



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, February 13, 2019, 2:30-5:00p.m. Ocean Campus, MUB 140

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

2018-19 Council Members Absent: Kimiyoshi Inomata, Thomas Kennedy (on leave), Pablo Rodriguez, Kerri Ryer, Marc Santamaria, Mike Solow

Other Senate Members Present: Sheri Miraglia, Carol Reitan, Michelle Sieglitz, Michelle Simotas, Rob Yung

Guests: John Halprin, Theresa Rowland, Alina Varona, Cherisa Yarkin

I. Call to Order, 2:37

II. Adoption of Agenda

Agenda adopted.

III. Officers' Reports

President Teti briefly reported that:

- Last week the Officers met with Steve Bruckman and learned that the Chancellor does not feel comfortable adding the codification RRP handbook as a reference in Board Policy.
- The Ed Policies committee is considering a number of items, such as a proposal to allow students to use CSU GE or IGETC for the local CCSF degree, and new proposed Title 5 regulations.
- There was a ASCCC Executive Committee meeting in Oakland where he learned about an upcoming Recoding workshop. We have money to send members to the Academic Senate Plenary in addition to other workshops and learning opportunities.

First Vice-President Hanson briefly reported that:

- Everyone should consider participating in one of the upcoming workshops, such as the Regional Curriculum meeting. We are looking to identify folks willing to help facilitate the communication between the Curriculum Committee and the ASEC.
- The Budget Committee met yesterday, and the meeting was chaired by the VC of Human Resources. It appeared that the administration is trying to reorient the focus of the Committee away from budget analysis to sharing information across the constituencies.

Second Vice-President Staff briefly reported that:

- The process to develop and and maintain the RRP Handbook was an important place for faculty to have input on shared governance at the College. It appears that one of the main concerns from the Chancellor is that this inhibits the quick movement of policy at the College. This is exactly the reason why we should be vigilant about the inclusion in Board policy and how the handbook is discussed.
- There is an agenda that has been derived from the book, “Re-designing America’s Community Colleges.”

Secretary Litzky briefly reported that:

- She is now the AS designee for the Student Equity Plan Workgroup, and has started attending meetings to complete the an updated equity plan that will go to the Board by May.
- She has started attending the Student Development Consultation Group.
- We need more people and disciplinary diversity on the Council next year. Please consider reaching out to one specific person you think would add a new viewpoint and perspective to our discussions.

IV. Public Comment

- A new flyer for the Humanities department was shared with the Council.
- There was an announcement that Lab Aide budgets have been cut significantly without any notice, and it is having a negative impact. Faculty are now working overtime to cover the work. It is a safety issue, a problem with cleaning, and ensuring our students have the appropriate tools and spaces they need.
- There was a comment about how this budget cycle is not that different from prior years.
- There was a comment about the problems and ongoing issues with late-add students due to the problems with Banner.
- There was another comment about the upcoming [National Teach-in to Shine a Light on National Detention](#).
- There was a new Career Services Guide provided to the Council. John Halpin and Theresa Rowland asked for feedback on the Guides.

V. Consent Agenda

Resolution 2019.02.13.01A Approval of Minutes: 2019 January 30

Resolved, that the Executive Council approved the minutes for January 30, 2019.

Adopted by consent

VI. Appointments

Resolution 2019.02.13.02 Appointments to Committees and Task Forces

Education Master Plan Work Group

Richard Riordan, Health Care Tech (new appointment)

Distance Learning Advisory Committee

Kristin Smith, English (upgrade to voting member)

Adult Education Program 3 year Planning Workgroup

Fanny Law, ESL (new appointment)

Kathryn Frei, ESL (new appointment)

Kathleen White, Child Development & Family Studies (new appointment)

Equal Employment Opportunity Advisory Committee

Maya Sen, Behavioral Sciences (new appointment)

Free City College Oversight Committee

James Tracy, Labor Studies (new appointment, alternate)

Moved: Monica Bosson; Seconded: Sheila McFarland

MC, Abstentions: Fred Teti.

Not present: Kimiyoshi Inomata, Thomas Kenned, Pablo Rodriguez, Kerri Ryer, Marc Santamaria, Mike Solow

VII. Planning, Reports, and Updates**A. Guided Pathways** [[link](#)]

Michelle Simotas, GP Lead Coordinator, and Rob Yung, Communication Coordinator, updated the Council about the work of the RiSE team. Yung shared some of the successes from the January and February mapping workshops. The goal is to have over 50% of the programs at CCSF mapped by the next Flex day. Simotas shared 7 coordinator job descriptions for the next phase of the Guided Pathways work at CCSF. They are in draft form and the next read will be more complete.

There were several comments from the Council:

- This seems like a lot of release time in the face of losing a lot of courses in the Fall schedule and would be a good place for people to go and getting it done earlier will help the planning process.
- There was a question about whether or not these will continue to be an ancillary position in order to maintain the balance of load requirements and access to health care for part-time employees, and Simotas indicated that it will.
- There was a suggestion to make some of the deliverables more specific to help justify the requested reassigned time.

B. Education Master Plan Report

Loren Bell, co-chair of the EMP Workgroup, provided a brief update to the Council. It has come to the attention of the Committee that we don't have an Ombudsperon on campus, and the group has been talking about how to rectify the absence of quality communication on and across

campus and centers. Simon Hanson, member of the EMP committee, also highlighted a tonal change that re-centers the EMP in relationship to the FMP. The goals document is an ongoing work in progress that anyone can see and offer feedback.

C. Facilitates Master Plan Report

President Teti provided a brief update about the Facilities Master Plan. The last PGC meeting had a presentation about the current draft of the plan. Most of the facilities and choices look good, but there were a few issues raised that are related to the lower reservoir:

- Where we currently have an easement next to Riordan there is a proposal to put a parking structure and move the easement (road) into alignment with Cloud Circle, which would put a road through part of the campus. This easement may also affect the size of the parking structure.
- We are supposed to receive funding for the lost parking, but this was not explicitly included in the FMP.

There were a few questions and concerns from the Council:

- There was a call to push them to find another entrance from Ocean or the neighborhood behind the reservoir.
- There was a comment that this is already a very dangerous intersection and this danger will increase with the new intersection.
- The faculty need to speak up and advance a resolution about how stance on this issue.
- A comment was made that we should use the ongoing changes in climate to remind the group that students will still need to get to school on days when it is unreasonable to ride a bicycle or take scooters.

VIII. Unfinished Business

A. Academic Senate Executive Council Goal for 2018-19

Alexis Litzky, Secretary, asked for feedback on the current goal draft. She also suggested shifting the focus of the goal towards communication since that seems to be a major focus of many different workgroups and constituencies on campus.

There were several comments from the Council:

- There was a comment that this still feels very vague and that's why it's hard to respond.
- There was a comment that focusing on communication methods would be helpful because we are missing that channel for faculty and students, and across the centers.
- There was a comment that we used to have a text system for emergencies.
- There was a suggestion to try and figure out how to move forward with tools of communication. What role might digital media play?
- There was a suggestion that we should have some kind of training about how to share information, and what might be both the process and approach to the dissemination. There was a comment that we have probably already paid for some kind of technological tool to function in this way but we are not using it at full capacity.

B. First reading; Requiring Online Faculty to Re-Train

Carol Reitan, chair of Educational Technology, provided a brief overview of this proposed policy to continue re-training of online faculty.

There were several comments from the Council:

- There were a few comments about the use of vague language in the resolution. Specifically, the terms “sufficiently frequently” and “re-train.”
- There was a question about whether or not faculty will have the option to complete this requirement with other training (i.e. from @ONE).
- There was a question about whether or not we have the capacity to complete this training for all of the online teachers.

IX. New Business

A. Sheri Miraglia’s SLO Conference Presentation

Sheri Miraglia, member of the SLO committee, provided an update about her presentation at the ASCCC conference about SLO data. The reason we were presenting at this conference is because CCSF is ahead of the game on outcome assessment after the accreditation crisis. The audience was interested in how we are analyzing the assessment data across demographics, and how we have tied our assessment process to curriculum development.

B. AEP Allocation Process

President Teti provided a brief update about the AEP Allocation process. There is a resolution recommending that the Noncredit Issues Committee take on the task of the AEP allocation process. Associate Vice Chancellor Theresa Rowland, Associate Dean Alina Varona, Cherisa Yarkin from ORP, and Fanny Law, chair of the Noncredit Issues Committee provided some additional information about this process. Rather than voting on the resolution at hand the Noncredit Issues group will confer with the administrators to develop a vision for this allocation process.

X. Administration Report

Associate Vice Chancellor Elizabeth Coria provided a report about ongoing projects in Student Services. The report included an update about the Student Development Consultation group, ongoing issues with Banner 9, and the implementation of CCCCCO Initiatives such as AB 705 (there is a new student AB705 Task Force), Guided Pathways (how can Student Services work with the Office of Instruction?), and the new funding formula (how are we moving forward with degree conferral?). There will be a new student services newsletter starting March 1.

There were a couple of comments from the Council:

- A suggestion was made to invite Math, English, and ESL faculty to the meetings with SMAC (Students Making a Change).
- Thanks were expressed for bringing a Student Services report to the Council, and that it was very informative.

XI. Adjournment, 5:01pm