Eliza Woo from Biology and Dean Lilian Marrujo-Duck. Also, we shared ideas with new Faculty Professional Development Coordinator Chris Howe.
- We continued discussing CCSF's policy for calculating students' GPAs for graduation honors. Deanna Abma, Donna Hayes, and Monica McCarthy will look into other colleges' policies. I will continue trying to discover the rationale behind ours. I will probably fail.

### Remembering Ray Berard

Madeline and I represented the current Executive Council at Ray Berard's memorial service. One thing Madeline said that I wish to record: In the early 90s, Ray was instrumental in helping to unite the District into one college, especially in his role as the Noncredit senate president.

Fred Teti, 1<sup>st</sup> Vice President