



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, April 4, 2018, 2:30-5:00p.m.

Ocean Campus, MUB 140

2017-18 Council Members Present: Jacques Arceneaux, Monica Bosson, Neela Chatterjee, Thomas Kennedy, Mandy Liang, Alexis Litzky, Danyelle Marshall, Antonio Martinez, Shiela McFarland, Carole Meagher, Madeline Mueller, Marie Osborne, Joseph Reyes, Louis Schubert, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

2017-18 Council Members Absent: Loren Bell, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria

Other Senate Members Present: Deanna Abma, Kim Ginther-Webster, Maggie Harrison, Kristin Smith

Guests: Cynthia Dewar, Mark Rocha, Theresa Rowland

I. Call to Order, 2:30

II. Adoption of Agenda Agenda adopted.

III. Officers' Reports

President Liang briefly reported that:

- A few faculty members and staff went to Sacramento to attend an Equity Summit for diversity in faculty hiring. There is another summit in June that we can send 10 people to, please let Mandy know if you're interested.
- The Budget Committee has been meeting with the College Brain Trust consultant and over the next 4 meetings they will spend all their time developing the budget proposal. The meetings are open, and anyone can attend.
- Liang attended a Union meeting about the sabbatical process, and communicated with the AFT 2121 President, Tim Killikelly, that it is very important that they consult with the Academic Senate before issuing any new proposals. There is no formal proposal as of right now, but AFT 2121 submitted a list of questions to the District. The District has not responded yet. No sabbatical committee has been formed.
- Collegial consultation has been canceled next week due to the Chancellor's attendance at a conference.
- A group of faculty will attend the ASCCC Plenary meeting next week in San Mateo.
- The 2018 CCSF Scorecard is now posted on our homepage.
- The SLO newsletter is posted on the SLO website.

- The Academic Senate Executive Council will have a competitive election for the first time in a number of years. We have 18 candidates for 17 openings. Big thanks to our election commissioners. Please encourage your colleagues to vote in the election.
- Supervisor Norman Yee held a press conference at CCSF on Wednesday, 4/4, to announce movement forward with renaming Phelan Ave. to Frida Kahlo Way. The next step is for Supervisor Yee to submit a resolution to the SF Board of Supervisors. Thanks to Leslie Simon for her work on this.

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

- The bulk of the report is a description of what’s going on with some things related with AB705.

Second Vice-President Staff reported that:

- She appreciates everyone for their work at the last meeting that she missed.

Secretary Litzky reported that:

- Everyone is invited to participate in the creation of job descriptions for the faculty coordinators who will implement the Guided Pathways Workplan.

IV. Public Comment

- There was an announcement about the Save CCSF Coalition, and some of the work happening around land and housing development in San Francisco.
- There were a few comments about conferences. One Council member mentioned that the Equity Summit was really helpful and offered a lot of practical tools to implement to increase diversity in our hiring. Another Council member attended a conference about the new online college being developed, and some of the Title 5 issues being brought up.
- A Council member announced that the PUENTE program is recruiting for the Fall semester.

V. Consent Agenda

Resolution 2018.04.04.01A Approval of Minutes: March 14, 2018

Resolved, that the Executive Council approved the minutes for March 14, 2018.

Adopted by consent

Resolution 2018.04.04.01B Participation in Commencement by Students Eligible to Graduate the Following Summer

Whereas, by current CCSF policy, only students eligible to graduate in the previous summer the previous fall, or the current spring semester to participate in commencement; and

Whereas, many students eligible to graduate in summer may not be able to participate in the following May's commencement; therefore be it

Resolved, that the CCSF Academic Senate recommend to the College that students eligible to graduate in summer be allowed to participate in the immediately preceding May's commencement ceremony, as proposed by the Education Policies Committee; and be it further

Resolved, that the CCSF Academic Senate recommend that the parenthetical list on p.53 of the (current) Catalog be amended to include "the immediately following summer."

Adopted by consent

Resolution 2018.04.04.01C Academic Senate Suggested Improvements in Draft BP/APs 2.30, 2.31, and 2.32

Whereas, the Education Policies Committee reviewed the draft BP/APs 2.30, 2.31, and 2.32 at its March 12th meeting and is suggesting improvements; therefore be it

Resolved, that the CCSF Academic Senate accept the suggestions in draft BP/APs 2.30, 2.31, and 2.32, as proposed by the Education Policies Committee; and be it further

Resolved, that the Senate direct President Liang to bring these suggestions to the Participatory Governance Council.

Adopted by consent

VI. Appointments

Resolution 2018.04.04.02 Appointments to Committees and Task Forces

Matriculation Advisory Committee

Rachel Cohen, ESL (new appointment, resource)

Enrollment Management Committee

Denise Selleck, ESL (new appointment, alternate)

Health & Safety Committee

Tracee Wong, New Student Counseling Department (new appointment)

Beth Freedman, Health Education (new appointment)

Moved: Mike Solow; Seconded: Rosario Villasana

MCU, Abstentions: None.

Not present: Loren Bell, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria

VII. Reports

A. Accreditation Quality Focus Essay and Mid-term Report Progress Update

President Liang, Co-Chair of the Accreditation Committee, provided a brief update about the Quality Focus Essay report. There are two action projects. Academic Senate recommended the following two areas of focus for Action Project 1 based on ILO/GELO assessment:

- Strengthening Teaching and Counseling Faculty Collaboration
- Creating Spaces for Student Success

Action Project 2 is to close the achievement gaps in Basic Skills.

B. Curriculum Committee Report

Kim Ginther-Webster, Chair of the Curriculum Committee, provided a brief update from the Curriculum Committee:

- There is a new procedure for revised program documentation. The impact on departments will really just be a new timeline, as part of the planning process. There will be an impact on the Curriculum Committee's process, but mostly it will be a review of the new material, as determined by the state guidelines.
- There is a new form for department disagreement with the requisite coordinator. The goal of this is to use time more effectively by having something written in advance, rather than waiting for an in-person conversation.
- Next year's calendar deadlines will be set a little earlier. They cannot go into February with approvals because it puts too much pressure on the committee.
- There are new guidelines for AB705 guidance, although there seems to still be a need for more implementation and curriculum changes. Ginther-Webster will attend a Deans and Department Chairs meeting to answer some questions.

Questions and comments from the Council:

- Any certificate will need to be reviewed by Curriculum Committee and then by the State? Yes, and the timeline is that it will start being implemented in Fall 2019.
- For the new procedure for program documentation, will this change any of the ADT's? No, they follow a template.
- For the appeals, the form assumes there is something wrong and the faculty who proposed it, rather than the requisite coordinator, need to provide justifications. With the implementation of AB 705 and more students may be eligible for English 1A placement, and all students essentially being eligible, is this form really necessary? The purpose of the form is to help focus the conversation, but we don't really expect to use it very much at all. If we need to, we can revise it as a result of changes made due to AB705.

VIII. Unfinished Business

A. Resolution on Importance of Aligning Board Policies and Administrative Procedures with the Roles, Responsibilities, and Processes (RRP) Handbook

Resolution 2018.04.04.03 Importance of Aligning Board Policies and Administrative Procedures with the Roles, Responsibilities, and Processes (RRP) Handbook
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Whereas, the Roles, Responsibilities, and Processes (RRP) Handbook is intended to codify our current decision-making and resource allocation processes at the College and the roles

and responsibilities within those processes;

Whereas, the purpose of these narratives and flowcharts is to ensure appropriate dialog and to clarify how all constituent groups currently participate in decision-making;

Whereas, the RRP Handbook was created to meet the accreditation standards and to clarify and codify our internal decision-making processes to ensure effective participatory and collegial governance;

Whereas, the Academic Senate and the College Chancellor have entered into a Memorandum of Understanding (MOU) on November 14, 2017 and one of the agreements is that the Chancellor “respect and follow the decision-making and resource allocation processes in the Roles, Responsibilities, and Processes (RRP) Handbook”;

Resolved, that the Academic Senate work with the Chancellor and General Counsel to update existing Board Policies and Administrative Procedures so that they reference and align with the RRP Handbook which was created to meet the accreditation standards.

Moved: Monica Bosson; Seconded: Fred Teti.

MCU, Abstentions: None.

Not present: Loren Bell, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria

IX. Unfinished Business

A. Academic Senate for California Community Colleges (ASCCC) Spring 2018 Plenary Resolutions

President Liang briefly oriented the Council to the proposed resolutions that will be voted on at the ASCCC Plenary Session next week. Liang asked for any concerns or adjustments from the Council.

Questions from the Council:

- What is the intent of 13.03 Research on Guided Pathways Outcomes in California? Is there a danger here? President Liang indicated it does not look dangerous in her opinion, and opened it up to the floor. No one offered any specific concerns.
- A Council member asked about 6.01 Oppose Proposed Consolidation of Categorical Program Funding, and if this was already something we were working on. Liang reminded the Council that she is a member of the Student Success Advisory Committee and that she presented an overview of their SWOT analysis at the last meeting.
- A suggestion was made that we should repetitively remind the ASCCC that this will often result in additional labor on behalf of faculty, and that getting funding to support that labor should come before the implementation of some of these programs.
- There was a suggestion that we should trust our AS President to use her good judgment to make decisions at the Plenary.
- A comment was made to support both of the ESL resolutions.

Resolution 2018.04.04.04 ASCCC Spring 2018 Plenary Resolutions

Whereas, City College of San Francisco values the opportunities to participate in statewide discussions of academic and professional matters; and,

Whereas, the proposed ASCCC Spring 2018 Plenary Resolutions were provided to all faculty members to review and provide feedback on;

Resolved, that the Academic Senate direct President Liang or her designee to rely on their professional judgment in concert with other CCSF faculty as appropriate to vote on ASCCC Spring 2018 Plenary Resolutions.

Moved: Monica Bosson; Seconded: Jacques Arceneaux

MCU, Abstentions: None.

Not present: Loren Bell, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria

B. ASCCC Legislative Report as of March 19, 2018

President Liang briefly oriented the Council to the proposed Assembly Bills that will have implications on academic and professional matters. There was also a brief report about ongoing conversations about updating the 50% law.

C. Resolution on Permitting Local Community Colleges to Name Degrees under Social Justice Studies: General

Maggie Harrison, Women’s Studies Department Chair, and Deanna Abma, Articulation Officer, provided some background behind this resolution to permit the local naming of Social Justice degrees. CCSF challenged the original bill that limited naming, and although CCSF was accommodated they did not give us the specific degrees that we wanted. We currently have various TOP codes, but there is not one for Labor and Community Studies or Latin American Studies. CCSF will need to offer multiple Social Justice general degrees, and we don’t want there to be 2 tiers of degrees (some with names, some without). This resolution empowers the ASCCC to advocate for the ongoing desire to name these degrees locally.

Resolution 2018.04.04.05 Permit Local Community Colleges to Name Degrees under Social Justice Studies: General

Resolved, that the CCSF Academic Senate authorize President Liang to submit the following resolution to the Academic Senate for California Community Colleges Academic Senate Spring 2018 Plenary:

Whereas, The Social Justice Studies “Area of Emphasis” (AOE) Transfer Model Curriculum (TMC) was developed by an intersegmental Faculty Discipline Review Group, vetted by California State University (CSU) and California Community Colleges (CCC) faculty and other interested parties, approved, and posted as final to the C-ID website on Sep. 28, 2015;

Whereas, the Social Justice Studies TMC includes the following stipulation: *Local associate degrees for transfer (ADTs) based on this AOE TMC may have more specific titles that reflect the orientation of the local ADT or ADTs. A given CCC*

can offer, for example, “Social Justice Studies: Africana Studies” and/or “Social Justice Studies: LGBT Studies”;

Whereas, per the California Community Colleges Chancellor’s Office’s memo entitled “Associate Degree for Transfer Advisory” dated March 26, 2018, the California Community Colleges Chancellor’s Office has responded to the field’s advocacy and established a TOP code for locally developed "general" Social Justice Studies ADTs—and clarified that colleges are allowed to submit more than one degree in this category—along with discrete TOP codes for Social Justice Studies ADTs with concentrations in Ethnic Studies, Gender Studies, Chicano Studies, LGBTQ Studies, African American Studies, Asian American Studies, Native American Studies; and

Whereas, the established TOP codes and corresponding titles still do not reflect the full range of Social Justice Studies concentrations that California Community Colleges are prepared to offer, and the designation “General” is an inadequate descriptor of the orientations of these degrees;

Resolved, that the Academic Senate for California Community Colleges work with the California Community Colleges Chancellor’s Office to permit California Community Colleges to develop and offer, under the general Social Justice Studies TOP Code, multiple Social Justice Studies degrees with specific emphases and appropriate titles as determined by local colleges.

Moved: Tom Kennedy; Seconded: Mike Solow

MCU, Abstentions: None.

Not present: Loren Bell, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria

D. Revitalization of Labor Studies Program

President Liang provided a brief overview about the initiation of the Program Revitalization process for Labor Studies.

There were a number of comments from the Council:

- This seems very open-ended, and perhaps not allowing the Senate enough space to make hard decisions about what might be too costly to the College.
- A comment was made that we may not be able to focus only on revitalization, and that when we start this process it could also lead to suspension and discontinuance.
- A concern was raised about the absence of any helpful revitalization practices over the past decade.
- A concern was raised about the absence of any information in the Whereas about the need for additional revitalization.
- A comment was made that we should support this resolution to help redevelop the Labor Studies program. This is a unique program that doesn’t conform to the ways other programs function.
- A comment was made that we should step in before it’s too late, and not let this program have the same fate as our Radiation Therapy Technology Program.

Resolution 2018.04.04.06 Revitalization of Labor Studies Program

Whereas, Labor Studies was created in the 1960's and it is a two-year program designed to give students a sound foundation in the theory and practice of labor and industrial relations. This course of study provides members of San Francisco labor unions and other interested individuals with a comprehensive introduction to the role and contributions of organized labor to American society; a thorough grounding in the rights of employees on the job; and a specialized training in the skills necessary to be an effective practitioner in the field of labor and industrial relations;

Whereas, Labor Studies is part of the CCSF Diversity Collaborative, which grew out of various social struggles, such as the United Farmworker's Movement, the Disability Rights Movement, the Civil Rights Movement, the Women's Liberation Movement, and the Stonewall Riots;

Whereas, Labor Studies needs necessary resources, adequate funding, and to develop a sound strategic plan to revitalize the program, grow student enrollment, and continue to meet the needs of students in accordance with program and college mission,

Whereas, Labor Studies continue to play an important role in educating our diverse students and continue to offer and potentially expand the department's transfer, degree, and CTE programs,

Resolved, that the Academic Senate jointly initiate the procedure to create a "Revitalization of Labor Studies" Committee to focus only on the revitalization of the Labor Studies Program by developing a program revitalization plan that articulates specific interventions designed to improve the viability and responsiveness of the program, in accordance to Board Policy and Administrative Procedure 6.17.

Further Resolved, that Academic Senate recommend that the Labor Studies Advisory Board, which is comprised of faculty and representatives from Labor Studies, AFT 2121, industrial employers who have the expertise and experience in the program curriculum and/or the needs of the students and the labor market, serves as a resource and assist this committee to develop recommendations to revitalize the Labor Studies Program.

Moved: Carole Meagher; Seconded: Alexis Litzky

MC, Abstentions: Jacques Arceneaux, Marie Osborne.

Not present: Loren Bell, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria

E. Enrollment Management and Growth Plan - 1st Read

Carole Meagher, Co-Chair of the Enrollment Management Committee oriented the Council to the first draft of the Enrollment Management and Growth Plan and asked for feedback.

Questions and comments from the Council:

- Have we seen a higher drop rate with Free City? No, it has been pretty consistent with previous semesters.
- There was a thanks provided for the amount of work and time put into this report.
- There was a comment that we need to start to converge this plan with any other plans on campus to develop a single, focused growth plan.
- There was a comment about the ability to create curriculum and courses to meet student need. We need to be able to quickly shift resources and innovate in order to meet student demand. Our current processes for new courses is very laborious and long, and that process prevents the innovation that we need.

F. Basic Skills Committee Report and Update on BSI Funding Formula Changes

Kristin Smith, Basic Skills Coordinator and Basic Skills Committee Chair, provided a brief report about Basic Skills Funding Recommendations. This program has been in a lot of flux due to both statewide and local needs. One of the changes has been the new funding formula. This has led to a decrease in funds, and our ongoing costs for programs in the last cycle have eaten the bulk of the budget. There is no new money for distribution to new programs. This means there are no new recommendations, and the only recommendation being made is to continue to fund the ongoing programs. We currently have 754,000 to spend, and our ongoing programs cost 750,000.

The committee believes there will be a second allocation from the state, but they don't know when that money will come. That will give us some additional funds, but the amount is unknown. We need to figure a way to move ongoing program costs into categorical funds if they are effective. This is a much longer conversation but needs to be addressed.

G. Basic Skills Initiative Resource Allocation Recommendations

Resolution 2018.04.04.07 Approval of Resource Allocation Recommendations: Basic Skills

Whereas the Campus Wide Basic Skills Committee has reviewed the resource allocation requests in accordance with the California State guidelines, and

Whereas the committee has determined based on the criteria and goals set forth by the college and the committee that the items listed are eligible and meritorious of funding,

Resolved, that the Academic Senate accept the Basic Skills Initiative Resource Allocation Recommendations as presented on April 4, 2018.

Moved: Fred Teti; Seconded: Monica Bosson

MCU, Abstentions: None.

Not present: Loren Bell, Kimiyoshi Inomata, Danyelle Marshall, Pablo Rodriguez, Marc Santamaria

X. Administration's Report

The Chancellor briefly provided an update about CCSF's top priorities.

Here is what we will do in the next 90 days:

1. Develop a tentative budget plan for 2018-19.
2. We will have an ambitious plan to grow 2500 FTES in 2018-19.
 - a. One hypothesis we will test is whether or not we can get more of our PT students to become FT students. We currently don't have the system to give students the choice to become FT students. This includes a web-enabled financial aid system to give students an instant award, and an instant 12-unit class schedule.
3. We will move forward to support the building of the PAEC. We are working on the materials for the May Board study session about a facilities assessment.
4. We will continue the AFT negotiations.
5. Next Thursday there will be a Board study session on Information Technology and the Banner Migration by July of 2019.

XI. Adjournment, 5:05p.m., in Recognition of the CCSF Men's Basketball Team and CCSF Forensics Team.

The CCSF Men's Basketball team won the California Community College Athletic Association Men's Basketball State Championship against San Diego City College on March 11, 2018. This is CCSF's third win of the decade, following wins in 2011 and 2016. Head Coach Justin Labaugh and the coaching staff have guided all 3 teams to these wins. The wonderful thing about this particular team is that the student-athletes practiced and competed all season long exhibiting the values of selflessness, teamwork, dedication, coachability, and positive support for one another and the program. These are values any coach hopes their teams will learn and live. This team did – and along the way, won another state title!

CCSF Speech & Debate had an outstanding end to their competitive season. At the California State Championships, held in Sacramento, CA, James Franklin, Nursing, and Stephan Fitzpatrick, Philosophy, received Gold medals for being the top team in Parliamentary debate. At the National Parliamentary Debate Association's National Championship, held at Lewis & Clark College in Portland, OR, our entire team won a 5th place season-long sweepstakes award. This award is based on the cumulative number of wins since the competition began in September. The CCSF Speech & Debate team ranks 5th in the nation! A warm congratulations from the Academic Senate to Speech and Debate Coaches, Alexis Litzky and to Nathan Feingersh-Steele, for their commitment to our students.

First Vice President's Report

2018.04.04

Back to the Grind

Past Meetings/Events include

- 2018.03.15: Officers meeting
- 2018.03.21: New Administrator Hiring Procedure meeting
- 2018.03.25: Abortive Enrollment Campaigning in the Excelsior
- 2018.04.02: ASCCC MQRTF CMC3 @CCSF meeting with Mandy and Katia Fuchs

Upcoming Meetings/Events include

- 2018.04.05: Officers & Trustee Davila
- 2018.04.06: FPDAC
- 2018.04.09: Ed Policies
- 2018.04.11: Collegial Consultation
- 2018.04.12: Officers meeting
- Dates TBA: Labor Studies Revitalization, Prerequisite Process

Faculty 'Travel' Update

- It's that time of the semester again! Soon we will contact the appointed faculty members whose terms expire in May to see if they seek reappointment.
- Later this week we hope to have a budget proposal ready for Associate Vice Chancellor Charles to bring to the Budget Committee. It then remains to be seen if we draft a new procedure to replace the current Guidelines.

ASCCC CMC3 Quantitative Reasoning Task Force and Its Recommendations

- As many of us know, the State Chancellor has clarified the intent of AB705: Students who choose to must be able to complete transfer-level English and math within two semesters.
- There was once a time when most students chose to start the college experience at lower levels so as to take the journey to transfer-level slowly. However, more recently, students prefer to start at transfer level to "get it over with" and (specious, un-controlled) data suggests that such students are more successful than others.
- As a result, some colleges are contemplating simply eliminating their mathematics basic skills courses. Alarmed by this prospect, the ASCCC and CMC3 convened a task force to propose a suite of options for colleges to consider and which, they hope will win the State Chancellor's blessing.
- These options take the form of recommendations that include
 - + New C-ID descriptors for basic skills courses
 - + Proposed "pathways" for including these basic skills courses into a curriculum.
 - + Placement policies that allow students to start below transfer level
 - + Professional development
 - + Data collection
- These recommendations will come to the Council's next meeting for possible endorsement.

Fred Teti, 1st Vice President