



# 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 Minutes FINAL MINUTES

Wednesday, 2019 September 4, 2:30-5:00 pm

Ocean Campus, MUB 140

**Council Members Present:** Jacob Adams, Octavio Alvarez, Susan Berston, Monica Bosson, Nixora Ferman, Ben Finateri, Ekaterina Fuchs, Simon Hanson, Thomas Kennedy, Fanny Law, Alexis Litzky, Marie Osborne, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Michele Sieglitz, Michelle Simotas, Chad Stephenson, Fred Teti, Leslye Tinson, Marie Varelas, Rosario Villasana, Katryn Wiese, Christina Yanuaria

**Council Members Absent:** Malcolm Cecil, Pablo Rodriguez, Dina Wilson

**Other Senate Members Present:** Madeline Mueller, Wynd Kaufman, James Tracy, Bill Shields, Coni Staff.

**Guests:** Leilani Batiste, Theodros Gashaw, Cherisa Yarkin.

### I. Call to Order, 2:35

### II. Adoption of Agenda

Agenda Adopted.

### III. Officers' Reports

#### President Litzky briefly reported that:

- She submitted the chancellor evaluation, along with a link to the report. No acknowledgement was made upon submission.
- She is in conversation with Senior Vice Chancellor Boegel regarding ongoing details and plans to move forward with regards to faculty travel. Any pre-approved travel will be reimbursed and funded. The faculty travel document will not be opened up for evaluation, and the presumption is that this money will return after this full year.
- Monica Bosson and Tom Kennedy have agreed to serve on an awards recognition committee (for awards through the ASCCC) and she asked for any volunteers to serve with them. Please email Alexis if you are interested in serving.
- We are working to become compliant with State Bill 1359 (open educational resources bill). This legislation requires that we identify courses using OER or ZTC texts in our course catalogue.
- There are a few meetings coming up, including website advisory committee meeting, Area B Meeting, and Fall Plenary.

**First Vice President Hanson briefly reported that:**

- He attended the Board retreat and Board meeting. He learned that the Chancellor wants to implement an IT and Emergency preparedness plan.
- Thoughts about an overall communication theme at the college and how strategies are being bridged.
- The Budget Committee meeting has not yet been scheduled. Last year the committee did not recommend a budget but the Board still accepted and recommended the budget that was presented over the summer.
- There will be a series of board policies and administrative procedures brought forth. One policy will deal with contributions and elections. This will be brought forward fairly quickly.

**Second Vice-President Teti briefly reported that:**

- The Education Policies committee will convene on Monday.
- He and Christina Yanuaria, RiSE Professional Development Coordinator attended the professional development meeting on Friday. There will be no catered lunch at upcoming flex events.
- Activities at flex events will be focused on morale boosting and “One College, One Book.”

**Secretary Berston did not have a report.**

**IV. Public Comment**

- There was a letter provided and feedback is being solicited (also included on EFF), to save the Balboa Reservoir. The letter will be emailed to our Board of Supervisors, the Mayor, and City Planners on Friday. Meeting dates were included.
- There was a comment about the inability of faculty to drop students. A follow-up comment was made that Wilbur Wu is working on this issue.
- A faculty member on the PGC committee is interested in hearing from faculty. Additionally, she announced a new Family Resource Center at the Mission Campus.
- There was a comment wondering whether the administration has anything on their docket to boost morale in light of class and budget cuts.
- There was a comment about instructional calendars on the website for fall and spring that are yet to be posted.
- There was a comment about the fact that the Office of Instruction website has yet to be updated, and that there are numerous people listed on the site who are no longer at the college.
- There was a comment about English (1A, in particular) classes at maximum capacity (full), and the challenges this is creating for students. In addition, more classroom space is needed.

## V. Consent Agenda

### **Resolution 2019.09.04.01A Approval of Minutes: May 15, 2019**

Resolved, that the Executive Council approved the minutes for May 15, 2019.

**Adopted by consent**

## VI. Appointments: Committee, Task Force, Work Group Appointments

First Vice President Hanson discussed committee appointments. There is currently no representative on the curriculum committee, a complex committee, from Area F (counseling). Therefore, a recommendation will be made for an appointment to go beyond a two year term. [Steven Brown moved first, seconded by Marie Osborne]. Simon Hanson and Fanny Law abstained from adopting the committee appointments.

The consequences of things happening at the college have led to committee resignations. Committee participation has been affected by schedule reductions, faculty who stepped up to serve have reconsidered or removed their requests, as a result of not being sure if they will have classes to teach. There is a direct effect on the number of people willing to do committee work. This results in the essential role of getting more people into these mission critical roles. Some committees do not have chairs. First Vice-President Hanson reiterated that we must pay attention to the function of committees.

One Senate member posed a question about a committee appointment to a committee that has never met. First Vice-President Hanson reiterated the different types of committees. There AS committees, participatory government committees and work groups. One example is the OER committee.

One committee member inquired about the concert and lecture coordinator and its zero allocation – a part of ESRU cuts. The committee member would like to provide support and recommendation to provide support for these important positions.

### **Resolution 2019.09.04.02 Appointments to Committees and Task Forces**

#### **CTE Steering Committee**

Arlene Bugayone, EOPS (new appointment)

#### **Scholarship Committee**

Natalie Cox, Behavioral Sciences (new appointment)

David Gliniewicz, Diagnostic Medical Imaging (new appointment)

#### **Student Learning Outcomes**

Richard Riordan, Health Care Technology (new appointment)

#### **Works of Arts**

Christian Olmos

**Curriculum Committee**

Lily Ann Villaraza, Philippine Std. (new appointment)

Andy Weyer, Biology (new appointment)

Lisa Johnson, ESL (reappointment)

Alissa Buckley, English (new appointment)

Sean Kim, English (new appointment)

Lisa Romano, New Student Counseling (reappointment contingent upon committee suspending its rules, candidate would be serving a third consecutive term)

Dora Dye, Business Library IT, (appt. is to the position of CTE Liaison, already serving as only area H rep)

**Education Policies**

Rachel Cohen (replacing Deana Abma in Area S)

**Pathways**

Lisa Berlade, L&LR (reappointment)

**Program Review**

Fanny Law, ESL (new appointment)

**Grade and File Review**

Andrew King, English (new appointment)

E. Simon Hanson, Biology (new appointment, alternate)

**Faculty Professional Development**

Kyle Hill, English (new appointment)

**Accreditation Steering Committee**

Andrea Niosi, L&LR (reappointment)

**Diversity Committee**

Tracy Burt, Child. Dev. & FS (reappointment, alternate)

**Moved:** Steven Brown; Seconded: Marie Osborne

**MC, Abstentions:** Simon Hansen, Fanny Law

**Not present:** Malcolm Cecil, Pablo Rodriguez, Dina Wilson

**VII. Planning, Reports, and Updates**

**A. RiSE report**

Michelle Simotas, Lead Coordinator for RiSE, provided a brief report about the design teams for this year. She passed out a postcard that provides a description of RiSE and the teams that will begin meeting next week. Still seeking folks to join the teams.

## **B. Sexual Harassment Training**

Leilani Batiste, Deputy General Counsel, discussed a state mandated law that was passed whereby any employer with more than five employees is required to conduct a one to two-hour sexual harassment training. A certificate of completion will be offered. To be completed by all employees December 31 of this year. The BRIT Team will be conducting the training.

- A Senate member asked about the format (face-to-face or online) of the training.
- A few in-person trainings will be organized, but most of the training will be done online.
- A Senate member asked about the BRIT team. They have developed sexual harassment and discrimination training for California employees.
- [Steven Brown motioned to extend by five minutes, Marie Osborne seconded]
- A Senate member asked if sexual harassment has been redefined by the state and what kind of impact will there be if we are non-compliant.
- Deputy General Counsel Batiste indicated that it is no longer defined as “severe and pervasive.”
- There was a question about completion at another college for those who are adjuncts at other Bay Area community colleges.

## **VIII. Unfinished Business**

### **A. Labor and Community Studies Revitalization Report**

- Coni Staff and Bill Shields reviewed how the committee was created, its charge, and named its members.
- The final report was submitted and there is great hope that it will offer avenues for the Labor and Community studies program to flourish in years to come.
- Bill Shields, showing gratitude to Coni and the Senate, reiterated that this process was born during a point of high conflict, and that an online program can be far more robust. There is a new major, Labor and Community Studies pathway within the social justice major.
- James Tracy discussed a new certificate program, which will unleash workforce development – community and labor organizations.
- Bill Shields reiterated the need for funding.
- Coni Staff expressed gratitude to the council for this revitalization only process

#### **Resolution 2019.09.04.03 Labor and Community Studies Revitalization Report**

Whereas, the Labor and Community Studies Program Revitalization Committee met during AY 2018-19 to strategize the revitalization of the Labor and Community Studies program according to A.P. 6.17; and

Whereas, the LCSPR Committee offered specific recommendations for the Department and the District to increase enrollment and the scope of the program; so be it

Resolved, the CCSF Academic Senate accept the Labor and Community Studies Program Revitalization Committee Final Summary as presented on September 4, 2019 and confirm the recommendations therein.

**Moved:** Thomas Kennedy; Seconded: Rosario Villasana

**MC, Abstentions:** None

**Not present:** Malcolm Cecil, Pablo Rodriguez, Dina Wilson

## **IX. New Business**

### **A. Provide feedback for the BP (board policy)/AP (administrative procedures) updates and proposals**

There were several questions and comments from the Council:

- Second VP Teti reiterated that our agreement for travel (BP/AP 2.19) with the district will be preserved.
- Recommended was a small change in the wording of item “H. Appearance and Attire” on page 42 of packet. “All individuals have the right to dress in a way that corresponds with their chosen modes of expression.”
- One Senate member asked about BP/AP 2.33 Policy (on Family and Romantic Relationships at Work) and whether it was an existing board policy – and how safety would be dealt with when reporting.
- First Vice-President Hanson reiterated the specifics of each policy – and dealing with the policy rather than the consequences of the policy.
- It was suggested that under “reporting and compliance procedures” on page 35, there needs to be multiple places that someone would report in the event that the individual to whom one is reporting happens to be the alleged violator of the policy. In that event, it was recommended that there should be some alternative.
- One Senate member asked whether should be a specific person to which all of these would be reported.
- One Senate member asked about the origins of the writing of the text, presented by Steve Bruckman, CCSF General Counsel.
- One member mentioned that when building policy 2.34 Gender Diversity, it should be built with members of those in mind. This has been forwarded to the diversity committee and now, the chosen name committee – along with Behavioral sciences, IDST, and Diversity Studies. Constituencies and feedback have been solicited for Gender diversity and EOPS BP / AP items.
- One member asked about where officers can enter.
- One member expressed the lack of clarity (BP / AP 2.33) and whether it applies to faculty or classified.

- A Senate member asked about BP/AP 2.19 and whether it is an Academic Senate or college wide item. President Litzky reiterated that this may be less about the available budget, and more about reimbursement. Discussion about the district travel policy.
- Discussion centered around a “sticky area” about how all things could be a 10+1 issue, and that there is a reasonability threshold.

## **B. Feedback about CityOnline Goals**

President Litzky provided context about how the administration and distance education department hopes the faculty and Senate will support CityOnline.

- This includes goals to have everyone Canvas Ready and all digital content migrated over to Canvas (and get rid of Fog server).
- More movement of online courses to happen, and fully online degrees.
- CityOnline only operates within 16 weeks.
- Discuss “multiplier” with department chairs (to boost enrollment)
- Revise (and streamline) the part time faculty hiring procedures to hire online teachers directly.
- One Senate member expressed concerned about a 16-week online course duration -- and the movement to a 16-week online calendar. In addition, it is important that faculty be part of this decision.
- One Senate member expressed concern with the way CityOnline courses are being assigned to faculty.
- One Senate member asked if the district has an online office—response is that in Batmale there is some training for faculty to transition to Canvas.
- One Senate member asked if there competition with our new online college CalBright. As of now, it does not conflict, because CalBright is not an accredited college.
- Additional questions about the requested support items for CityOnline were raised.
- First Vice President Hanson expressed concern over agendas (in this case, CityOnline), that are being pushed by administration. He encouraged not responding to bullet items with reactions. Using data, it may make sense for the Senate not to respond to requested items.
- Tabled to the next meeting.

## **X. Special Presentation by Theodros Gashaw of the Faculty Association of California Community Colleges.**

### **Summary:**

- FACCC (Faculty Association of California Community Colleges) is a Statewide professional association representing community college faculty in California. Goals include legislative and state budget advocacy.
- Working on the following statewide issues:
  - FACCC has been advocating for more funding for FT and PT faculty.

- Pushing hard for policies coming out of Sacramento and the Chancellor's office to be more inclusive of faculty voices.
- Concerned about economic-based and throughput definition of student outcomes (quantity over quality).
- Mr. Gashaw discussed a number of bills under consideration, things going on in Sacramento and the Chancellor's office. Additionally, events for faculty were outlined, including an upcoming social justice conference and a budget workshop.

**XI. Adjournment 5:00**