The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

50 Phelan Avenue, Box E-202, San Francisco, CA 94112 ● (415) 239-3611 ● Fax (415) 452-5115

www.ccsf.edu/academic-senate ● email: asenate@ccsf.edu

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 16, 2018, 2:30-5:00p.m.
Ocean Campus, MUB 140

2018-19 Council Members Present: Jacob Adams, Loren Bell, Susan Berston, Monica Bosson, Malcolm Cecil, Neela Chatterjee, Ekaterina Fuchs, Simon Hanson, Kimiyoshi Inomata, Thomas Kennedy, Fanny Law, Alexis Litzky, Danyelle Marshall, Antonio Martinez, Shiela McFarland, Carole Meagher, Madeline Mueller, Marie Osborne, Joseph Reyes, Kerri Ryer, Pablo Rodriguez, Marc Santamaria, Louis Schubert, Coni Staff, Fred Teti, Rosario Villasana

2018-19 Council Members Absent: Octavio Alvarez, Mike Solow, Dina Wilson

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

2017-18 Council Members Absent: Mike Solow

Other Senate Members Present: Kim Ginther-Webster

Guests: Tom Boegel, Theresa Rowland, Cherisa Yarkin

I. Call to Order, 2:30pm

II. Adoption of Agenda

Agenda adopted, as amended to remove proposed Consent Item C.

III. Officers' Reports

President Liang briefly reported that:

- Introduced herself to the incoming ASEC members being seated later in the meeting.
- Thanked the Council for an opportunity to work with this group as the President for 2 years, and on the Council for 4 years.
- Recognized Martha Rendon, the AS administrative support. Recognized the student workers Miyo Zen, who is transferring to SFSU in Business in the fall. And Kunyen Fong, transferring to UC Davis in Computer Science in the Fall.
- Thanked the Officer team for their work this year, along with the leadership from other constituencies.
- Thanked the New Student Counseling Department and Lisa Romano, Chair, for supporting her throughout her leadership.

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

- We will be voting in the Consent agenda on some additions to the Board policies today about the RRP handbook.
- One of our goals this year was to work on the Plus 1's, which included retiree privileges. It turns out AFT was able to negotiate those into the new contract and pending Board approval can be considered a victory.

Second Vice-President Staff reported that:

- This has been a wonderful year working with everyone on the Council, including the Senate officer team.
- Whoever comes into the new 2nd Vice President position has an important and early job to do in the beginning of the new year coordinating the Academic Senate training.

Secretary Litzky reported that:

- None at this time.

IV. Public Comment

- An announcement made about an upcoming teach-in regarding the PAEC, and a few handouts were provided about the topic areas for the teach-in.
- There were many thanks to Mandy for her labor as our President.
- A letter was read by a faculty member that they had written to the Chancellor and the Board of Trustees about a recent resolution passed at the AFT Delegate Assembly meeting about the ongoing conflict in Israel.
- There was a comment about the new Vision for Success from the Department of Defense and how it will influence STEM programs.
- A comment was made about what the Chancellor said at the recent Town Hall. There was a concern about his comments on the teacher-faculty ratio, and his economic assessment of the centers.
- There was a comment made about the pleasure of working with Mandy Liang, our outgoing president.

V. Consent Agenda

Resolution 2018.05.16.01A Approval of Minutes: May 2, 2018

Resolved, that the Executive Council approved the minutes for May 2, 2018.

Adopted by consent

Resolution 2018.05.16.01B Adding References to the Roles, responsibilities, and Procedures Handbook to Certain Board Policies/Administrative Procedures

Whereas, the College governance community devoted much time and many resources to producing the Roles, Responsibilities, and Procedures Handbook; and

Whereas, at the time the Handbook was published, the College did not act to update

certain Board Policies and Administrative Procedures so as to reflect the Handbook's contents; therefore be it

Resolved, that the CCSF Academic Senate recommend to the College that it pursue the Board Policy/Administrative Procedure modifications suggested by the Education Policies Committee. *(proposed edits are in italic)*

BP 1.15 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

Modify the fifth paragraph to read:
"Administrative procedures are to be *developed following the applicable narrative and flow charts in the CCSF Roles, Responsibilities, and Procedures Handbook (most notably section D.4) and* issued by the Chancellor as statements of method to be used in implementing Board Policy."

AP 2.07 CITY COLLEGE OF SAN FRANCISCO DISTRICT ADMINISTRATIVE PROCEDURE ON PARTICIPATORY GOVERNANCE

There is already a reference to the RRP Handbook in item G.4.
Note: The list of standing committees in item G.1 needs updating to include Budget and Health & Safety.

AP 2.08 CITY COLLEGE OF SAN FRANCISCO METHODS FOR COLLEGIAL CONSULTATION

Append this sentence to the first paragraph under Part IV. Interface Between Participatory and Collegial Governance: "*This collaborative structure will conform to the applicable narratives and flow charts in the CCSF Roles, Responsibilities, and Procedures Handbook.*"

Adopted by consent

Resolution 2018.05.16.01C Appointment of Academic Senate Archivist for 2018-19 Academic Year

Resolved, that the Academic Senate appoint Susan Berston as Academic Senate Archivist at 0.2 FTE for 2018-19 Academic Year.

Adopted by consent

VI. Appointments

Resolution 2018.05.16.02 Appointments to Committees and Task Forces

CTE Steering
Ana Wu, ESL (new appointment)

Steven Brown, EH&F (reappointment)
Maureen Martin, LVN (reappointment)
Angie Fa, Asian Studies (reappointment)
Richard Wu, CNIT (reappointment)

Teaching Learning Technology Roundtable
Dora Rodriguez, DSPS (reappointment)
Maya Sen, Behavioral Sciences (new appointment)

Curriculum
Janey Skinner, Health Education (alternate for Craig Kleinman)

Distance Learning Advisory Committee
Michele Alaniz, Library & Learning Resources (upgrade)

Education Policies
Cindy Mata, EOPS (reappointment)
Donna Hayes, CSCD (reappointment)
Dana Jae, BEMA (new appointment)

Honors Issues
Cindy Mata, EOPS (reappointment)

Faculty PD Activities Committee
Ana Wu, ESL (new appointment)

Matric advisory
Patty Chong-Delon, CSCD (reappointment)

Student Equity Strategies
Lily Ann Villaraza, Philippine Studies (reappointment)

Budget Committee
Mary Bravewoman (new appointment)

Health & Safety
Jane Ernstthal, Student Health (new appointment)

Moved: Sheila McFarland; Seconded: Danyelle Marshall
Motion Carries Unanimously, Abstentions: None.
Not present: Mike Solow, Rosario Villasana

VII. Reports

A. Enrollment Management Committee Update

Carole Meagher, co-chair of the Enrollment Management Committee, provided a brief update about the committee and growth plan. After getting some significant feedback about how the data didn't seem to inform the plan and that it was too broken up to really make sense, there is a re-grouping and the committee will look at it again on May 22nd. The major changes are to focus on major initiatives such as Free City, scheduling alignment to meet the needs of our students, online learning, and new programs. There will also be an increased focus on marketing programs.

There were a few comments from the Council:

- There was a comment about the CBT report and student preferences reflecting that only 3% of students wanted 100% online course schedules.
- There was a comment about how we should focus on the surrounding area, not just San Francisco. Meagher confirmed that Dean Guiriba's outreach has been focusing on High Schools throughout the region.
- There was a question about the course cut-off for enrollment numbers in the fall. Meagher indicated it's still not clear when or how that will be done, but it is clear that if we wait until the beginning of the semester fewer students will re-enroll in courses so if we have to cut courses, it should happen sooner.
- There was a question about the role of AB19 in our implementation of Free City. Meagher said that Free City didn't really change our HS interest, so it's unclear if AB19 will also create any change there.
- There was a comment about the data being used to support enrollment re-entry. There was an additional comment to remember that information only pertains to credit courses, not non-credit courses.

B. Budget Committee Update

President Liang provided a brief update about the May revise that was released on May 11.

VIII. Unfinished Business

A. None at this time.

IX. New Business

A. Basic Skills Resource Allocation Recommendation

Kristin Smith, Basic Skills coordinator, briefly oriented the Council to a resolution asking for money to be committed to the ACUE professional development course. On April 27th the Basic Skills Committee found out they received notice that they were getting more money than expected. We have 2 years to spend the extra funds so they decided to use that additional funds to support AB 705 efforts in the fall, in addition to the ACUE program.

There were a number of questions from the Council:

- There was a request to explain what the $352,000 request was for, and how $30,000 was settled on. This is to support the tuition for faculty to attend. $30,000 supports 10 faculty members to participate.
- There was a comment that many faculty members experienced this program and enjoyed it, particularly with a focus on basic skills.

Resolution 2018.05.16.03 Recommendation to Support the Association of College and University Educators (ACUE) course/ Professional Development for CCSF Faculty

Whereas the college has committed to professional development through Association of College and University Educators (ACUE), the Basic Skills Committee recommends funding support in the amount of $30,000 (of a $352,000 ask);

Resolved, That the Academic Senate supports this request and approves the BSI funding recommendation.

Moved: Monica Bosson; Seconded: Sheila McFarland
Motion Carries Unanimously, Abstentions: None.
Not present: Mike Solow, Rosario Villasana

B. Mission and Vision – Review of Annual Indices

President Liang provided a brief overview about the possible revision of BP/AP 1.0 policy that requires us to revisit the Mission and Vision statements every year. Some ideas are to align the process with the 3-year program review process, or perhaps the 6-year curriculum process.

There were a number of comments from the Council:

- There was a comment about the frustration of removing "lifelong learning" before, and a question about how to get that back into the statements.
- There was a comment about using the language of "quality of life" rather than just lifelong learning to include the value a diversity of courses.
- There was a comment about the historical value of all voices in this process

C. Importance of Hiring Tenure-Track Counseling Faculty

President Liang oriented the Council to a resolution about the value of hiring tenure-track counseling faculty on campus. Counseling and Student Development oftentimes face a lot of challenges in terms of faculty hiring. SSSP is a major funding source but is categorical funding which means it is viewed as an unstable funding source. This makes districts hesitant to hire permanent positions with that money.

Resolution 2018.05.16.04 Hiring Tenure-Track Full-Time Counseling Faculty to Enhance Student Preparation and Success

Whereas, The Consultation Task Force Report on Counseling (2003) confirms that

"California community college students need much better access to counseling faculty at community colleges throughout the state. The data show when there is access to adequate, comprehensive counseling services, student success is significantly enhanced. The data also show that access to counseling in our community colleges is inadequate by any measure;" [1]

Whereas, the counseling discipline is recognized in the Disciplines List adopted by the Board of Governors, [2]

Whereas, "Counseling faculty are professionally trained to diagnose the difficulties students face in pursuing and achieving their educational goals, to prescribe solutions for those difficulties, and to support students as they inch or stride toward success;" [3]

Whereas, "For the long-term good of institutions and their students, the use of non-tenure-track appointments should be limited to specialized fields and emergency situations;" [4]

Resolved, That the CCSF Academic Senate urge the District to continue to employ full-time tenure-track Counseling Faculty funded by general funds and categorical funds to continue to enhance student preparation and success at City College of San Francisco.

1 California Community College Chancellor's Office (2003). Consultation task force report on counseling. Sacramento, CA: Author. Retrieved May 13, 2018, from https://asccc.org/sites/default/files/publications/ConsultationCouncil_0.pdf

2 Minimum Qualifications for Faculty and Administrators in California Community Colleges (2017). Retrieved May 13, 2018, from http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf

3 The Role of Counseling Faculty and Delivery of Counseling Services in the California Community Colleges The Academic Senate for California Community Colleges (2012). Retrieved May 13, 2018 from https://www.asccc.org/sites/default/files/CounselingS12_0.pdf

4 Contingent Appointments and the Academic Profession (2014). Retrieved May 13, 2018, from https://www.aaup.org/report/contingent-appointments-and-academic-profession

Moved: Marie Osborne; Seconded: Danyelle Marshall
Motion Carries Unanimously, Abstentions: None.
Not present: Mike Solow, Rosario Villasana

D. Appointment of Various Faculty Coordinators for 2018-19 Academic Year (Partial List)

President Liang oriented the Council to the approved list of Faculty Coordinators for college-wide responsibilities and service. If the Council passes this resolution it will acknowledge the

amount of reassigned time for each coordinator and the partial list of people for those positions.

There were a number of comments from the Council:

- There was a question about the Honors Program coordinator. It was reduced from .4 to .2, is it possible to bring it back up to .4? Liang indicated that nothing is guaranteed, but this is what we have been provided.
- There was a question about the prerequisite coordinator. Will this job still need to be as large with the incoming changes based on AB705? Liang said this could change in the future, but this is the tentative agreement.
- There was a comment about the strangeness of having an Academic Affairs dean overseeing a Student Development faculty coordinator for the Starfish Early Alert program.

There was a friendly amendment to add the language, "pending budget approval" at the end of the final resolved.

Resolution 2018.05.16.05 Appointment of Various Faculty Coordinators for 2018-19 Academic Year

Whereas, Faculty Coordinators with collegewide responsibilities in different functional areas of the College have served a critical role at CCSF to improve institutional effectiveness and student success;

Resolved, that the Academic Senate recommend the appointments of various faculty coordinators for 2018-19 academic year as presented to the Academic Senate Executive Council on May 16, 2018, pending final budget approval.

Moved: Tom Kennedy; Seconded: Marie Osborne
Motion Carries Unanimously, Abstentions: None.
Not present: Mike Solow, Rosario Villasana

E. Presentation of Certificates of Appreciation

President Liang presented Certificates of Appreciation to members of the Council and supporting members from throughout the college.

F. Outgoing Council Member Acknowledgements

President Liang thanked the outgoing members of the Council: Jacque Arceneaux and herself.

G. Seating of the 2018-19 Executive Council

Academic Senate Election Commissioners James Armstrong and Sami Kudsi seated the incoming Council. The following newly elected members of the Executive Council were seated for their 2 upcoming years of service to the Academic Senate: Jacob Adams, Octavio

Alvarez, Susan Berston, Monica Bosson, Malcolm Cecil, Ekaterina Fuchs, Simon Hansen, Thomas Kennedy, Fanny Law, Alexis Litzky, Marie Osborne, Kerri Ryer, Mike Solow, Fred Teti, Rosario Villasana, and Dina Wilson.

H. Election of the 2018-19 Executive Council Officers

Academic Senate Election Commissioners James Armstrong and Sami Kudsi conducted the Officer elections.

Resolution 2018.05.16.06 Appointment of the 2018–2019 Academic Senate President

Resolved, that Fred Teti be appointed Academic Senate President for 2018–2019 Academic Year.

Moved: Joe Reyes. Seconded: Marie Osborne.

Votes for Fred Teti: Marie Osborne, Antonio Martinez, Pablo Rodriguez, Fred Teti, Simon Hanson, Joe Reyes, Madeline Mueller, Ekaterina Fuchs, Coni Staff, Lou Schubert, Rosario Villasana, Monica Bosson, Fanny Law, Neela Chatterjee, Sheila McFarland, Kimiyoshi Imomata, Jacob Adams, Kerri Ryer, Malcolm Cecil, Alexis Litzky

Vote for Carole Meagher: Susan Berston, Tom Kennedy, Loren Bell, Danyelle Marshall.

Not present: Octavio Alvarez, Marc Santamaria, Mike Solow, Dina Wilson

Resolution 2018.05.16.07 Appointment of the 2018–2019 Academic Senate First Vice President

Resolved, that Carole Meagher be appointed Academic Senate First Vice President for 2018–2019 Academic Year.

Moved: Monica Bosson. Seconded: Rosario Villasana.

Votes for Carole Meagher: Susan Berston, Tom Kennedy, Danyelle Marshall, Ekaterina Fuchs, Lou Schubert, Monica Bosson, Fanny Law, Neela Chatterjee, Malcolm Cecil, Kimiyoshi Imomata, Kerri Ryer, Jacob Adams, Rosario Villasana

Votes for Simon Hanson: Fred Teti, Marie Osborne, Antonio Martinez, Pablo Rodriguez, Joe Reyes, Madeline Mueller, Coni Staff, Loren Bell, Alexis Litzky, Simon Hanson, Sheila McFarland

Not present: Octavio Alvarez, Marc Santamaria, Mike Solow, Dina Wilson

Resolution 2018.05.16.08 Appointment of the 2018–2019 Academic Senate Second Vice President

Resolved, that Simon Hanson be appointed Academic Senate Second Vice President for 2018–2019 Academic Year.

Moved: Lou Schubert. Seconded: Monica Bosson.
Approved by acclamation.
Not present: Octavio Alvarez, Marc Santamaria, Mike Solow, Dina Wilson

Resolution 2018.05.16.09 Appointment of the 2018–2019 Academic Senate Secretary

Resolved, that Alexis Litzky be appointed Academic Senate Secretary for 2018–2019 Academic Year.

Moved: Coni Staff. Seconded: Marie Osborne
Approved by acclamation.
Not present: Octavio Alvarez, Marc Santamaria, Mike Solow, Dina Wilson

I. Committee on Committees Members Election

There were 2 nominations for the regular Committee on Committees member: Sheila McFarland and Marie Osborne. The council voted to make McFarland a regular member, and Osborne the alternate. The voting was as follows:

Votes for Sheila McFarland: Susan Berston, Joe Reyes, Lou Schubert, Monica Bosson, Fanny Law, Neela Chatterjee, Sheila McFarland, Malcolm Cecil, Kerri Ryer, Jacob Adams, Alexis Litzky, Fred Teti (tiebreaker vote)

Votes for Marie Osborne: Carole Meagher, Tom Kennedy, Antonio Martinez, Marie Osborne, Simon Hanson, Madeline Mueller, Danyelle Marshall, Coni Staff, Kimiyoshi Imomata, Rosario Villasana, Loren Bell

Resolution 2018.05.16.10 Membership of the Committee on Committees for the 2018–19 Academic Year

Whereas, the following resolution sets the membership of the Committee on Committees "Resolution 2012.08.22.02 Composition of Committee on Committees Resolved, that the Executive Council of the Academic Senate approve a Committee on Committees composition of the 4 Senate Officers and 1 other member;"

Resolved, that the Academic Senate appoint Fred Teti, Carole Meagher, Simon Hanson, Alexis Litzky, and Sheila McFarland as members of the Committee on Committees, with Marie Osborne as an Alternate.

Approved by Acclamation.
Not present: Octavio Alvarez, Marc Santamaria, Mike Solow, Dina Wilson

J. Additional Committee, Task Force, Work Group Appointments

President Teti asked the Council to consider a few appointments:

1. Letting Mandy Liang continue as a member of the Free City oversight committee.

2. Nominate Fred Teti to serve on the PGC.

Moved: Monica Bosson
Seconded: Carole Meagher

3. Nominate Fred Teti to succeed Mandy on the Budget committee.

Moved: Tom Kennedy
Seconded: Joe Reyes

Nominate Fred Teti as an alternate on Faculty Position Allocation Committee.

Moved: Lou Schubert
Seconded: Monica Bosson

Motion Carries
Abstentions: None.
Missing: Octavio Alvarez, Dina Wilson

K. Executive Council Meeting Calendar for 2018-19 Academic Year

President Teti oriented the Council to the proposed list of meeting dates and locations for the upcoming academic year.

There were a few comments from the Council:

- A comment was made that September 19 is Yom Kippur and could impact attendance.
- A comment was made that May 19 is the first day of finals, and many people made special trips to campus. Is it possible to change the date? President Teti indicated at this point, due to the tightness of calendar scheduling, this may not be able to change.
- There was a comment that only 2 meetings in the whole year are happening outside of Ocean campus. There was a request to move more meetings to centers if possible. Another comment was made that this is important to keeping Ocean campus faculty connected to the centers.

Resolution 2018.05.16.11 Executive Council Calendar for 2018–2019 Academic Year

Resolved, that the Academic Senate adopt the calendar for 2018–2019 as presented on May 16, 2018.

Moved: Lou Schubert; Seconded: Kerri Ryer
Motion Carries Unanimously
Not present: Octavio Alvarez, Mike Solow, Dina Wilson

X. Administration's Report

Vice Chancellor of Academic Affairs Tom Boegel provided a brief update to the Council. He thanked the incoming Council for their willingness to serve.

XI. Adjournment, 5pm in honor of Mandy Liang's tenure in office.

APPENDIX A

First Vice President's Report 2018.05.14

Every Exit…

Past 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: Health & Safety training discussion session
- 2018.05.10: Officers meeting & Trustee Davila
- 2018.05.11: Sort-of an Officers meeting
- 2018.05.14: Education Policies Committee
- 2018.05.14: Town Hall
- 2018.05.16: Dean of Ed Tech search committee

Upcoming Meetings/Events include
- 2018.05.23: Dean of Ed Tech search committee
- 2018.05.24: OEI Webinar
- 2018.05.24: Commencement

Plus 1 Progress
Much to my surprise, the new AFT CBA includes language outlining retiree privileges for parking permits, email, physical education facilities, and the Library. I am counting this as a victory for the Senate even though it might look as if the Union will get to wear the laurels.

Education Policies Committee Report
- UC Transfer Pathways degrees and the CCSF Multiple Majors policy: Deanna explained why we should reconsider the "no two degrees in the same discipline" restriction in the CCSF Multiple Majors/Multiple Degrees policy. She will prepare for our next meeting a chart showing the pros and cons of keeping the status quo versus removing that restriction.
- Introducing references to the Roles, Responsibilities, and Procedures Handbook in BP/AP 1.15, 2.07, 2.08:

> *The Committee proposes the following changes:*
>
> BP 1.15
> Modify the fifth paragraph to read:
> "Administrative procedures are to be *developed following the applicable narratives and flow charts in the CCSF Roles, Responsibilities, and Procedures Handbook (most notably section D.4) and* issued by the Chancellor as statements of method to be used in implementing Board Policy."
>
> AP 2.08
> Append this sentence to the first paragraph under Part IV. Interface
> Between Participatory and Collegial Governance: "*This collaborative structure will conform to the applicable narratives and flow charts in the CCSF Roles, Responsibilities, and Procedures Handbook.*"