



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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Curriculum • Degree Requirements • Grading Policies • Program Development • Student Prep & Success • Governance
Accreditation • Professional Development • Program Review • Planning & Budgeting Processes • Others as agreed

CCSF Academic Senate Executive Council Agenda FINAL MINUTES Wednesday, September 5, 2018, 2:30-5:00p.m. Ocean Campus, MUB 140

2018-19 Council Members Present: Jacob Adams, Octavio Alvarez, Loren Bell, Monica Bosson, Malcolm Cecil, Neela Chatterjee, Ekaterina Fuchs, Simon Hanson, Thomas Kennedy, Fanny Law, Alexis Litzky, Antonio Martinez, Sheila McFarland, Madeline Mueller, Joseph Reyes, Pablo Rodriguez, Louis Schubert, Coni Staff, Fred Teti, Rosario Villasana, Dina Wilson

2018-19 Council Members Absent: Susan Berston, Kimiyoshi Inomata (on sabbatical Fall 2018), Danyelle Marshall, Marie Osborne, Kerry Ryer, Marc Santamaria, Mike Solow

Other Senate Members Present: Muriel Parenteau, Michelle Simotas, Rob Yung

Guests: Ying Liu, Theresa Rowland, John Watkins, Kristina Whalen, Cherisa Yarkin

I. Call to Order, 2:30

II. Adoption of Agenda

Agenda adopted.

III. Officers' Reports

President Teti provided a written report (Appendix A).

First Vice-President Hanson briefly reported:

- A thanks to everyone for their support at the Orientation.
- Some updates about the Budget committee, including some details about how existing Bond money is spent.

Second Vice-President Staff briefly reported:

- Concerns about class cancellations.
- Everyone should remain mindful about discussions regarding block scheduling.

Secretary Litzky briefly reported:

- A reminder that we are being recorded, and for everyone to speak up or to use the microphone.

IV. Public Comment

- Concerns were shared about how class cancellations are being conducted.

- There were concerns about the PT faculty that were not paid, and the fact that they have not been paid yet.

V. Consent Agenda

Resolution 2018.09.05.01A Approval of Minutes: May 16, 2018

Resolved, that the Executive Council approved the minutes for May 16, 2018.

Adopted by consent

Resolution 2018.09.05.01B Approval of updated Noncredit Issues committee description

Resolved, that the CCSF Academic Senate recommend the updated Noncredit Issues committee description presented on September 5, 2018.

Adopted by consent

Resolution 2018.09.05.01C Adopt Curriculum Committee Handbook language

Whereas, the Curriculum Committee Handbook’s current language describing the dean’s role in approving course outlines is too short to help new deans perform an effective review; and

Whereas, the Curriculum approved on August 29, 2018, new draft handbook language describing that process in sufficient detail to be helpful; be it

Resolved, that the CCSF Academic Senate approve the proposed new language for inclusion in the Curriculum Committee Handbook.

Adopted by consent

VI. Appointments

Resolution 2018.09.05.02 Appointments to Committees and Task Forces

Scholarship Committee

Laura Branagan, Biology (new appointment)

Anjali Sundaram, Cinema (new appointment)

Teaching and Learning Technology Roundtable

Kevin Sherman, Cinema (new appointment)

Curriculum

Dora Dye, Business (new appointment as regular member)

Concert & Lecture

Sadhana Selam, TRST (new appointment, resource member)

Michele McKenzie, Library & Learning Resources (new appointment, alternate)

Enrollment Management

Denise Selleck, ESL (upgrade from alternate to regular committee member)

Labor Studies Revitalization Workgroup

Coni Staff, PE & Dance (new appointment)

Guided Pathways Liaison

Michelle Simotas, English (new appointment)

Strategic Enrollment Management Team

Michelle Simotas, English (new appointment)

Health & Safety Committee

Kathleen Charlton, Health Care Tech (new appointment, alternate)

Moved: Monica Bosson; Seconded: Thomas Kennedy

Motion passed, Abstentions: Coni Staff

Not present: Susan Berston, Kimiyoshi Inomata, Danyelle Marshall, Marie Osborne, Kerry Ryer, Marc Santamaria, Mike Solow

VII. Reports**A. Facilities**

Madeline Mueller provided a brief update from the Facilities committee.

John Watkins represented Kitchell, the program managers working with Vice Chancellor Smith on the Facilities Master Plan. Space Inventory walkthroughs were completed in the last week of August and are currently being formatted for public consumption. They are setting up a course of workshops over the next 2 months to gain feedback and input. A few questions were asked about the methodology and validity of the Space Inventory.

B. Guided Pathways

Michelle Simotas, GP Lead Coordinator, and Rob Yung, GP Communications Coordinator, updated the Council about the GP team and upcoming events. This fall is a large recruitment effort, and the Spring will be the beginning for much of the Inquiry group work. Specifically, there will be an information session on Friday, September 21, in MUB 140.

There were a few questions and concerns from the Council:

- There was a question about the role of Academic Senate in this inquiry process. The presenters clarified that these workgroups will report back to the Pathways committee, which will then work directly with the Academic Senate Executive Council.

- There was a concern about the diversity of students being engaged for the purposes of this inquiry process, and if we were able to compensate them for their time. The presenters shared the purpose of student participation at the upcoming event. They also shared that students that participated in their events would be eligible for Visa gift cards and Bookstore gift cards.

VIII. Unfinished Business

A. Approval of the Enrollment Management and Growth Plan

Kristina Whalen, Associate Vice Chancellor of Enrollment Management, oriented the Council to the Enrollment Management and Growth Plan. This document is at the Council for approval, and will go to the PGC on Thursday, September 6, 2018.

Questions and concerns:

- There was a concern about how this growth plan works with the current class cancellations. Dean Whalen indicated that a goal of the growth plan is increasing our fiscal productivity, and the course cancellations are part of achieving that goal. Going into the fall we have only seen 1% of growth, which is a slowdown, but the Spring schedule should reflect a more student-first schedule. We have also added classes that serve students.
- There was a concern about the emphasis on online course offerings. Dean Whalen shared that compared with other colleges CCSF offers a lower percentage of online offerings and we are trying to bring up our number of courses. Another council member shared that they believe this is a helpful enrollment strategy based on their experience in online course development.
- There were a few concerns about the phrase “student-centered scheduling,” and what that really means for the college. Dean Whalen talked about the vetting process for scheduling software. The software that has been chosen will be able to help us identify “hot spots” where there is schedule congestion across other departments, not just within their own department.
- There was a concern about the use of vague language to frame this as a faculty-driven problem, rather than focusing on the tools that would help drive enrollment growth. For example, there is a specific section that highlights faculty salaries as a cost-driver, but does not mention the 30% increase in Administrator salaries that occurred in the same time period.

<p>Resolution 2018.09.05.03 Approval of the Enrollment Management and Growth Plan</p>
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<p>Resolved, that the CCSF Academic Senate recommend the Enrollment Management and Growth Plan for adoption by the College and the Board.</p>

<p>Moved: Lou Schubert; Seconded: Monica Bosson</p>
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<p>Motion fails.</p>

<p>Aye votes: None.</p>

<p>Nay votes: Jacob Adams, Loren Bell, Neela Chatterjee, Ekaterina Fuchs, Simon</p>
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Hanson, Thomas Kennedy, Fanny Law, Antonio Martinez, Sheila McFarland, Madeline Mueller, Joseph Reyes, Louis Schubert, Coni Staff, Rosario Villasana, Dina Wilson

Abstentions: Monica Bosson, Malcolm Cecil, Alexis Litzky

Not present: Octavio Alvarez, Susan Berston, Kimiyoshi Inomata, Danyelle Marshall, Marie Osborne, Pablo Rodriguez, Kerry Ryer, Marc Santamaria, Mike Solow

IX. New Business

A. Presentation/Discussion: Reassignment of DSPS Lipreading Classroom

Muriel Parenteau oriented the Council to an ongoing issue with room assignments that is affecting the success of hearing impaired students. An emergency meeting was called this morning by the Chancellor to try and come up with a solution. Parenteau hopes that the deans will produce a remedy that will work for the displaced DSPS students.

B. Approval: Amendments to Appointments of Faculty Coordinators for 2018-19 Academic Year

President Teti oriented the Council to the changes to the Coordinator list for the 2018-19 year.

Resolution 2018.09.05.04 Amendments to Appointments of Faculty Coordinators for 2018-19 Academic Year

Resolved, that the CCSF Academic Senate recommend new faculty coordinator appointments as indicated in italics in the accompanying spreadsheet.

Moved: Thomas Kennedy; Seconded: Rosario Villasana

Motion passes, Abstentions: None.

Not present: Octavio Alvarez, Susan Berston, Kimiyoshi Inomata, Danyelle Marshall, Marie Osborne, Pablo Rodriguez, Kerry Ryer, Marc Santamaria, Mike Solow

C. 1st Reading: Proposed Name Change for School of “Behavioral Social Sciences and of Multicultural Studies” to “Behavioral & Social Sciences, Ethnic Studies, and Social Justice”

Dean Jill Yee presented to the Council the new name and process used to explore a name change. First, there was a desire to separate Behavioral Sciences and Social Sciences since they are 2 separate departments. Second, “Multicultural Studies” is a dated term, and the use of “Ethnic Studies” is a more accurate reflection of the current state of the academic study. The new name matches what other colleges such as UC Berkeley and San Francisco State University are labeling their departments.

Questions and concerns:

- There was a question about how many of the faculty were involved in this process. Dean Yee contacted each of the departments involved about the change, and focused voting on the 9 diversity departments so their voice would be heard. They received 26 responses from those departments, using a ranked choice voting model.
- There was a question about how long this process has been going on. Dean Yee said they started talking about this over email in the Spring 2018 semester.

D. Introductory Discussion: Academic Senate Goals for 2018-2019

President Teti led a discussion about possible goals for the Academic Senate this academic year.

Some ideas were:

- Professional development - we have an opportunity to shape the values of the Board and the college through things like Flex day, leadership training for the Academic Senate Executive Council, and to define and clarify what professional development is for the entire College.
- Constitutional convention - we could have to dissolve and then recreate the Academic Senate with a new Constitution. There was a suggestion to start with the by-laws to see if we can achieve the goal that we want. There was a suggestion we could develop a list of areas within the Constitution that could be addressed first.
- Strategize a larger vision of all the changes happening at the college.
- Perhaps there is a way to align our goals with some of the Board goals. This could be taking an active role in the Education Master Plan.

X. Administration Report and Forum

Chancellor Rocha provided a report to the Council. The Chancellor thanked the Council for their service and highlighted some of the structural issues that are affecting our school and exacerbating the achievement gap. The Chancellor apologized for the shortcomings of communication around class cancellations and the recent PT lack of payroll payment.

The Chancellor is creating a draft of how to form an Education Master Plan committee and taking the draft to the PGC. It will be similar to how we formed and moved forward with the Budget committee. Some of the driving issues the Chancellor believes should be addressed in the EMP are looking at completion rates in relationship to the achievement gap.

The Council asked a number of questions and shared their concerns on a variety of issues such as class cancellations, facilities issues, and the development project in the Balboa reservoir.

XI. Adjournment in memory of Martha Lucey, former Director of Marketing, 5:24p.m.

Fifth Time's the Charm**Past Meetings/Events include**

- 2018.05.23: Dean of Ed Tech search committee
- 2018.05.24: Officer 'Training' with Carole
- 2018.05.24: Commencement
- 2018.05.29: Budget Committee
- 2018.05.31: PGC
- 2018.06.06: Guided Pathways Coordinator stuff with AVC Charles
- 2018.06.06: Collegial Consultation
- 2018.06.07: Officers meeting
- 2018.06.07: Board study session
- 2018.06.14: PGC
- 2018.06.18: Guided Pathways Coordinator stuff with AVC Charles
- 2018.06.18: Equity meeting
- 2018.06.20: Collegial Consultation
- 2018.07.03: Faculty Travel training with Kim Keenan and Evelyn Tavisora
- 2018.07.11: ACUE Grant stuff with AVC Charles
- 2018.07.27: Approved j.a. for Asst. Dir. SWP with changes requested
- 2018.07.27: Approved summer hirings in NSCD, Theatre, Beh. Sci.
- 2018.07.30: Officers meeting
- 2018.08.02: Approved Megan Kinney to participate in an ASCCC librarian work group
- 2018.08.15: Fired Simon, fired Carole, appointed Simon, appointed Coni
- 2018.08.15: Chancellor's Leadership retreat
- 2018.08.15: Student complaint appeal hearing, part 1
- 2018.08.17: Flex Plenary
- 2018.08.22: Officers meeting
- 2018.08.22: Retreat/Orientation
- 2018.08.27: Meeting with AFT2121 President Jenny Worley
- 2018.08.27: Meeting with Simon and V.C. Boegel
- 2018.08.27: Student complaint appeal hearing, part 2
- 2018.08.28: SEM-IEPI planning meeting with AVCs Whalen, Duke, and Rowland
- 2018.08.28: Agenda Review
- 2018.08.28: AB705 meeting
- 2018.08.29: Officers meeting
- 2018.08.29: Collegial Consultation
- 2018.08.30: ACUE cohort facilitator selection committee
- 2018.08.30: Board meeting
- 2018.08.31: Meeting with Faculty Travel Chair Kim Keenan
- 2018.08.31: Fan 5
- 2018.09.05: Officers meeting + Trustee Davila

Upcoming Meetings/Events include

- 2018.09.06: PGC
- 2018.09.12: Officers meeting
- 2018.09.12: Collegial Consultation
- 2018.09.19: Officers meeting + Trustee Davila

Board Goals

The Board has adopted the draft goals that circulated the past two weeks. In addition to the usual (Path to 32,000, fiscal prudence, student equity, resource development), two of the Board's goals are the Facilities Master Plan (as a 'case statement' for a 2020 bond) and the Educational Master Plan. Both of these will require

extensive participation by faculty. Keep in mind that it will be through linking to plans like these that decisions are made about which program-review projects receive funding.

We will hear more later about the FMP. For now, note the proposed new 'wings' to be added to the MUB, Intended to house student services, thus creating space In Conlan for the 33 Gough move. Note also the proposed housing (on our property but to be operated by the developers, I think).

Notice also that only two of the Board's goals are goals for the trustees themselves. The rest are intended as goals for the College to achieve, i.e., they are directives to the employees (and, in a different way, to the students).

The Online College

Vice Chancellor Boegel has disbursed a memo outlining the current planning for the Online College (which I think of as a 'campus' of sorts, i.e., a location at which classes are offered). The plan is to offer short-term classes that will, collectively, lead to entirely-online certificates and degrees. This is a matter on which faculty must weigh in. Not all faculty are comfortable with the idea of 100% online degrees. Notice also that the Online College will have Its own faculty workload units to assign---but it's not clear how. Enrollment will be credited to a class's home department.

In consultation, but not in VC Boegel's memo, the Chancellor's description of the Online College included giving departments "online assistant-chairs" to help with program and curriculum development. I asked if these would be like campus coordinators but the Chancellor said no. It's possible the whole idea has been dropped.

AFT Think Tanks

The faculty union, AFT2121, is promoting the idea of a "living contract", i.e., faculty are continuously thinking about Improvements to the contract, not just during bargaining Intervals. To that end, AFT will be creating two Think Tanks (which are just ad hoc Union committees). Their charges are matters which require much collaboration with the Senate. One of them will focus on the sabbatical selection process, the other on faculty on faculty professional services. Since my understanding of these might yet be flawed, I prefer not to write details here. Instead, I will discuss them orally with many disclaimers.

EFF size limit

Soon after the Senate created the EFF, it out a size limit on the postings so as to encourage contributors to be concise. A side effect was to prevent large attachments. Some faculty are concerned that they can't attach large files. Do we want to revisit the size limit?

Council Position Available

It is not good practice for a body's chair to be its parliamentarian. Thus, the Council should choose a new parliamentarian (or multiple such) to succeed me. Let me know If you are Interested.

Academic Senate Program Review

On a similar note, all District units must write full, 3-year program reviews this semester. Most of this burden will fall on your stalwart officers. However, we welcome help from anyone willing to provide It. Please let me or any of the officers know If you wish to serve on an ad hoc program review committee.

Fred Teti, President