



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, November 28, 2018, 2:30-4:20p.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, Thomas Kennedy, Fanny Law, Alexis Litzky, Antonio Martinez, Sheila McFarland, Madeline Mueller, Marie Osborne, Joseph Reyes, Pablo Rodriguez, Marc Santamaria, Louis Schubert, Coni Staff, Fred Teti, Rosario Villasana, Dina Wilson

2018-19 Council Members Absent: Octavio Alvarez, Kimiyoshi Inomata (on sabbatical Fall 2018), Danyelle Marshall, Kerri Ryer, Mike Solow

Other Senate Members Present: Abigail Bornstein, Lisa Velarde, Kathleen White, Rob Yung

Guests: Mandy Liang

I. Call to Order, 2:30

II. Adoption of Agenda

Agenda adopted.

III. Officers' Reports

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

- There was a request for a resolution related to retention data, but he does not remember who made the request or what the specific request was for. Please contact Fred if you would still like that resolution.
- Fred gave brief descriptions of the consent agenda items.
- He received a number of emails from faculty members about the "Legal Sex" field in Banner 9, and is working to remedy the situation.
- The Budget Committee met and they have been asked for suggestions about how to cut costs or increase revenue. A lot of emphasis has been put on cutting the PT salary line.

First Vice-President Hanson briefly reported that:

- There is still an absence of data from the Office of Finance about the status of budgets across the College.
- Next week on Tuesday (12/4) there is a Board of Trustees Study Session about the budget (likely to start at 4pm).

Second Vice-President Staff briefly reported that:

- In the face of all these challenges, faculty are still doing incredible work.

Secretary Litzky briefly reported that:

- The officers met with Trustee's Rizzo and Davila and they provided some helpful context and support around the Budget and other issues at the college.

IV. Public Comment

- There was a comment about how poorly the new registration process is going, and some of the specific problems students are having. There was also a comment about how hard it has been to get students enrolled and getting add codes this week, and the ongoing problems with Banner 9.
- There was a comment about how some faculty allegedly use the Fog server for political purposes, and how it is important not to use it for those purposes. There was a request to ask the administration to share and enforce the Fog use policy.
- There was a comment about how it feels like the ASEC is just a check-off and not being listened to as a body.
- There were a few comments about how we cannot balance the budget by cutting PT salaries, and how it had been tried in the past. It feels like an attempt to shrink the size of the school.

V. Consent Agenda

Resolution 2018.11.28.01A Approval of Minutes: November 14, 2018

Resolved, that the Executive Council approve the minutes for November 14, 2018.

Adopted by consent

Resolution 2018.11.28.01B Adopt New Credit ESL Placement Retest Policy

Whereas, The credit English as a Second Language (ESL) placement process uses multiple measures to assess students' language proficiency;

Whereas, The content and predictive validity of the credit ESL placement process has been established through research;

Whereas, The credit ESL placement test is designed to help students determine their ESL skills in order to place students in appropriate ESL courses;

Whereas, The current Credit ESL Placement Retest Policy reads as follows and students may wish to have their skills reassessed after they have enrolled in the ESL course sequence:

If students have never enrolled in ESL 182, 184, 186 or 188:
Students may retake the ESL Test after two weeks* however, they may take the tests only two times per testing cycle.

*If students have enrolled in ESL 182-188:

Students may retake the ESL Test three months after the posting of the final semester grade for the class.

Resolved, That the CCSF Academic Senate recommend the following revised Credit ESL Placement Retest Policy:

Students may retake the ESL Placement Test after two weeks (14 calendar days); however, they may take the tests only two times per testing cycle. [*all other language will be deleted*]

And be it also

Resolved, That the CCSF Academic Senate recommend that the College implement the revised Credit ESL Placement Retest Policy effective Spring 2019 semester.

Adopted by consent

Resolution 2018.11.28.01C Concerns about Web4, the Spring Schedule, and Students' Unfamiliarity with the New Registration Process

Whereas, The foreseen haste with which CCSF launched Banner 9 might entail many employees' and students' being unfamiliar with the new Web4 interface and

Whereas, Next semester's registration is imminent and many students might be surprised by the new appearance of the class schedule, confused by the class-registration process, and ill-served by the visibility of section enrollments; be it

Resolved, That the CCSF Academic Senate urge ITS to heed faculty concerns about Web4 and how students' will experience the new appearance of the Class Schedule, specifically by hiding section enrollments except for classes identified by department chairs; and be it also

Resolved, That the CCSF Academic Senate urge the CCSF administration to prepare for the consequences of these changes and to take into account students' unfamiliarity with the new appearance of the class schedule and with the new class registration process when making schedule-adjustment decisions.

Adopted by consent

Resolution 2018.11.28.01D Authorize One-time Increase in 2019 Spring Per-Person Maximum 'Travel' Allocation

Whereas, For various reasons, there is an unusually large amount left in the Faculty Travel Fund; be it

Resolved, That the CCSF Academic Senate authorize the Faculty Travel Chair to pursue with the DCC and the administration a one-time increase (amount TBA) in the 2019

Spring Per-Person Maximum ‘Travel’ Allocation; and be it also

Resolved, That the CCSF Academic Senate authorize the President in consultation with the other officers to accept the proposed new maximum.

Adopted by consent

VI. Appointments

There were no new appointments due to the college closure and Thanksgiving holiday, but we will see many appointments soon as many are being asked about re-appointments.

VII. Planning, Reports, & Updates

A. Guided Pathways

Rob Yung, GP Communication Coordinator, and Lisa Velarde, GP Professional Development Coordinator, updated the Council about what the GP Professional Development Workgroup has been doing this semester. They are focused on providing support for mapping and increasing equity training on campus. Velarde shared that there will be 2 mapping workshops in the Spring semester. On Independent Flex day (January 10, 9-3pm), there will be a mapping workshop, with a follow up workshop on February 8. Next year our Flex day themes will be focused on Guided Pathways, which will give us a lot of opportunities to share and think about the role of Guided Pathways at our College.

There were a few comments and questions from the Council:

- There was a question about the barriers being put up in the form of advisories and prerequisites.
- There was a comment about the term equity being used as a lever to advance policies, and a question about how the RiSE team is operationalizing the term “equity.”
- There was a comment about the mapping data shared at the last meeting, and if it would be possible to see what is confusing about program navigation from a student perspective.

B. CTE Liaison Report

Kathleen White, CTE Liaison, provided a brief report about Career and Technical Education Steering Committee. One new practice that she has implemented is a monthly newsletter to all CTE faculty. The newsletter includes information from a variety of places on and off campus to help keep our PT and FT faculty in the loop. The Committee responded to class cuts by sending a letter to the Chancellor about the devastating impacts of these cuts. They are also having problems finding enough faculty to teach CTE courses, and this is being felt regionally. White is working with VC Gonzales about how to increase the potential pool of applicants for these positions.

C. Education Master Plan Report

1st VP Simon Hanson informed the Council that the last meeting was canceled due to the campus closure, but at the next meeting the consultants will return and share the feedback collected during the listening sessions.

D. Facilities (and Energy) Master Plan Report

Sheila McFarland and Madeline Mueller discussed the new Facilities Masterplan that was presented to the Facilities Committee this week, with some positive reception. It was described as more symmetrical with some conceptual buildings (such as a STEAM building) still on the map, and renovations being targeted for Science and Cloud. The timing of this bond measure and subsequent building of the PAEC should make it so that we can get the Diego Rivera mural back into our new theatre on time.

VIII. Unfinished Business

A. Senate Goal: Developing a faculty-driven vision for college-wide plans, changes, and initiatives

Alexis Litzky, Secretary, led a short discussion about how to construct our vision. It appears that there are a lot of actionable items, rather than the construction of a vision.

- There was a comment about how hard it is to work on this because of how large the topic is, particularly in relation to the speed with which we are asked to complete tasks and move initiatives forward. How can we communicate that we are feeling left out of the process and minimized in things we shouldn't feel that way about?
- There was a comment about the ongoing and very fast transformation of the College. We need a true partnership with the administration where there is a sense that we understand the constraints of the administration and a commitment to work together to help keep this new vision moving forward. How does this vision align with our mission as a College?
- There was a comment about how to implement the tactics, in addition to the strategies and vision.
- There was a suggestion about including a list of action items to be included in our President's board report, and that we will follow up with lack of action with a Council resolution. This means including some sort of timeline for each action item, with a timeframe for our response as well.

Resolution: The Academic Senate cordially invites the members of the Board of Trustees to foster an understanding of the student experience by applying and registering for a Spring 2019 class at City College of San Francisco.

Moved: Louis Schubert, Second: Marie Osborne

Motion to table resolution to the next meeting.

Moved: Alexis Litzky, Second: Louis Schubert

Motion carries.

Opposed to tabling: Dina Wilson, Marie Osborne

Missing: Octavio Alvarez, Monica Bosson, Kimiyoshi Inomata (on sabbatical Fall 2018), Danyelle Marshall, Kerri Ryer, Mike Solow, Rosario Villasana

Litzky will bring back a statement that includes language around a vision, mission, and tactics for the Council to review.

B. EFF Satisfaction Survey

Alexis Litzky, Secretary, presented the second draft of the EFF survey for the Council to consider. There were some small changes suggested.

Resolution 2018.11.28.02 EFF Satisfaction Survey

Resolved, that the Academic Senate conduct the EFF Satisfaction Survey as presented on November 28, 2018.

Moved: Louis Schubert, Seconded: Sheila McFarland

Motion carries unanimously

Missing: Octavio Alvarez, Monica Bosson, Kimiyoshi Inomata (on sabbatical Fall 2018), Danyelle Marshall, Kerri Ryer, Mike Solow, Rosario Villasana

IX. Adjournment in memory of former Humanities professor William McGuire, 4:20pm.

President's Report

2018.11.28

"Frustration to the Level of Hopelessness" --V.C. Aaberge

Past Meetings/Events include

- 2018.11.15: Radiology follow-up meeting
- 2018.11.27: Budget Committee (Yes, it actually met!)
- 2018.11.28: Officers w/ Trustee Rizzo

Upcoming Meetings/Events include

- 2018.11.29: Radiology follow-up meeting
- 2018.11.30: Fan 5
- 2018.11.30: Registration & Enrollment Committee
- 2018.12.04: Budget Study Session (Board)
- 2018.12.05: Banner 9 follow-up meeting
- 2018.12.05: Officers meeting
- 2018.12.05: Collegial Consultation
- 2018.12.06: Deans & Department Chairs
- 2018.12.06: PGC
- 2018.12.07: College P.D. Committee
- 2018.12.07: Faculty P.D. Committee
- 2018.12.08: CMC3 Conference
- 2018.12.10: Ed Policies
- 2018.12.11: CTE Liaison meeting with A.V.C. Fleischer Rowland
- 2018.12.11: Either Agenda Review or Budget Committee (they conflict)
- 2018.12.12: Officers meeting

Upcoming PGC Items

Because of the College closure, the PGC has not met for a while. The next meeting is December 6. Presumably, our actions on renaming the Women's Studies Department and the new placement models will be on that agenda as informational items.

Today's Consent Items

The ESL Department in concert with the Matriculation and Assessment Office (i.e., Mandy) are developing a new Credit ESL Placement Retest policy. It has been reviewed and recommended by the Matriculation Advisory Committee. We have also a motion borne from the recent launch of Banner 9 and the release of the Spring Schedule. In particular, it reaffirms the Senate's stance that enrollments should be visible to students only with a department's permission. Lastly, we

have a motion authorizing Kimberly Keenan to pursue a one-time increase in the FTF per-person cap for this Spring.

Legal Sex in the Web4 Employee Profile

Recently we were all asked to check our home addresses in Web4 to ensure accurate delivery of our tax forms. In doing so, some of us noticed an uneditable field for Legal Sex. Surely I don't need to explain why there was a lot of concern about this. Brought to the attention of the V.C.s of IT and H.R., this issue has gotten a lot of attention. It might be that there are state regulations requiring such a field but perhaps the District could include an editable field for (non-binary) gender identity.

Budget Committee Meeting Outcomes

The Budget Committee met yesterday but not to start working on the 2019-20 budget. Instead, the Chancellor and V.C. Aaberge drew attention to a predicted \$4.6M deficit. That is *on top of* the already-budgeted \$11.5 deficit which we plan to cover with money from the reserve. (It would have been worse but some of the shortfall can be paid for out of categorical funds, mostly SWP.) There is no way the District will simply take another \$4.6M out of the reserve (nor can we and still keep the legally-mandated 5%), so the Chancellor tasked the Budget Committee with balancing the 2018-19 budget before December 13. This will entail a mix of increased revenues and cost savings. The Chancellor noted that we expect a large number of students to graduate this year. This will increase our State funding next year so a possibility is to 'push' some expenses into next year.