# The Academic Senate
## C I T Y   C O L L E G E   O F   S A N   F R A N C I S C O
50 Phelan Avenue, Box E-202, San Francisco, CA 94112   (415) 239-3611   Fax (415) 452-5115
HYPERLINK "http://www.ccsf.edu/academic-senate" www.ccsf.edu/academic-senate  email: HYPERLINK "mailto: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 **DRAFT MINUTES**
Wednesday, 2019 October 30, 2:30-5:00 pm
Ocean Campus, MUB 140

**Council Members Present:** Jacob Adams, Monica Bosson, Steven Brown, Nixora Ferman, Ben Finateri, Katia 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, Dina Wilson, Christina Yanuaria

**Council Members Absent:** Octavio Alvarez, Susan Berston, Malcolm Cecil, Pablo Rodriguez

**Other Senate Members Present:** Coni Staff, Kathleen White, Dana Labrecque, Craig Kleinman, Kristin Smith, Monica Landeros

**Guests:** Chancellor Mark Rocha, John Halpin, Alina Verona, Cynthia Dewar

I.      **Call to Order 2:30**

II.     **Adoption of Agenda**
        Agenda Adopted

III.    **Public Comment**
- There was an inquiry about typical process for hiring full-time positions: process steps seem inconsistent.
- Associated Students and RiSE student advisory teams are getting involved in shared governance meetings; request to model professional behavior at these meetings and help make students feel welcome
- A reflection was made about the last FLEX day: RiSE is doing great work at the college; however, the Chancellor seemed to be drawing conclusions and assumptions that may not have given the RiSE team most of the credit for the work being done by various constituencies.
- A document, "white supremacy culture" was shared in relation to comments made at the last senate meeting about white supremacy and white fragility.
- Thanks goes to Tom Kennedy for his role on Awards and Recognition Committee. The ASCCC Exemplary Award deadline for application is being extended.

IV.    **Consent Agenda**

        The October 16 minutes were pulled by President Litzky due to a request to review some of the discussions from that meeting. An updated minutes document will be shared at the next Academic Senate Executive Council meeting.

**Resolution 2019.10.30.01A  SEA Coordinator Job Description**

Resolved, that the Academic Senate approve the Faculty coordinator job description for the SEA Coordinators as presented on October 30, 2019.

**Adopted by consent**

---

**Resolution 2019.10.30.01B  School Naming Process**

Resolved, that the Academic Senate approve the following school naming process as presented on October 30, 2019:

1. School name changes can be initiated in the following ways:
   a. When Academic Affairs initiates a department reorganization they will alert the appropriate faculty and administrators (department chairs and deans).
   b. When an existing school dean in consultation with department chairs initiates an update or name change they will alert senior instructional officers in Academic Affairs.
   c. When department chairs and faculty initiate an update or name change they will alert their school dean to start this process.
2. The impacted dean will convene an ad hoc committee of department chairs to meet and confer on a recommended school name. All affected department chairs should be invited but are not required to participate.
   a. If consensus on a school name is achieved the committee should consult with affected faculty. The committee may then submit a recommendation to senior instructional officers and the Academic Senate for review.
      i. If there are no objections from the Academic Senate or the Office of Academic Affairs, the name will be adopted.
      ii. If there are objections from the Academic Senate or the Office of Academic Affairs, the objecting body will provide a recommendation about how to proceed with the naming process.
   b. If consensus cannot be achieved to submit a recommendation, the committee will develop and recommend a formal process that includes the following guidelines:
      i. The process should include feedback from affected department chairs, instructional faculty, classified staff, and students when possible.
      ii. The process should end with a recommendation to senior instructional officers and the Academic Senate for review. If there are no objections from the Academic Senate or the Office of Academic Affairs, the name will be adopted.
3. After adoption the new name and description of the process will be brought to the PGC as an information item.
4. The Office of Academic Affairs will ensure all internal and external updates will be implemented by the subsequent Fall semester. The updates will include:
   a. Appropriate websites and public facing directories
   b. Organizational charts and budget documentation

|  | c. Catalog and other student facing documents |
|---|---|

**Adopted by consent**

## V. Administration report: Chancellor Mark Rocha

Chancellor Rocha reports:
- At 2pm this afternoon Chancellor Rocha announced, via email to the CCSF community, that Dr. Rueben Smith is resigning. He has officially accepted a new position in LACC. Dr. James Sohn will fill in as interim. We will have an open search soon.
- Upgraded communication and notification systems in cases of emergency (i.e. fires, latest bomb threat, etc.) Administration is charged with doing an assessment of the bomb threat; Rocha has requested to convene the health and safety committee to help with this assessment; they will be meeting soon and making recommendations for improvements.
- Converting everything to Canvas is essential to maintain our work in moments of emergency when brick and mortar classes may not be available. If the college is closed for sometime, we will then be able to keep our funding and keep our students with access to courses and course materials. He is offering every resource to be a part of this.

### Questions and Comments
- An inquiry was made about whether Dr. Sohn will be a Senior Vice Chancellor during his replacement period; Chancellor Rocha confirmed.
- A request was made that the Chancellor relay to Dr. Sohn to respectfully listen to and collaborate with faculty and those who work around him.
- The Chancellor was asked to clarify what his understanding is of the faculty role in the normal hiring process. What is the normal hiring process for a job like SVC Smith's replacement?
  - HR will draft a job description, there is a very clear board policy on the process of hiring committees, form the committee, and the Chancellor claims he will be using the normal hiring policies.
- Dr. Smith's contributions were commended for his work related to the new design of the cafeteria.
- A question was asked about trying to hire competitively for administrative positions.
- A concern was presented about how to access Canvas in the case of a power outage.
- A concern was raised about how over time, if students see faculty who have very strong and appealing Canvas shells, students may lead the charge in getting all faculty to comply and create shells that are effective, useful and essential.
- There was an inquiry about whether there is any effort to find out who made the bomb threat? And what the messaging from administration is that goes out to students about how serious the impact and consequences are for a bomb threat. Chancellor Rocha responded by saying that a bomb threat is a criminal act and SFPD is currently investigating.
- There was a question about who the new police chief is. The Chancellor responded that Colleen Fatooh is currently interim police chief.
- A concern was raised about paying more attention to workload for faculty related to online work. Chancellor Rocha responded by saying that we need to know what the specific issues are and create a plan for improvement.

## VI.    Officer reports

**President Litzky reported that:**
- She has begun soliciting interested faculty to serve on administrative hiring committees; she describes the current process of hiring. Interested faculty can email President Litzky if they would like to volunteer on a search committee.
- The district wants to make sure everyone knows that there will be a rodent Root Cause analysis which may disrupt traffic and parking.
- There was a Board meeting last week on Thursday which are posted; meetings are worth watching.
- FPAC (Faculty Position Allocation Committee) met last week and made recommendations to Academic Affairs; things don't look great.
- Getting ready next week for the ASCCC plenary.
- Last week we found out that Susan Berstein will be stepping down as Secretary; those interested please let President L know.

**First Vice President Hanson reported that:**
- No budget committee meeting; will bring updates soon.
- There are many people meeting their end of term at the end of this semester; Simon suggests succession training. He requests that we all identify people who are not here and invite them to join.
- A question was raised about the accuracy of a report last meeting that the college is in $53 million debt.

**Second Vice-President Teti reported that:**
- Three weeks ago, Second Vice-President Teti, with some of the other officers, attended the Area B meeting at Solano CC in Fairfield. He reports that it is always very constructive to have conversations with other college constituents.

**Other Questions/Comments with extra time:**
- There was an inquiry about the status of former AVC of Student Affairs' current litigation related to CCSF; President Litzky reports that the Board is reviewing the litigation in their closed session.
- A inquiry directed to the officers is made about how they are feeling when meeting with upper administrators. President Litzky reports that the officers are having consultation and talking about a number of items; it's important to meet with not only the Chancellor but all of the Senior Vice Chancellors. We have a very complicated college, so there is a different type of dialogue since not all administrators are aware of all of the issues at the college.
- A question about compliances arose wondering if the Board of Trustees are following their own policies and processes as it seems some of our facilities directors are inventing their own process for getting things done.

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

First Vice President Hanson discussed committee appointments, as follows:

> **Resolution 2019.10.30.02 Appointments: Committee, Task Force, Work Group Appointments**
>
> **Faculty Professional Development Committee**
> Lee Angeli Escobal-Ang - LVN (JAD) credit - new appointment
>
> **Basic Skills (or Success in Math, ESL and English (SMEE) committee)**
> Erica Tom - New Stud. Council. (Ocean) both credit & non credit
>
> **Free City College New Oversight Committee (*1 Senate appointment*)**
> Alisa Messer - English (Ocean) credit - new appointment
> Michelle Simotas - English (Ocean) credit - alternate appointment
>
> **RFP Selection Committee for Administrative Pay (Revised from 10/16)**
> **Faculty at large:** Abigail Bornstein, CNIT (Alternate: E. Simon Hanson, Biology)
> **AFT:** Erik Green, English (Alternate: Wynd Kaufman, Engineering)
> **DCC:** Ardel Thomas, LGBT Studies (Alternate: Steven Brown, Environmental Horticulture)
>
> **Moved**: Tom Kennedy          **Seconded**: Monica Bosson
> **Motion carries**. **Abstentions**: Simon Hanson and Steven Brown
> **Not present**: Octavio Alvarez, Susan Berston, Malcolm Cecil, Pablo Rodriguez

VIII.   **Reports, Updates, and Discussion items**

A. **CTE Liaison report**
   - Kathy White presents slides, "Career Technical Education at CCSF" and welcomes John Halpin and Alina Verona also in attendance.
   - An overview of SF Bay Region Labor Market priorities and priority sectors in specific career education areas was presented.
   - The priorities and mission of the Bay Area Community College Consortium was clarified as was what neighboring colleges are doing to meet student needs.
   - New workforce funds are related to the CCCCO funding formula, and there is a concern about whether CCSF's programs will remain competitive.
   - Labor market needs and course offerings must be aligned which is not happening at CCSF.
   - Next report: emerging issues related to a Labor market survey of community colleges, that shows we have regional shortages in areas like Nursing, Allied health, Math, Chemistry, and Business.

   **Questions and Comments**
   - A question was raised about nuances of gig employment related to arts, entertainment and media job market came up and how that is reflected in the data shown. The presenter doubted that gig employment was included in the data presented.

IX.   **Unfinished Business**

A. **Senate resolution process**
   - We need to add framing language that is more specific to resolutions as the Senate recommends they move forward and that the Senate supports

- When a resolution comes from outside, it is not written in the Senate's voice; the Senate needs to be clear in what the Senate resolves. The Senate needs to write a frame that supports or recommends an existing motion or resolution.
- Agenda items, in the future, will be distinguished based on what action the requesting resolver is asking of the Senate.

## B. Reinhertz room resolution
- It was confirmed that this resolution was passed yesterday at Facilities committee; passed unanimously at DCC, that all processes are being followed in order to change the name, and the originators of the resolution are open for feedback on the wording.
- It was suggested that the Senate strongly endorse this resolution.

---

**Resolution 2019.10.30.02 RESOLUTION TO NAME THE LARGER ROOM IN SMITH HALL CAFETERIA IN MEMORY OF TANNIS REINHERTZ**

The CCSF Executive Council of the Academic Senate strongly supports the spirit of the Reinhertz room resolution as presented on October 30, 2019, and direct the Academic Senate President or designee to follow the resolution through the governance process.

**Moved:** Fred Teti     **Seconded**: Katryn Wiese
**Motion approved by acclimation.**
**Not present:** Octavio Alvarez, Susan Berston, Malcolm Cecil, Pablo Rodriguez

---

## X.     New Business

### A.  Course frequency language

Dana Labrecque and Craig Kleinman, Curriculum Committee co-chairs, shared a brief report and introduced the Council to a new resolution about course frequency language.

**Questions and Comments**

- There are concern with putting it in to Curricunet because Curricunet is not updated as quickly as our course offerings and our department discretions change.
- The resolution does not need the Academic Senate to compose a resolution on top of this resolution since the Curriculum Committee is a Senate committee. Senate can support and recommend the resolution as is.
- Senate members showed concern about how consistent the information would be in Curricunet in compliance with other resources that have similar information: the college course catalogue, Starfish, and other areas where students, faculty, staff and administrators access this information.

### B.  CVC-OEI Consortium

Kristin Smith (kmsmith@ccsf.edu), Distance Education coordinator reports.

- CCSF has become a consortium college: we have a partnership with CVC-OEI: they give us resources and we give them courses that are reviewed and put in to "Finish Faster Online" which is accessible to all students across the country.
- CVC-OEI is asking colleges to create POCR teams who review courses and ensure that they meet quality standards. They are asking us to grow this program.
- We have an implementation team here at CCSF.

**Questions and Comments**
- There is a request for clarification that this does not impact our CCSF Proctorio program: Kristin confirms, it does not.
- The breadth of the course offerings was questioned. Kristin responds that this is an incentive for us to make sure our courses are of high quality and have been through the design academy: they've been peer reviewed with the CVC course assessment reviews. Course reviewed are higher on the list of course options for students.
- We want to make sure that we are managing student expectations when it comes to taking a lot of online courses when they may not benefit the most from them. Some of the consortium messaging is misleading, stating that the more courses students take, the quicker they will finish college.
- The logistics for out of town/state students who want to access the support resources that we offer online was raised: how will students access resources such as our library, counseling, tutoring, etc.
- One member reports that her OEI courses fill up very quickly and questions whether certain courses seem to be targeted on OEI for enrollment boost.

## C. ASCCC resolutions for Fall Plenary

President Litzky reviewed the ASCCC resolutions with the hope that the council members will share thoughts, concerns or other types of feedback.

**Questions and Comments**
- Clarification of Resolution 6.02 is requested: reversing the rejection of this resolution could be because of how lucrative it may be to colleges. Adding Baccalaureate options to community colleges defies what community colleges are intended to do and that we have enough trouble supporting students now.
- There is a concern shared that there is no mention of the Student Funding Formula and how the impacts college growth; there was no evidence or data supporting the student funding formula. President Litzky says that while not in the packet of resolutions, it's likely the topic of the funding formula will come up on the floor at the Plenary.

## XI.    Adjournment, in memory of Lene Johnson, 5:03