



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, May 2, 2018, 2:30-5:00p.m.

Ocean Campus, MUB 140

2017-18 Council Members Present: Jacques Arceneaux, Loren Bell, Monica Bosson, Thomas Kennedy, Mandy Liang, Alexis Litzky, Danyelle Marshall, Antonio Martinez, Sheila McFarland, Carole Meagher, Madeline Mueller, Marie Osborne, Joseph Reyes, Marc Santamaria, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

2017-18 Council Members Absent: Neela Chatterjee, Kimiyoshi Inomata, Pablo Rodriguez, Louis Schubert,

Other Senate Members Present: Lizzie Brock, Carol Reitan, Mitra Sapienza, Janey Skinner

Guests: Cynthia Dewar, John Halpin, Tessa Henderson-Brown, Mark Rocha, Theresa Rowland, Cherisa Yarkin

I. Call to Order, 2:30

II. Adoption of Agenda

Agenda adopted.

III. Officers' Reports

President Liang briefly reported that:

- She just returned from the California Community College Assessment Association Executive Board Retreat in San Diego. They talked a lot about AB705 and using high school performance data to place students in English and Math courses. There is a lot of concerns with this process, and many believe that the State Chancellor's office and the Board of Governors will not continue to approve the use of placement tests. But no final decision has been made at this point. Placement tests used in the California Community Colleges need to go through various validity studies before getting final approval from the State Chancellor's Office. There is still a lot more conversation that needs to happen, and the ASCCC has created an AB 705 Task Force to address some of those issues. We are currently in compliance with the new law and will fully implement AB705 by Fall 2019. English and Math have worked through the curriculum committee to complete the co-requisite curriculum, and they are expected to pilot those co-requisite programs in Spring 2019.
- The Faculty & Friends are hosting an End-of-Year party on Thursday, May 3 in the Pierre Coste room and they will acknowledge retirees.
- Thanks to everyone for attending the Asian Coalition Scholarship dinner. There were about 350 guests and the students shared inspirational success stories.

- This is our second to last meeting for this academic year. The last meeting will be on May 16 where the new council will be seated. In the first half of the meeting we will still conduct business, and the second half of the meeting we will elect all the officers: President, 1st Vice-President, 2nd Vice-President, and Secretary.

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

- There is an update for Faculty Travel, which will be addressed in the Budget Committee update.

Second Vice-President Staff briefly reported that:

- There is a need for a strong, honest, and cohesive officer team next year.
- This year we have been extraordinarily lucky to have Mandy Liang as our leader, and she has helped lead up through these times with a kind of patience and measured wisdom.

Secretary Litzky briefly reported that:

- Anyone interested in running for President should reach out to Mandy.

IV. Public Comment

- There was a comment about the Enrollment Management Plan. On the website there are notes from the CBT report.
- There was a comment about the Board Study Session on 5/3 at 4pm, which now includes more items than just the original facilities issues.
- A comment was made about the Facilities committee members being asked to work with the Vice Chancellor of Facilities about options for the Facilities Masterplan.
- A question was asked about whether or not the Facilities Master Plan should have come through the Academic Senate Executive Council before going to the Board.
- A comment was made that the Facilities Committee is a PGC Committee, and the only presentation that was provided to them was a very thin and limited presentation.

V. Consent Agenda

Resolution 2018.05.02.01A Approval of Minutes: April 18, 2018

Resolved, that the Executive Council approved the minutes for April 18, 2018.

Adopted by consent

Resolution 2018.05.02.01B Level 2 Priority Registration for Metro Academy Students

Whereas, about 300 students participate in Metro Academy each semester;

Whereas, Metro Transfer Academies is a highly successful program in which students fulfill requirements and transfer to universities in a timely manner;

Whereas, Metro students enroll in certain required sections and thus have limited space in

their schedules and thus limited options for other GE requirements;

Whereas, a new reserved-seat registration process makes it easier for Metro students to register in sections with seats reserved for Metro; however, non-Metro students are prevented from enrolling in these sections until all the Metro students have registered; priority registration for Metro students would allow these reserved-seat sections to be opened to general students earlier;

Resolved, That the Academic Senate recommend that Metro Academy students be given Level 2 priority registration.

Adopted by consent

Resolution 2018.05.02.01C Level 2 Priority Registration for Umoja Students

Whereas, Umoja Program is a learning community dedicated to enhancing the cultural and educational experiences of African American and other students;

Whereas, Umoja is a new program offered at CCSF that is similar to PUENTE Program but targets African-American students;

Whereas, PUENTE students already have Level 2 priority registration and Umoja students will also benefit from Level 2 priority registration to help them enroll in their required courses early;

Resolved, That the Academic Senate recommend that Umoja students be given Level 2 priority registration.

Adopted by consent

VI. Appointments

Resolution 2018.05.02.02 Appointments to Committees and Task Forces

Career & Technical Education Steering

Lorraine Leber, Visual Media Design (reappointment)

Scholarship Committee

Judith Hearst, Child Development & Family Studies (new appointment)

Noncredit issues

Judith Hearst, Child Development & Family Studies (new appointment)

Paula Jung, NSCD (new appointment)

Matriculation Advisory Committee

Lisa Romano, NSCD (reappointment)

Faculty Professional Development Activities Committee

Fred Teti, Math (reappointment)

Health & Safety

Jane Ernstthal, Student Health (new appointment)

Labor Studies Revitalization

Mandy Liang, NSCD (new appointment)

Bill Shields, Labor Studies (new appointment)

Edgar Torres, Latin American and Latino/a Studies (new appointment)

James Tracy, Labor Studies (new appointment)

IEPI Strategic Enrollment Management Team

Mandy Liang, NSCD (new appointment)

Steven Brown, Environmental Horticulture & Floristry (new appointment)

Moved: Mike Solow; Seconded: Joe Reyes

Motion Carries, Abstentions: Mandy Liang, Fred Teti.

Not present: Loren Bell, Neela Chatterjee, Kimiyoshi Inomata, Pablo Rodriguez, Louis Schubert

VII. Reports**A. Employer Engagement Events Update**

AVC Theresa Rowland updated the Council about the recent Employer Engagement Event. This is an important event for programs that have students leaving their program and exiting right into their career. We are starting a new conversation about how to prepare transfer-based program students for career development. To do that we have had a resurgence of resources in developing these connections with industry partners and held an event recognizing companies of outstanding employers that were nominated by CCSF faculty. A short video was shown about the event.

Strong Workforce money was used to put this event on, and they developed some branding and logos to continue to use to promote CCSF Connect.

B. IEPI Strategic Enrollment Management (SEM) Technical Assistance Update

AVC Theresa Rowland updated the Council about the IEPI SEM Technical Assistance available to CCSF. We applied for this assistance, and of the 30 that applied they accepted 15 colleges. We expressed the urgency about growing enrollment at CCSF and how much we are focused in that effort, and we were accepted to provide a team of 10. There are 4 faculty appointments: Mandy Liang will represent Counseling, Steven Brown to represent the DCC, the incoming Academic Senate President, and the incoming Guided Pathways Liaison. The goal is to get resources and learn from other colleges about what they have

done and decide which strategies we might want to implement at CCSF. This does not cost anything for CCSF other than travel expenses for any events our team attends.

There was a question about how this interacts with our current Enrollment Management and Growth Plan. One of the pieces of this process will include a self-assessment, which will likely include our internal process.

VIII. Unfinished Business

A. Join the Online Education Initiative (OEI) Consortium Course Exchange

Carol Reitan, chair of Ed Tech Department and Distance Education Coordinator, informed the Council that CCSF has been accepted as part of the new OEI Consortium Course Exchange. This is an opportunity for the college to grow enrollment, access to some free software, and free professional development for our teachers. The courses that will be included will be for transfer and CTE courses, and we would receive apportionment for students that take our classes from other schools.

There were a number questions from the Council:

- There was a question about if this is for new classes or only existing classes. This would be for all classes, and perhaps help us offer new classes online that we don't already.
- There was a question about whether or not this information will be in the catalogue, and how counselors might help inform students to take these courses. If a student tries to enroll in a course at our school that is full they will be prompted to enroll in the course through the Consortium. They can only enroll in another class if it's not available at our school. There is also an online counseling platform we will get for free. This is a new process for us and will not be implemented for several semesters. Our courses will have to be vetted by the State before they can be added to the consortium. There is also a counseling liaison in Ed Tech that will help facilitate this.
- What do we pay for now? We pay for Proctorio and VeriCite. We will also get to try some new equity-based software and programs.
- There was a comment about how another level of course approval will be required to be considered part of the OEI alignment.
- There was a comment about the need to be careful about maintaining control over our content.
- Is there a firewall between this and the new 115th college? This is unknown, but most DE coordinators believe this is a very controversial idea. The primary difference is that the new online college focuses more on non-credit CTE rather than transfer classes.
- There was a question about whether or not we have worked with our Matriculation officer. Once the Academic Senate Executive Council approves this the Matriculation officer will be brought into the process.

Resolution 2018.05.02.03 Join the Online Education Initiative (OEI) Consortium Course Exchange

Whereas, CCSF has applied to participate in the 2018-2019 cohort of the Online Education Initiative (OEI) Course Exchange;
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Whereas, Participation in the OEI Course Exchange can benefit both CCSF students and instructors and our entire online program;

Whereas, The theme of the OEI Consortium Course Exchange second cohort is "Equity" and CCSF believes in equity as a goal;

Resolved, that the Academic Senate recommend that CCSF joins the OEI Consortium Course Exchange "Equity" cohort.

Moved: Rosario Villasana; Seconded: Tom Kennedy

Motion Carries Unanimously, Abstentions: None.

Not present: Loren Bell, Neela Chatterjee, Kimiyoshi Inomata, Pablo Rodriguez, Louis Schubert

B. Pathways Coordinator Job Descriptions

Alexis Litzky, Guided Pathways Liaison, provided a brief update about the job descriptions and answered a few questions from the Council. There may be some changes, specifically to the administrator overseeing these positions.

Resolution 2018.05.02.04 Approval of Guided Pathways Faculty Coordinators Job Descriptions for 2018-19 academic year

Whereas, the Academic Senate continues to engage in and support a robust college wide dialogue about Guided Pathways as a framework to increase students' successful completion of their educational goals, and

Whereas, the Academic Senate recommended the Guided Pathways Workplan which will serve as a learning tool for the College to reflect on its scale of adoption at the inquiry, design, and implementation stages of work;

Whereas, implementation of the Guided Pathways Workplan will be best supported by coordinated college wide activities and collaborative planning; and

Whereas, the Workplan and the Academic Senate recognize the need to provide for substantial reassigned time for designated faculty to engage successfully in these endeavors; be it therefore

Resolved, that the Academic Senate recommend the Guided Pathways Coordinator job descriptions dated May 2, 2018.

Moved: Carole Meagher; Seconded: Tom Kennedy

Motion Carries Unanimously, Abstentions: None.

Not present: Neela Chatterjee, Kimiyoshi Inomata, Pablo Rodriguez, Louis Schubert

C. Plus 1 Items Update

President Mandy Liang updated the Council about the limited progress made trying to codify the Plus 1 items. We have been in conversation with the Chancellor and the General Counsel, but we have not been able to come to any agreements because the Chancellor says that there are other priorities we need to focus on now. We would like to add these items to AP 2.08, but we have not been able to reach any mutual agreement at this point. One idea from the General Council is to draft a separate policy and procedure rather than listed these items as Plus 1 (mutual agreement) in AP 2.08.

We will start drafting language for faculty retiree benefits, perhaps something parallel to the SFSU Emeritus program, of which Board President Davila seemed to support. We will also draft language for the administrative hiring and administrative evaluation, which we currently have new pilots in place. These might come back in the fall as Board Policies and Administrative Procedures.

IX. New Business

A. Assembly Bill 19 Update

Associate Vice Chancellor Michael Almaguer provided an update to the Council about the implementation of AB19 and the California Promise Plan at CCSF. This program is going to be distributed by the State Chancellor's office to support a variety of goals. The funding is to help students in terms of the costs of being a full-time student. There should be information after the May revise.

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

- There was a question about the projected cost for CCSF. The financial aid office and SFUSD is working to try and assess what the impact will be.
- There was a question about how this will interact with Free City. Students will receive one or the other of these financial aid options, but students that receive the Promise funds could receive the Free City stipend as a supplement.
- There was a comment that it appears a little confusing that this is replacing the BOG waiver, although the requirements are different.

B. Equity Resource Allocation Recommendations 2018-19

Mitra Sapienza, Equity Coordinator, provided an update about the presented Student Equity Funding Recommendations and the resource request process. Sapienza was joined by Janey Skinner, Tessa Henderson Brown, and Lizzie Brock.

There was a question about whether or not these are for new programs. It was clarified there are new programs and ongoing programs, and what we are voting on is for all of them. The recommendations were based on meeting the equity plan goals.

Resolution 2018.05.02.05 2018-19 Equity Resource Allocation Recommendations
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Whereas, The Student Equity Strategies (SES) Committee and the Office of Student Equity

have reviewed the program review resource requests;

Whereas, The Student Equity Strategies committee ranked proposals according to the approved SES rubric;

Whereas, The committee voted to forward these recommendations to the Academic Senate Executive Council with the understanding that final funding decisions will take into account State budget allocation, the need to balance Equity goals and focus populations;

Resolved, That the CCSF Academic Senate recommend the 2018-19 Equity Resource Allocation recommendations pending state budget allocation as presented on May 2, 2018.

Moved: Monica Bosson; Seconded: Alexis Litzky

Motion Carries Unanimously, Abstentions: None.

Not present: Neela Chatterjee, Kimiyoshi Inomata, Pablo Rodriguez, Marc Santamaria, Louis Schubert

C. Budget Committee Update

President Liang provided a brief update about the Budget Committee and what to expect in the next year. The 2018-19 budget is pretty much set, but a lot of the future conversations for the Senate should center around the process we want for the budget development.

There were a few comments from the Council:

- A comment was made about how little information is available about the administration's knowledge about our finances.
- There was a comment about the value of having a budget committee available for the college, and a question posed to President Liang about what would be a helpful ideal. Liang said she thinks we need to focus on the process and procedures of the committee. And that this process should include a deep dive into the specific numbers and the way the college operates.
- There was a comment about why it's so difficult to construct a budget here. Part of it is the absence of a Facilities plan, and a viable Master plan.

X. Administration's Report – Budget

Chancellor Rocha provided a brief update to the Council. He is optimistic about the budget and that we will have a good tentative budget to thrive into the next year. We have run out of time and money with which to waste. There is a Board study session that will focus on facilities issues such as the PAEC, and an extreme makeover for the entire Ocean campus. We will agree on what works for us and have the Board approve it before it goes in front of the voter.

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

- There was a question about where we might save money if we can't manage the deficit.

- There was a question about the Labor Studies department. The Chancellor is thankful for the Senate approving the Program Revitalization for Labor Studies and expressed his desire to grow the program. There should be hundreds of students enrolling in these courses, and we should trust the process to grow this program.

XI. Adjournment, in honor of Maria Reyes, Joe Reyes' aunt, at 5:00pm

APPENDIX A

First Vice President's Report

2018.05.02

"It was the Second of May..."

Past Meetings/Events include

- 2018.04.19: Officers meeting & Trustee Davila
- 2018.04.23: AB705 meeting with department chairs
- 2018.04.23: Prerequisites Pilot meeting
- 2018.04.24: AB705 meeting with VCSD and SMAC students
- 2018.04.25: Collegial Consultation
- 2018.04.26: Officers meeting
- 2018.04.27: College Professional Development Committee
- 2018.04.27: Machine Learning presentation
- 2018.05.02: Dean of Ed Tech search committee

Upcoming Meetings/Events include

- 2018.05.03: Officers meeting & Trustee Davila
- 2018.05.03: Faculty Association & Friends retiree reception
- 2018.05.04: Faculty Professional Development Activities Committee
- 2018.05.09: Collegial Consultation
- 2018.05.10: Officers meeting & Trustee Davila
- 2018.05.14: Education Policies Committee

Faculty Association & Friends Retiree Reception

Please search your email for the invitation from FA&F President Trinh Tran to attend the retiree reception tomorrow, Thursday, 5/3, 4-7pm, in the Pierre Coste Room. There's an evite for an RSVP (so CA&HS can know how many people to plan for). I'll be at the door to relieve you of that \$20 bill that you've been lugging around to no good purpose. The theme is Tropical Cruise so wear your best South Pacific attire.

Flex Day Update

The theme for next academic year's Flex days will be Safe & Sound. Most (but by no means all) of the workshops will focus on health and safety, both ours and our students'. For example, we hope to have a presentation featuring a role-play about what to do if ICE shows up in your classroom.

Plus 1 Progress?

General Counsel Bruckman invited the Senate to draft language for a policy on retiree privileges. Trustee Davila suggested we model ours on SFSU's emerita/us program. Thus, I have sought out opinions from appropriate stakeholders on such items as use of the Wellness Center, use of the Library, invitations to cultural events and to public ceremonies. I have received mostly positive responses so far.

AB705 Meeting Report

I was pleased when the Vice Chancellor of Student Development defended the English, ESL, and math chairs against the allegations launched against them by the SMAC students. For now, the College will proceed according to the departments' proposed timelines (pilots in Spring 2019, full implementation in Fall 2019), not SMAC's (full implementation in Fall 2018).