



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 15, 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, Thomas Kennedy, Fanny Law, Alexis Litzky, Antonio Martinez, Sheila McFarland, Madeline Mueller, Marie Osborne, Joseph Reyes, Pablo Rodriguez, Coni Staff, Fred Teti, Rosario Villasana, Dina Wilson

2018-19 Council Members On Leave: Marc Santamaria

2018-19 Council Members Absent: Louis Schubert

2019-20 Council Members Present: Jacob Adams, Octavio Alvarez, Susan Berston, Monica Bosson, Steven Brown, Malcolm Cecil, Nixora Ferman, Ben Finateri, Ekaterina Fuchs, Simon Hanson, Thomas Kennedy, Fanny Law, Alexis Litzky, Antonio Martinez, Marie Osborne, Douglas Owyang, Pablo Rodriguez, Mitra Sapienza, Michele Sieglitz, Michelle Simotas, Chad Stephenson, Fred Teti, Leslye Tinson, Rosario Villasana, Katryn Wiese, Dina Wilson, Christina Yanuaria

Other Senate Members Present: James Armstrong, Maggie Frankel, Sami Kudsi, Kathleen White

Guests: Theresa Fleischer Rowland, Alina Varona

I. \$ Call to Order, 2:30

II. \$ Adoption of Agenda

Agenda adopted.

III. \$ Officers' Reports

President Teti briefly reported that:

- There are several Consent Agenda items that should be noncontroversial, such as the new SLO Committee Description and a resolution about Waitlists and Add Codes.
- Thanked the Council for their service, and offered special thanks to the outgoing Officers: 1st VP Hanson, 2nd VP Staff, and Secretary Litzky.

First Vice-President Hanson briefly reported that:

- There is a vote of no confidence that came through the Union. It is likely this resolution will eventually be coming to the Executive Council.

Second Vice-President Staff briefly reported that:

- This Council has done remarkable work this year, and the team of Officers has been an incredible team. She encouraged everyone on the Council to serve as an Officer sometime in the future.

Secretary Litzky briefly reported that:

- There are lots of end of the year meetings that are wrapping up as many loose ends as possible.

IV. Public Comment

- There was a handout provided with a list of all the current administrators (and some classified managers) at CCSF.
- There was an announcement about the high-transfer rate of Biology lab aides and Honor Society students going to UC Berkeley.
- There was an announcement about some of the class cuts happening for PT instructors at CCSF.
- There was an announcement about the FACCC vote of no-confidence in the State Chancellor’s office due to the new funding formula and lack of collaboration with faculty.
- There was a comment from a student about the need for CCSF to maintain its status as a lifelong learning institution.
- There was a comment about the City Hall meeting the prior week, and how the Chancellor allegedly misrepresented an increase in the number of English 1A sections being offered.
- There was a note of thanks about the support for the Education Master Plan.

V. Consent Agenda

Resolution 2019.05.15.01A Approval of Minutes: May 1, 2019

Resolved, that the Executive Council approved the minutes for May 1, 2019.

Adopted by consent

Resolution 2019.05.15.01B Accept new SLO Committee Description

Resolved, that the Academic Senate accept the new SLO Committee Description, as submitted for the May 15, 2019 meeting.

Adopted by consent

Resolution 2019.05.15.01C Endorse Registration & Enrollment Resolution on Waitlists and Add Codes

Resolved, That the CCSF Academic Senate endorse the following motion, passed unanimously by the Registration and Enrollment Committee (2019 April 26):

The Registration and Enrollment Committee recommends that the college maintain the past practice of turning off the waitlists before classes begin and then relying on instructors to issue add codes to students hoping to add. This process boosts enrollment by allowing students to add online classes in a timely manner and also by allowing

enrollments to surpass CAP limits when appropriate. For sections that have room, students can request add codes from instructors via email and/or by telephone.

Adopted by consent

Resolution 2019.05.15.01D Excused Withdrawal Deadline

Whereas, Title 5 now allows for colleges to use EW (Excused Withdrawal) as a transcript symbol for students who had to withdraw from courses because of certain circumstances beyond their control; and

Whereas, the State Chancellor's Office is requiring colleges to set deadlines before which students must petition for an Excused Withdrawal; therefore be it

Resolved, that the CCSF Academic Senate recommend that the College make the Excused Withdrawal deadline the same as the Late Withdrawal deadline (currently two years after the requested withdrawal), as suggested by Admissions and Records and unanimously proposed by the Education Policies Committee.

Adopted by consent

VI. Appointments \$

Resolution 2019.05.15.02 Appointments to Committees and Task Forces

Grade and File Review

Angelina Fa, Asian American Studies (new appointment)

OER Task Force

Shawn Wiggins, Math (new appointment) !

Alexis Litzky, Communication Studies (new appointment) !

Free City Oversight Committee

Jennifer Worley, English (new appointment, alternate)

Moved: Joe Reyes; Seconded: Pablo Rodriguez

MC, Abstentions: Alexis Litzky

Not present: Louis Schubert

Resolution 2019.05.15.03 Appointment of Faculty Coordinators

Faculty Coordinators

Distance Education Coordinator: Kristin Smith

Online Teaching and Learning Specialist: Lisa Yamashiro

Technology Learning Center Coordinator: Monica Landeros

Moved: Rosario Villasana; Seconded: Monica Bosson

MC, Abstentions: None. Not present: Louis Schubert

VII. Planning, Reports, Updates

A. RiSE [[link](#) to the Year-End Report]

Michelle Simotas provided a brief report about the work the RiSE team has been doing over the past year, and some of the work and goals for subsequent years. She presented a [year-end report](#) that is still in draft form (everyone is welcome to continue providing input) but will provide an excellent touchstone for future work.

B. CTE Liaison

Kathleen White provided a brief update about CTE programs. White shared that the top-code alignment project will be complete by June, and that we are offering some new maker classes. White also shared some of the Bay Region Community College HR directors about some of the upcoming shortages of faculty in our region in CTE programs such as Nursing and Computer Science.

C. Noncredit Liaison

Lisa Johnson, NC Liaison to the ASCCC, prepared a written report about some of the ongoing issues happening around Noncredit at the State Chancellor level. President Teti shared the report and some specific comments from Johnson.

D. OER Liaison

Maggie Frankel, Librarian and OER Liaison to the ASCCC, provided a brief update to the Council about the Open Education Resources (OER) movement in California and here at CCSF.

E. Faculty Travel

President Teti provided a brief update about the ongoing ambiguity around faculty travel for the 2019-20 year. More information will be provided as available.

F. Budget Committee

Simon Hanson, 1st VP, provided an end-of-year report from the Budget Committee. There were no numbers provided at the last Budget meeting to share, but there was an update about the deferral of our lab repayment (essentially, we can delay the repayment if we can show a balanced budget without a deferral). There is a final meeting next week that will hopefully include more numerical data on actual expenditures rather than just projections.

There were a couple of questions and comments from the Council:

- ! There was a question about why there have been no actual numbers provided.
- ! There were 3 comments about a SF Chronicle article published today about load-banking problems as it relates to payroll.

G. Labor and Community Studies Revitalization Report

Coni Staff, 2nd Vice President and faculty member of the Labor and Community Studies Revitalization workgroup, provided a report about the work that was completed this year. The recommendation is to end the workgroup.

VIII. Unfinished Business

A. None at this time.

IX. New Business

A. Resolution on AEP Allocation Process

President Teti introduced the resolution, and Fanny Law, co-chair of the AEP committee. There were a series of comments:

- ! There were a few questions and concerns about the recusal policy.
- ! There was a question about how this process aligns with other funding allocation processes.

Resolution 2019.05.15.04 Resolution AEP Allocation Process

Whereas, the noncredit adult education faculty find the new AEP allocation process promising and they appreciated the collaboration with the administrators in the Office of Instruction and from the webinar; and

Whereas, CCSF should prepare for next year's allocation process with the inclusion of faculty input in a timely manner; and

Whereas, the participants who engaged in the 2019 Fall AEP allocation (for 2019-2020 projects) were aware that the process was a pilot intended for scrutiny and modification; therefore be it

Resolved, That the CCSF Academic Senate recommend the following changes in the Adult Education Program allocation process:

- Eliminate the need to fill out the SWP/Perkins application and instead put the relevant questions into the program review template (making items like labor market data optional, to be used only for CTE-applicable proposals).
- In the program review template, collect data on (1) if the proposal is new or existing/continuing and (2) if the proposal has been proposed in the past and denied (and, if so, in which years) (3) number of students served (4) history of the program hosting the proposal.
- Create and fund an AEP Coordinator parallel to the SE&A coordinators. (cf. recommendation about the facilitator, below)
- Review and revise the rubric to reflect AEP Student Success Metrics.
- Include a norming session as part of the training to establish a consensus of the

meaning of the rubric and how to apply it when scoring.

- Eliminate the recusal policy and explore and discuss guidelines for the allocation subcommittee for maintaining collegiality and objectiveness. (Note that the SE&A allocation workgroups do not have recusal policies.)
- Consider replacing the allocation meeting facilitator with an impartial timekeeper/observer. This will address any perceived bias on the facilitator's part. The process should trust participants to ask for information from subject-matter experts.

Moved: Neela Chatterjee; Seconded: Tom Kennedy
MC, Abstentions: Monica Bosson, Marie Osborne, Dina Wilson
Not present: Louis Schubert

B. Resolution on the PAEC §

Resolution 2019.05.15.05 Resolution on the PAEC

Whereas City College of San Francisco is still without an auditorium which is needed to fulfill the State definition of a complete campus, and

Whereas CCSF is also without the Performing Arts facilities required by accreditation standards for music and Theater Arts students, and

Whereas a fully approved design for the Performing Arts Education Center at City College has been on the college's Facilities Master Plan for the last 14 years and was fully approved again after 4 years of college and community meetings and votes including that of the Board of Trustees at their March 2019 meeting, and

Whereas the full PAEC project was approved for funding by San Francisco voters in 2001 and 2005 Bond measures along with State matching funds which allowed the project to be shovel ready to be built in 2012, but was inappropriately delayed due to the accreditation crisis, and

Whereas the local taxpayers have already paid approximately 30 million for the current full PAEC project which includes having its basement already in place under the adjacent Multi-Use Building, and

Whereas the number of Performing Arts, mostly music students, who would be taking classes in the PAEC number in annual figures around 3,000-plus, with the most recent data showing them when compared to the school averages to be more diverse, younger, achieving higher completion rates, and involving a much higher proportion of male to female students, including especially large percentages of both young male Asian and young male Latino students, and

Whereas the CCSF administration has threatened to severely reduce music course offerings because the department does not offer music major degrees, which is problematic since the college has not yet built the facilities required and long promised

for such music degrees (!) and

Whereas the recent unilateral reversal made by the current Chancellor of the official approvals to complete the PAEC is in violation of Ed code Title 5 regarding participatory governance, and a violation of his pledge when hired to complete the full PAEC, not just the auditorium portion of the plan which without the education portion of the design becomes just a large assembly room, not an auditorium, therefore

Let it be resolved that the current fully designed and approved PAEC be put on the earliest San Francisco Bond measure possible in order to complete that PAEC which is already partially built and has been promised to the San Francisco voters, taxpayers, and full college and Bay Area communities for almost 20 years, and

Be it further resolved that no departments be displaced from their current facilities and put into substandard and likely non-existent temporary Bungalows before they can move into buildings such as the fully designed, approved and completed PAEC , and

Let it be further resolved that those departments which need the facilities designed and approved for them built in order to be able to offer major degrees not be downsized by the administration because they can't offer the major degrees due to lack of completion of the promised designed and approved facilities, and

Let it be finally resolved that no project be placed on any bond measure for the public to approved that has not gone through full participatory agreements and recommendations before the Board approves such projects for bond funding.

Moved: Madeline Mueller; Seconded: Loren Bell

MC, Abstentions: None.

Not present: Louis Schubert

C. Resolution on Departmental Faculty Coordinators §

Resolution 2019.05.15.06 Resolution on Departmental Faculty Coordinators

WHEREAS the myriad duties of faculty departmental coordinators, including scheduling, require in-depth personal acquaintance with programs, locations, student populations, and faculty uniquely held by faculty, and there is no clear plan as to who exactly would inherit the duties of each of the faculty coordinators should those positions be reduced or eliminated or for how the smooth transfer of faculty coordinator functions would occur, and

WHEREAS, without a clearly delineated plan for the transfer of faculty coordinator functions to designated, appropriately knowledgeable individuals, any reduction to or elimination of faculty coordinator positions and reassigned time would be detrimental to programs, and

WHEREAS it is not clear exactly what, if any, cost savings would be gained by a

reduction to faculty coordination and a transfer of duties to unspecified others, and any such savings would be at the expense of program vitality, and

WHEREAS faculty departmental coordinators are either elected by their peers or appointed by department chairs who are so elected, and faculty coordination maintains faculty autonomy and bottom-up leadership at the college as well as faculty morale, and faculty coordination is an academic and professional matter, falling clearly within the Academic Senate's 10+1,

THEREFORE, BE IT RESOLVED, that the CCSF Academic Senate urge the Board of Trustees and Administration to rely primarily upon the recommendation of faculty, as mandated by Board Policy 2.08, concerning any changes to faculty departmental coordinator positions and reassigned time, and

BE IT FURTHER RESOLVED, that the CCSF Academic Senate recommend that current faculty departmental coordinator positions and reassigned time allocations remain unchanged until such time as changes are brought forth or agreed to by faculty.

Moved: Tom Kennedy; Seconded: Jacob Adams
MC, Abstentions: Marie Osborne.
Not present: Louis Schubert

X. Special Order of Business

A. Seating of the 2019-2020 Executive Council

James Armstrong and Sami Kudsi, the Academic Senate Election Commissioners, recognized outgoing Council members for their service. After recognizing the outgoing Council the Commissioners brought forth the new Council members for their official addition to the Executive Council

B. Officer Election

Armstrong and Kudsi conducted the Officer election.

Resolution 2019.05.15.07 Appointment of the 2019–2020 Academic Senate President

Resolved, that Alexis Litzky be appointed Academic Senate President for the 2019-20 Academic Year.

Moved: Simon Hanson; Seconded: Monica Bosson
Approved by acclamation.

Resolution 2019.05.15.08 Appointment of the 2019–2020 Academic Senate 1st Vice President

Resolved, that Simon Hanson be appointed Academic Senate 1st Vice President for the

2019-20 Academic Year.

Moved: Alexis Litzky; Seconded: Jacob Adams
Approved by Acclamation

Resolution 2019.05.15.09 Appointment of the 2019–2020 Academic Senate 2nd Vice President

Resolved, that Fred Teti be appointed Academic Senate 2nd Vice President for the 2019-20 Academic Year.

Moved: Simon Hanson; Seconded: Jacob Adams
Approved by acclamation.

Resolution 2019.05.15.10 Appointment of the 2019–2020 Academic Senate Secretary

Resolved, that Susan Berston be appointed Academic Senate Secretary for the 2019-20 Academic Year.

Moved: Fred Teti; Seconded: Tom Kennedy
Approved by acclamation.

C. Adoption of Meeting Schedule

President Litzky oriented the Council to the proposed list of meeting dates and locations for the upcoming academic year, including 2 potential meeting dates over the summer.

Resolution 2019.05.15.11 Executive Council Calendar for 2019-2020 Academic Year

Resolved, that the Academic Senate adopt the calendar for 2019–2020 as presented on May 15, 2019.

Moved: Fred Teti; Seconded: Jacob Adams
MC Unanimously.

D. Committee Appointments

2nd Vice President Teti moved to remove himself from the Participatory Governance Council (PGC), the Faculty Position Allocation Committee (FPAC), and the Budget Committee.

Teti also moved to appointment incoming President Litzky in his place to all 3 committees.

Moved: Fred Teti; Seconded: Simon Hanson \$
MC Unanimously. \$

XI. Adjournment, 5:03pm