# 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, January 31, 2018, 2:30-5:00p.m.**
**Ocean Campus, MUB 140**

**2017-18 Council Members Present:** Jacques Arceneaux, Loren Bell, Monica Bosson, Neela Chatterjee, Verónica Feliu, Kimiyoshi Inomata, Thomas Kennedy, Mandy Liang, Alexis Litzky, Danyelle Marshall, Shiela McFarland, Carole Meagher, Madeline Mueller, Marie Osborne, Joseph Reyes, Marc Santamaria, Louis Schubert, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

**2017-18 Council Members Absent:** Antonio Martinez, Pablo Rodriguez

**Other Senate Members Present:** Carol Reitan

**Guests:** Lillian Marrujo-Duck, Donna Reed, Mark Rocha, Theresa Rowland, Trudy Walton, Kristina Whalen

## I. Call to Order, 2:30

## II. Adoption of Agenda

Agenda adopted.

## III. Officers' Reports

**President Liang briefly reported that:**

- The next Executive Council meeting will be at Ocean Campus in MUB 140, not at the Mission campus where it was originally scheduled.
- Trustee Temprano will likely not be able to attend the meeting today due to personal circumstances. He sends his apologies.
- The last email President Liang sent out has a lot of information about updates from the State Chancellor's office and the Academic Senate Plenary.
- The council should continue to pay attention to time limits for speaking. Thanks to Carole Meagher for being the timekeeper.
- As this is her last year on the Council, President Liang thanked everyone for their service and her gratitude for everyone's presence and help.

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

- There has been a delay in travel requests because of Evelyn's Tavisora's vacation. News should come soon.

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

- There is great appreciation and gratitude from faculty about the leadership provided by President Liang. The exceptional qualities demonstrated in this president are important, and hard to do.
- When we start talking about RRP and Board policy processes, it is important that we both honor the work of our predecessors to craft the RRP and the intentions of the document. But not all of the Board policy processes have been updated, and we need to be mindful of this as we move forward.

**Secretary Litzky reported that:**

- The Pathways Committee will host a debate about Guided Pathways at the Spring Flex day, and we are recruiting debaters for the event.
- As we get closer to elections it would be helpful if everyone could reach out to at least one new person to join the council next year.

## IV. Public Comment

- Trudy Walton, our permanent Vice Chancellor of Student Development briefly introduced herself to the Council.
- A council member brought up a specific issue about a grievance committee for grades. According to Andrew King, they have been waiting on a response from the Academic Senate to appoint a chair.
- There have been a number of new hires in English, and all of their requests for new keys to access copiers, mail rooms, and restrooms have been denied. This is because we did not have a locksmith, and now we do but this should be rectified.
- A comment was made about a report titled, "A Decade of Achievement." There was a suggestion that we produce another edition.
- A council member reported from the contract negotiations occurring with the administration and a comment there about the additional labor being put on our faculty.
- A council member went to the last Board meeting and heard many moving stories about the housing insecurity involved with being a faculty member at CCSF.
- A council member reported being at the Facilities Committee meeting, and it was heard that they were targeting the MUB as a site for the 33 Gough move of offices.
- We have a lot of new part-time faculty, and they are asking about a centralized place where they can find out about professional development opportunities they can participate in.

## V. Consent Agenda

**Resolution 2018.01.31.01A Approval of Minutes: December 6, 2017**

Resolved, that the Executive Council approve the minutes for December 6, 2017.

**Adopted by consent**

**Resolution 2018.01.31.01B Appointment of the Academic Senate for California Community Colleges CTE Liaison for Spring 2018 semester**

Resolved, that the Academic Senate appoint Kathleen White as the Academic Senate for California Community Colleges CTE Liaison for Spring 2018 semester (at 0.2 FTE reassigned time) with a retroactive start date effective January 16, 2018.

**Adopted by consent**

**Resolution 2018.01.31.01C Appointment of the Academic Senate Concert & Lecture Coordinator for Spring 2018 semester.**

Resolved, that the Academic Senate appoint Lori Brown as the Academic Senate Concert & Lecture Coordinator for Spring 2018 semester (at 0.3 FTE reassigned time) with a retroactive start date effective January 16, 2018.

**Adopted by consent**

**Resolution 2018.01.31.01D Approval of updated Course and Program Aggregate Assessment Prompts**

Whereas, the use of holistic assessment (an analysis that encompasses all of the course or program SLOs) to inform curriculum updates provides specific objectives for curriculum improvement and is a way to demonstrate CQI;

Whereas, the alignment of aggregate assessment of courses and programs has been previously approved by the Executive Council;

Whereas, the SLO Committee and SLO Coordinators have updated the aggregate assessment prompts to better reflect the connection between assessment and curriculum development'

Resolved, the executive council supports the adoption of the new aggregate assessment prompts and their incorporation into CurricUNET.

**Adopted by consent**

## VI. Appointments

**Resolution 2018.01.31.02 Appointments to Committees and Task Forces**

**CTE Steering**
Golnar Afshar, Engineering & Technology (new appointment)

**Scholarship Committee**
Neela Chatterjee, ESL (reappointment)
Steven Brown, Environmental Horticulture & Floristry (reappointment)
Jason Halprin, Cinema (new appointment)
Melinda Weil, Astronomy (new appointment)

Barry Druschel, Behavioral Sciences (new appointment)
Jacob Adams, Social Sciences (new appointment)
Nancy Vargas, CSCD (new appointment)

**Sustainability**
Christopher Lewis, Earth Sciences (reappointment)
Michelle Gorthy, Communication Studies (reappointment)

**TLTR**
Lisa Yamashiro, Health Education (reappointment)

**Works of Art**
Judith Hearst, Child Development & Family Studies (reappointment)

**Basic Skills**
Mary Bravewoman, Math (reappointment)
Amy McLanahan, Math (reappointment)

**Career & Transfer Pathways Committee**
Beth Freedman, Health Education (reappointment)
Robert Yung, Engineering & Technology (reappointment)

**Faculty Professional Development**
Crima Pogge, Biology (new appointment)

**Career Clusters Workgroup**
Golnar Afshar, Engineering & Technology (new appointment)

**Equivalency**
Jamie Hayes, PE & Dance (new appointment)
Mandy Liang, NSCD, (new appointment, alternate)

**Early Alert Workgroup**
Alicia Fausto, NSCD (new appointment)

**Institutional Review Board**
Megan Corry, HCT (reappointment)

**Participatory Governance Council**
Rosario Villasana, Child Development & Family Studies (new appointment, alternate)

**Moved: Tom Kennedy; Seconded: Louis Schubert**
**MC, Abstentions: Neela Chatterjee, Rosario Villasana**
**Not present: Loren Bell, Pablo Rodriguez**

## VII. Reports

## A. Commencement Committee Report

Rita Tuialu'ulu'u provided a brief update from the Commencement Committee. There has been a change of date from Friday, May 25, to Thursday, May 24, at 1pm. The reason is to increase attendance at the event. This new date does not conflict with finals. There is a desire from the Chancellor and VCSD to move to a new location, but the committee disagrees with this location and has asked for more time for an alternate location. Once that location is chosen, then all the materials can be distributed regarding time and location. The Committee has conducted surveys about the attendance difference from the low numbers at the last commencement at Masonic Hall, but this information was not presented to the new Chancellor until recently. The Chancellor has been reasonable, but perhaps misinformed. The Chancellor has increased the budget in order to meet some of the needs for this event, including providing alternate seating to the metal benches.

There were a number of questions from the Council:

- There was a question about student perspectives. The committee was simply informed about the change, and it appears that the Chancellor was not aware that the Committee was already engaged in planning. One reason for this may have been lack of participation at the Committee meetings by their direct line of communication with the Chancellor. No students were at those meetings as well even though they had been invited, and the Committee is now asking for additional student participation.
- The alternate location is the Masonic Hall, a prior venue. Rita spoke to her experience using the Masonic, and why we moved away from that venue. Students would receive few guest tickets, guests would have to pay for parking, and there is limited public transportation available.
- A comment was made about using our contractual obligations as a way of making inroads on this issue. This event is not required for faculty, although they are strongly encouraged to attend. Department chairs are required to attend.
- A comment was made about some of the issues from Masonic about photo opportunities. At one point, the Fire Marshall was frustrated because it was difficult trying to stop family members from rushing the stage. The Council member suggested talking to the Fire Marshal about the issues from the past.

## B. Enrollment Management and Growth Plan Update

Enrollment Management Committee Co-Chair Carole Meagher provided a brief update about Spring 2018 Enrollment. Net enrollment is 17% higher than Spring 2017, but 2% lower than Fall 2017 enrollment.

## C. Update on Starfish Early Alert System

Dean Kristina Whalen provided an update about the Starfish Early Alert system. This is an integrated project because it is being piloted by a workgroup in Academic Affairs and Student Development Divisions, but it's being funded through AEBG, SSSP, and Basic Skills Initiative. There is a core workgroup team of counselors and faculty members in Liberal Arts and the Sciences working to scale the implementation of Early Alert. You can see this in the Canvas shell, and there are a variety of uses. There are attendance flags, or you can raise a flag and have a counselor answer the question or make an appointment with the student. Our Early Alert Coordinator has stepped out of the role, which has provided some challenges because we now have scaled up the program.

## VIII. Unfinished Business

### A. Application for membership in the OEI course exchange

Carol Reitan provided an update about the CCSF application for membership in the OEI course exchange. She provided some background on the course exchange, and the 6 Colleges that are currently participating. CCSF applied for the first cohort but were rejected likely due to the Accreditation crisis. There is a new application cycle, and the primary focus has been on supplemental services to support student success in online classes. The theme for this new cohort is Equity, which fits with the general goal of social justice for CCSF. We don't know exactly what that means, and what effect that will have on participating in the exchange. If we do apply, and are chosen, we are not obligated to participate.

The council asked a number of questions:

- Who gets the apportionment from the exchange? The school that offers the course gets apportionment.
- Is the second cohort focused on the courses with Course Identification (CID) Numbers? Reitan doesn't know if this will expand right away, but that CCSF would be poised to offer great, unique courses beyond CID courses already offered.
- Is Free City available for these online courses? Reitan thought that if they were registered with CCSF, they would.
- These are for completely online courses.
- Is the total load amount of the "home school" affected by this? Some schools like Fresno City College do not have a specific limit, but Coast College only allows 2 courses on the exchange per semester. It appears that each school decides on its own.

- Who is defining what constitutes success in this instance? The State Chancellor's Office is working with the OEI, which are primarily people like us, faculty that have taught in online courses.
- Is this a precursor to the State Chancellor's Office desire to create a fully online college? Recently there are new developments about the online college, which will be more about CTE and workforce development in short term courses. It appears this new online college will replace something like Corinthian, rather than overlapping with the course exchange.

**Resolution 2018.01.31.03 Recommend CCSF's Application for membership in the OEI course exchange**

Whereas, students are challenged to complete degrees and certificates when courses are impacted and are able to take said classes at other accredited community colleges and transfer those units to City College of San Francisco; and

Whereas, City College of San Francisco offers courses and available seats for students at other local California Community Colleges who cannot finish their degrees and certificates; and

Whereas, City College of San Francisco is looking to increase enrollment, through the "Path to 32,000 FTES"; and

Whereas, the Online Education Initiative Exchange (OEI) has created a single, streamlined application process whereby students are able to enroll once and City College of San Francisco joining the Exchange would allow our students to register elsewhere and for students elsewhere to register for courses in the Exchange, increasing the likelihood that students will complete their degrees and certificates, and

Resolved that the Academic Senate recommend that City College of San Francisco will apply to become part of the Online Education Initiative Exchange when the OEI begins accepting additional colleges in 2018.

**Moved: Tom Kennedy; Seconded: Fred Teti**
**MC, Abstentions: Loren Bell, Monica Bosson**
**Not present: Pablo Rodriguez**

**B. Guided Pathways Task Force Update**

Alexis Litzky, the Guided Pathways Liaison provided a brief update about the current proposed budget for the Guided Pathways funding provided by the State Chancellor's office. There were a few comments and questions from Council members expressing their gratitude for the money

being offered to compensate faculty labor, and the value of focusing on inquiry during this first phase of Guided Pathways at CCSF.

**C. Proposed AP 3.18 Administrator Evaluation Pilot**

President Liang offered a brief update about the Pilot AP 3.18, and the Chancellor's plan to move forward with the Pilot, and that we misunderstood some of the intentions. Comments provided must be attributed but will be "held in strict confidence." President Liang also outlined how the Chancellor is using BP 3.18 and the language "[t]he Board delegates authority to the Chancellor to establish procedures for the evaluation of academic and classified administrators," even though the RRP outlines a different process for Administrative Procedures. In Collegial Consultation, the Officers shared with the Chancellor about what happened during Chancellor Fisher's dissolution of the old procedures, and perhaps that we can return to some of those procedures.

There were a number of comments and questions from the Council:

- A suggestion was made to have a 3rd party hold the names of each commenter, rather than the immediate supervisor.
- Have we seen a form? No, there has been no form provided. This appears somewhat vague and needs to be fleshed out in more detail. It has been very unclear what the process will be, and what exactly the Chancellor thinks will be implemented, and when.
- How is it possible to complete all of this by March 1, 2018?
- This sets a terrible precedent for changing or piloting procedures in the future.
- It still seems possible to have a group comment, and to not be personally identified.
- There is another change, and the language that "anyone can provide feedback" has been removed and changed to "the supervisor may also solicit and receive additional input from peers, report-to's, and other faculty, staff and community members as the supervisor deems appropriate."
- A suggestion was made that if the Chancellor moves forward, that we recommend faculty don't participate which would render this process worthless.
- A Council member defended the Chancellor's position and the need to put some kind of process in place, and that pushing this procedure off into the future with an indeterminate timeline might be worse.

**D. AP 3.04 Administrative Hiring Procedures**

President Liang provided an update on AP 3.04. This will be on the PGC agenda February 1, 2018. The Chancellor has said he wants this to go through PGC before talking more about this in Consultation. Whatever recommendation PGC makes will go directly to the Chancellor. He has agreed to craft a workgroup to talk about the purpose and consequences of this issue.

There were a number of comments and questions from the Council:

- A question was asked about the reasoning behind this change. The Officers described the Chancellor's arguments about not limiting the pool due to the struggle of hiring administrator, and in particular diverse administrators.
- A comment was made that supported the Chancellor's desire for a more diverse group in the Office of Instruction, and that perhaps some of the decisions we have seen reflect that lack of diversity.
- There was a comment about the lack of data to support these arguments about diversity and pool size. There has been a request from the administration for evidence to support this position, but nothing has been provided.
- A comment was made that the equivalency process solves this problem. We have a good process that accepts equivalency and would not inhibit being hired.
- There was a comment that this sets a precedent for changing the way that retreat rights operate, and how this might affect faculty hiring in the future.

## IX. New Business

### A. Governor's Proposed 2018-19 Budget

President Liang briefly oriented the Council to the new budget. Some highlights include:

- A new fully online Community College district to help working adults and students that are not already at a Community College.
- There is a change to apportionment, to help districts transition to a student-centered or performance-funding formula.

There were a few comments and questions from the Council:

- Student-centered funding used to mean conducting program review, and it would be helpful to know if this will continue to be the case.
- There was a comment that looking at data for completion is based on cohort data, but this ignores the other students successfully completing other programs. This is a very proscriptive and narrow description of cohorts that affect success rates, and we have to be aware of how to maintain accurate information and numbers**.**

### B. Academic Senate 2018 Election Information

President Liang updated the Council about the upcoming elections. There is currently a technology problem with our voting process, and she is currently looking at the other options to ensure we have only faculty members from CCSF voting. We may need to go back to paper ballots. In the past we have had 300-400 participants in the election. A council member suggested we contract with our existing IT person, even though he has recently retired. Another council member made a comment that paper ballots could result in decreased participation in the election.

**Resolution 2018.01.31.04 Academic Senate 2018 Election Information**

Resolved, that the Academic Senate approve the 2018 Election Information.

**Moved: Carole Meagher; Seconded: Fred Teti**
**MCU, Abstentions: None.**
**Not present: Pablo Rodriguez, Marc Santamaria**

## C. Administration's Report

Chancellor Rocha addressed the Council about a number of items:

- The new budget plan from the Governor: There are many issues in the State budget, 2 major issues that are of greatest interest and concern for CCSF. This includes the new model for performance-based funding, and the funding for a new online Community College. The Chancellor's position is against both of these proposals. The Chancellor state that these are well meaning but wrong-handed. Online courses are a good idea, and we should support more of that at CCSF for our communities and to be financially successful. The goal should be 10%.
- Enrollment: We are up a little, but our average load per student is going down. Adding sections should not be the primary way we add enrollment. This year we will go up by about 2500 FTES, and by doing that we are the exception compared to our colleagues because enrollment is generally going down. That means our goal is 7500 FTES growth in 4 years. This means we need to be open-minded about how to increase enrollment and keep everyone "on the boat."
- Consulting: A Council member talked about the role of Chairs in the development in enrollment, and valuing their work with Industry advisors. There was a concern that paying consultants like the Brain Trust doesn't honor the activity and ideas being generated at the College, that could result in tremendous growth. The Chancellor said that the College Brain Trust has not been hired, and that we need to fully 'cook' an idea to determine its validity. The path to 32,000 has to come from inside, but it also has to be validated by the data. The Board has a fiduciary requirement to ensure we get to 32,000. Whether it's CBT, or another consultant, we will need their help as well.
- President Liang asked the Chancellor to speak to the Council about the Pilot AP 3.18, where he explained his position. A Council member expressed their concern about adding names to administrator evaluations and provided some information about the history of retaliation and retribution. The Chancellor said that he would not tolerate retaliation, and that it is illegal. The name of the commenter will be wholly held confidential from the administrator being reviewed.

- The Chancellor spoke about the changes in additional required qualifications for educational administrators in AP 3.04. A council member offered some comments about the differences between High School and Collegiate administration, and that the role of instruction in educational administrators sends a message that faculty experience is the core of the College. This would incentivize internal candidates to participate in administration, such as it occurs at places like UC Berkeley. The Chancellor believes that a search committee should look at teaching experience, but also at other strengths. He said that hiring at CCSF is the toughest he has ever experienced. This, he stated, can be resolved through screening criteria without inhibiting the size of the pool. This hiring problem influences short tenures for administrators. A Council member suggested that there are alternate reasons we are having problems hiring, such as the Accreditation crisis and a lack of marketing.
- Commencement committee: A Council member asked where it would be held. When he consulted with the Board, they expressed some concerns that they could only express with their Chancellor. He asked for more data to help support the reasoning of holding it at Ram Stadium. There is concern from the Trustees about the weather, and the effects of sitting out in the weather in the stadium. The location also affects what caliber of speaker we can attract. The Chancellor confirmed he is still open and no decisions have been made, but we have to meet some core improvements:
  1. Not having anyone sit on the metal benches.
  2. Protection from the weather.
  3. Better audio and visual work on the stage.
- There was a suggestion from a Council member that the Chancellor could hold some Town Halls in order to interact with faculty more regularly. Another Council member suggested meeting with the Department Chairs and Deans regularly as well to partner in the development of the College.

**X. Adjourned at 5:21pm.**

**APPENDIX A**

## First Vice President's Report 2018.01.31

### February Eve

**Past Meetings/Events** include
- 2017.12.08: Meeting with Cynthia Dewar about Faculty Travel
- 2017.12.08–09: CMC3 (counting this for its AB705 content)
- 2017.12.11: Guided Pathways Task Force
- 2017.12.11: Meeting with PD Coordinator Chris Howe
- 2017.12.11: Meeting with the Chancellor about the RRP Handbook
- 2017.12.11: Agenda Review
- 2017.12.12: Officers meeting (remotely)
- 2017.12.13: Officers meeting (up close)
- 2017.12.13: Collegial Consultation
- 2017.12.14: Officers meeting
- 2017.12.14: Obligatory appearance at holiday party
- 2017.12.15: FPAC
- 2017.12.15: Officers meeting with Karen Saginor
- 2017.12.18: Officers meeting with Trustee Selby
- 2017.12.18: Math Department AB705 meeting
- 2018.01.12: Plenary
- 2018.01.18: Officers meeting
- 2018.01.24: Collegial Consultation
- 2018.01.25: Officers meeting
- 2018.01.30: Meeting with Mandy and Rita T. about Commencement

**Upcoming Meetings/Events** include
- 2018.02.01: Officers meeting
- 2018.02: Faculty P.D. Activities Committee
- 2018.02.07: Collegial Consultation
- 2018.02.08: Officers meeting

**Some notes from Collegial Consultation**
- The Chancellor has created a College-wide committee for planning Commencement. It is not clear what role the Senate committee will have (although we will appoint the members of one to the other).
- I objected to the removal of the faculty-experience from the minimum quals for educational admins partially on the grounds that we faculty have only half the representation on the search committees that we used to have. VCs Boegel and Walton were offended by my objection, saying that they (the administrators) are the ones who have to work with the person hired. They showed no respect for the principle that the administrators are supposed to work *for* the faculty.

**Faculty Travel Delay on Non-Local Conferences**
I can't process any requests for non-local conferences until the good people at Gough Street do some account transfers. Please be patient.

Fred Teti, 1st Vice President