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, December 12, 2018, 2:30-5:00p.m.
Ocean Campus, MUB 140

2018-19 Council Members Present: Octavio Alvarez, 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, Marc Santamaria, Louis Schubert, Coni Staff, Fred Teti, Rosario Villasana, Dina Wilson

2018-19 Council Members Absent: Jacob Adams, Loren Bell, Kimiyoshi Inomata (on sabbatical Fall 2018), Danyelle Marshall, Pablo Rodriguez, Kerri Ryer, Mike Solow

Other Senate Members Present: Anna Geyer, Sheri Miraglia, Carol Reitan, Michele Sieglitz, Rob Yung

Guests: Brigitte Davila, Ivy Lee, Kristina Whalen, Cherisa Yarkin

I.   Call to Order, 2:34

II.   Adoption of Agenda
Agenda adopted.

III.   Officers' Reports

President Teti provided a written report (Appendix A) and briefly reported:
- With luck our RRP handbook items will make it on to the next PGC agenda.
- Some context for the consent items on the agenda, including new limits on distance education teaching, and the need to change the term "legal sex" in the Web4 employee profile.
- The SERP program is moving forward.
- There is a process in the works to automatically confer degrees upon students. This could have some unintended consequences, such as the effect on international students or students that may no longer be eligible for financial aid.
- He is still working on program review for the Academic Senate.
- Aaron Holmberg is leaving CCSF as our District Risk Manager.

First Vice-President Hanson briefly reported that:
- There have been 2 Budget committee meetings. The committee is being asked for recommendations about how to fix the budget, and the committee said that they would like there to first be a look at the original recommendations made last year.

Second Vice-President Staff briefly reported that:
- The Education Master Plan Committee has refined their goals, and it will come out to the faculty soon. Pam Mery will be collecting additional feedback about the goals in addition to the rest of the plan.

Secretary Litzky briefly reported that:
- Dean Marrujo-Duck just sent out links to a feedback submission tool and an ongoing list of issues being resolved about Banner 9 and Web4. Please use the links to help advance specific requests or changes you would like to see implemented.

IV. Public Comment
- There were a few comments about the inability to change our faculty photos in Web4. Someone even went to change their photo in Smith Hall but it has not changed what is displayed in their online profile.
- There was a request for clarification about where we are with our contract with Ellucian.
- There was a comment about problems with CityNotes, and how they are not picking up some of the music events for promotion.
- There was an announcement from an Associated Students officer about a fundraiser in the Spring for the AS and their resource centers. The fundraiser will allow individuals to donate money to "slime" or "pie" someone.
- There were a few comments about negative experiences registering for classes, how difficult it was to find the right classes, and some disappearing faculty information.
- There was a comment about an article in ETC. about the food pantry on campus and on the family resource center.

V. Consent Agenda

Resolution 2018.12.12.01A   Approval of Minutes: November 28, 2018

Resolved, that the Executive Council approve the minutes for November 28, 2018.

Adopted by consent

Resolution 2018.12.12.01B   Regular and Effective Contact in the Learning Management System

Whereas, The California Education Code, accreditation standards, and the U.S. Department of Education all require, in some form, that educators provide regular and effective contact (REC) or regular and substantive interaction (RSI) among students and between faculty and students in online courses, a requirement that could be audited at any time; and

Whereas, The best evidence to provide in such an audit is the automated documentation in a learning management system, documentation that is not easily available (if at all) from other such platforms as publishers' websites; therefore be it

Resolved, That the CCSF Academic Senate recommend that the College require online

instructors to provide REC and RSI in the College's adopted learning management system (currently Canvas).

Adopted by consent

Resolution 2018.12.12.01C   Full-time faculty should not teach entirely online

Whereas, Many CCSF online students are also students on campus; and

Whereas, Some students prefer to or even need to meet with their instructors in person; and

Whereas, Full-time faculty have such professional obligations as committee work and curriculum development that is often best accomplished face-to-face with colleagues; therefore be it

Resolved, That the CCSF Academic Senate urge the CCSF full-time faculty not to teach their entire load online, thus permitting them to fulfill more easily other professional obligations.

Adopted by consent

Resolution 2018.12.12.01D   Insisting that the District follow the RRP Handbook for all categorical fund allocations

Resolved, That the CCSF Academic Senate insist that the District follow the RRP Handbook (specifically, sections R2 and R3) for all categorical fund allocations; and be it also

Resolved, That the CCSF Academic Senate authorize the President in consultation with the officers to seek remedy for this non-compliance with the RRP Handbook with appropriate parties.

Adopted by consent

VI.   Appointments

Resolution 2018.12.12.02   Appointments to Committees and Task Forces

Scholarship
Erik Christianson, Communication Studies (reappointment)
Joseph Reyes, Biology (reappointment)
Elizabeth Smith, English (reappointment)
Norma Villazana-Price, Child Development and Family Studies (reappointment)
Polin Yadak, Physics (reappointment)

Career and Technical Education
Stephen Brady, Automotive (reappointment)

Jim Connors, Administration of Justice & Fire Science (reappointment)
Maura Devlin-Clancy, CNIT (reappointment)
Kamille Hitz, Fashion (reappointment)

Non Credit Issues
Manuel Wong, Child Development and Family Studies (reappointment)

Facilities Committee
Madeline Muller, Music (reappointment)
Wynd Kaufmyn, Engineering (change from alternate to regular appointment)

Pathways Committee
Carol Amen, DSPS (reappointment)
Anna Geyer, Cinema (reappointment)

Distance Learning Advisory Committee
Lisa Yamashiro - Health Education (reappointment)

Honors Committee
Sami Kudsi, Communication Studies (reappointment)
Elizabeth Smith, English (reappointment)

Matriculation Advisory Committee
Tessa Henderson-Brown, Continuing Student Counselling (reappointment)

Student Equity Strategies
Elizabeth Brock, English (reappointment)

Grade and File Review
Steven Brown, Environmental Horticulture & Floristry (reappointment)

Equal Employment Opportunity Advisory Committee
Steven Brown, Environmental Horticulture & Floristry (reappointment)

Faculty Position Allocation Committee (FPAC)
Anna Asebedo, Art (reappointment)
Lorraine Leber, VMD (reappointment)
Rosario Villasana, Child Development and Family Studies (reappointment)

Institutional Review Board
Lancelot Kao, Astronomy (reappointment)

Student Learning Outcomes
Craig Kleinman, English (reappointment)
Natalie Smith, Fashion (reappointment)

Moved: Monica Bosson; Seconded: Joe Reyes

MC, Abstentions: Madeline Mueller, Joe Reyes, Rosario Villasana
Not present: Jacob Adams, Loren Bell, Kimiyoshi Inomata, Danyelle Marshall, Pablo
Rodriguez, Kerri Ryer, Mike Solow

VII. Planning, Reports, & Updates

A. Guided Pathways

Rob Yung, GP Communication Coordinator, promoted the student worker positions still available. There is also space still available at the mapping workshop on January 10.

Anna Geyer, GP Evidence Based Assessment Coordinator, updated the Council about the Evidence-based Assessment inquiry team. One of the primary findings so far is that we have no mechanism to identify undecided students. In the upcoming Spring semester they will develop a survey tool and run focus groups to help identify some of the ways students explore and get connected with support services. In the Spring they will meet on the 1st and 3rd Tuesdays from 3-5pm, primarily at Ocean and Mission campuses. Anna Geyer can be contacted at ageyer@ccsf.edu.

B. Spring 2019 Registration & Enrollment Update

Associate Vice Chancellor Kristina Whalen updated the Council about ongoing registration woes, how students are registering, and the Spring 2019 schedule. There was a special Board study session to look at the Budget and Schedule last week. AVC Whalen said it was not true that courses will start to get cut on December 17th. Deans and chairs are monitoring course enrollments but there are no articulated dates for any kind of cuts to happen.

AVC Whalen asserted that there is not broad consensus about what to do about the visible enrollment number, but in particular the students have said they really appreciate having access to this information for planning purposes. There is also a technical issue that means if we turn it off, we turn it off for everybody, impacting administrator and chair ability to view enrollments. AVC Whalen oriented the Council to a website for Enrollment management, which includes FTES targets and the Spring schedule.

There were a number of questions and comments from the Council:
- There was question about why this happened at this time, and that it seems like such an odd choice.
- There was a request to disaggregate the Spring enrollment data between online and face-to-face courses to have a more accurate comparison with last year's data.
- There was a comment about the differences between using a laptop and using a phone to register for courses.
- There was a comment about how frustrating it is that there is still no ability to use ARGOS, and what a waste of time it has been when we didn't even know there was a new virtual private network (VPN) in place.

C. Education Master Plan Report

1st Vice President Simon Hanson and 2nd Vice President Coni Staff fielded a number of questions and comments from the Council about the Education Master Plan. The revised points were discussed in a meeting this past Monday, and they are waiting for those revisions to come back to the committee from the consultants, the College Brain Trust. The consultants appeared very impressed with the quality of the EMP, and there is a hope to get that specific compliment in writing.

D. Facilities (and Energy) Master Plan Report

Madeline Mueller, Facilities Committee member, updated the Council about where they are in the process. There is a draft that the Committee is providing feedback on now, and a draft will go to the Board in the Spring where they will consider the FMP draft in relationship to the EMP. Things appear to be on track.

The Gough Street move was discussed. A comment was made about the negative effects this is having on Cinema and RadTech. A comment was made about where this coming from in terms of process, and that there are a few new Board items for additional consultants and temporary spaces.

E. Student Equity & Achievement (Equity, SSSP, & BSI) Plan

President Teti and Cherisa Yarkin, Director of Planning, briefly described some of the purpose behind this new plan. The State has consolidated and changed the way we spend equity money. BSI is being turned towards AB705 implementation, and Equity is being renamed Student Equity & Achievement. The template for the plan should be released sometime this week (even though we are in the middle of the first year of the plan). We need to have conversations with members from each of the Academic Senate committees to participate in the Fan5 conversation, and together as a group to determine where we might have better integration for planning and the spending of money. If there were any major changes to the structure it would return to the Academic Senate for input and approval. There is a desire to continue to make this an engaged and transparent process.

There was a question about how far this money will go to do all the things we need to do. The allocation we are receiving this year is the same as what we have received last year through the 3 programs. It seems like we will continue to spend money in similar ways, unless there is a compelling reason to shift money toward particular requests. That is a conversation with all members and committees, and the final prioritized list comes to the Academic Senate for approval. The State has not determined what the budget will be for the consolidated group.

VIII. Unfinished Business

A. Senate Goal: Developing a faculty-driven vision statement, and took a few comments about how to improve the draft.

Alexis Litzky, Secretary, led a discussion about the draft vision statement, and took a few comments about how to improve the draft. The Council will send any comments directly to Litzky, or put them directly into the Google document.

IX.   New Business

A. Accept the G.E. Area E Assessment Report

Sheri Miraglia, SLO Coordinator, oriented the Council to the Area E Assessment Report, for Humanities and Art. This report includes a significantly larger amount of data compared to the last report in 2014 (which only included 1 semester worth of data). There was a comment about how we should be attentive to assessing the role of online learning, which Miraglia says is addressed in the larger report.

Resolution 2018.12.12.03   Accept the G.E. Area E Assessment Report

Whereas, The G.E. Area E Assessment Report is an effect of the general education learning outcomes assessment process, an accreditation requirement designed to promote analysis, discussion, reflection, and improvement; and

Whereas, Serious time and analysis went into this report with the hope of improving student success; and

Whereas, Learning outcomes assessment reports need to be used to think critically about and improve the College; therefore be it

Resolved, That the CCSF Academic Senate accept the G.E. Area E Assessment Report; and be it further

Resolved, That the CCSF Academic Senate recommend that this report be used, when relevant, during planning and improvement processes.

Moved: Shiela McFarland; Seconded: Joe Reyes
Motion carries unanimously, Abstentions: None.
Not present: Jacob Adams, Loren Bell, Malcolm Cecil, Ekaterina Fuchs, Kimiyoshi Inomata, Danyelle Marshall, Octavio Paz, Pablo Rodriguez, Kerri Ryer, Louis Schubert, Mike Solow

---

B. Support the Free City Charter Amendment

Board of Trustees President Brigitte Davila and Trustee Ivy Lee informed the Council about the Free City Charter Amendment that will come to SF Board of Supervisors on December 18 at a special meeting. If passed at the Board of Supervisors it will come to San Francisco voters in November 2019. This charter amendment would set aside $15 million in the first year (of 10) to be designated for use only in the Free City program. This includes continuing stipends at close to double what students are receiving now. The problem this solves is that it sets aside the money instead of having CCSF renegotiating the money each year.

There were a few questions about process and timing from the Council.

> **Resolution 2018.12.12.04   Support the Free City Charter Amendment.**
>
> Resolved, that the CCSF Academic Senate support the Free City Charter Amendment, as presented on December 12, 2018.
>
> **Moved: Thomas Kennedy; Seconded: Marie Osborne**
> **Motion carries unanimously, Abstentions: None.**
> **Not present: Jacob Adams, Loren Bell, Ekaterina Fuchs, Kimiyoshi Inomata, Danyelle Marshall, Octavio Paz, Pablo Rodriguez, Kerri Ryer, Louis Schubert, Mike Solow**

C. Retention Data Request

1st Vice President Simon Hanson led the Council in a discussion about how we can get access to additional information about retention data, and how to capture information about why students drop courses.

X.   Administration Report

Chancellor Rocha briefly updated the Council on a number of issues going on at the College. There are a number of changes happening in Student Services, and AVC Coria has been appointed as an interim to keep things afloat in Student Services through the holidays. After the holidays, the vacant positions won't be filled right away but we will have a consultation process to determine how to successfully move forward with Student Services.

XI.   Adjournment, 5:15pm

Next Academic Senate Meetings
Friday, 2019 January 11, 8-9am: Flex Day Plenary Session in the Diego Rivera Theatre
Wednesday, 2019 January 16 in MUB 140 at the Ocean Avenue Campus
Committee on Committees 2:00-2:25pm
Academic Senate 2:30-5:00pm

APPENDIX A

President's Report   **2018.12.12**

<div align="center">

Twelve Shopping Days Left

</div>

Past Meetings/Events include
- 2018.11.29: Radiology follow-up meeting
- 2018.11.30: Fan 5
- 2018.12.05: Banner 9 follow-up meeting
- 2018.12.05: Officers meeting
- 2018.12.05: Collegial Consultation
- 2018.12.06: Surprise Board Meeting
- 2018.12.06: Deans & Department Chairs
- 2018.12.06: PGC
- 2018.12.07: Faculty P.D. Committee
- 2018.12.08: CMC3 Conference
- 2018.12.10: Ed Policies
- 2018.12.11: CTE Liaison meeting with Dean Lamha and Kathleen White
- 2018.12.11: Either Agenda Review or Budget Committee (they conflict)
- 2018.12.12: Officers meeting w/ Counseling chairs

Upcoming Meetings/Events include
- 2018.12.13: District Holiday party
- 2018.12.13: Board meeting
- 2018.12.14: Fan 5
- 2018.12.14: AFT party
- 2018.12.19: Officers meeting (?)

PGC Items
Somehow, the RRP Handbook item was omitted from the PGC agenda *yet again*. I Made a stink about it and so maybe, *just maybe*, it'll be on the January PGC agenda.

Today's Consent Items
As I have been reporting occasionally, the Distance Learning Advisory Committee has been drafting motions recommending (1) that the District require online regular & effective contact to occur in Canvas and (2) that the Senate discourage faculty from teaching 100% online. These motions are on our Consent agenda today. There is also a motion drawing attention to the disparity with which AEP funds are allocated compared with the dialog-intensive process, as prescribed in the RRP Handbook, for SE&A funding.

Legal Sex in the Web4 Employee Profile
ITS reports that they are working on removing this field entirely from the Web4 faculty profile. They hope it will be gone by January.

SERP and Program Sustainability
There is much concern about what might happen if certain long-time faculty teaching crucial classes take the SERP. It is possible that sudden, unplanned-for retirements will leave a certificate program incomplete, especially in CTE. Fred and CTE liaison Kathleen White brought this to the attention of Dean Lamha and we hope soon to bring it to the attention of AVC Rowland.

Automatic Degree/Certificate Conferral
The administration has begun exploring the automatic conferral of certificates and degrees onto qualifying students. Wanting to do so is understandable given the new funding formula but there are many concomitant concerns, as expressed in a State Academic Senate resolution passed in November.

Senate Program Review
The deadline for completing the initial draft program reviews was extended to December 21. Ideally, I would have had a rough draft ready for review by the Council before that but…it didn't happen. Still, any of you may see the draft in progress by logging into Curriqunet and searching for it. Warning: Some of it is still just the copied-and-pasted language from three years ago.