



The Academic Senate

UNIVERSITY COLLEGE OF SAN FRANCISCO

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 **FINAL MINUTES** & Wednesday, 2019 November 13, 2:30-5:00 pm ! Ocean Campus, MUB 140 !

Council Members Present: Octavio Alvarez, Susan Berston, Monica Bosson, Steven Brown, Nixora Ferman, Ben Finateri, Ekaterina Fuchs, Simon Hanson, Alexis Litzky, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Michele Sieglitz, Michelle Simotas, Chad Stephenson, Fred Teti, Marie Varelas, Rosario Villasana, Katryn Wiese. !

Council Members Absent: Jacob Adams, Malcolm Cecil, Thomas Kennedy, Suk Fun Fanny Law, Marie Osborne, Pablo Rodriguez, Leslye Tinson, Dina Wilson, Christina Yanuaria.

Other Senate Members Present: Alicia Fausto, Erlinda Legaspi, Christian Olmos, Katrina Rahn, Leslie Simon, Coni Staff.

Guests: Lidia Jenkins, Mandy Liang, Jonathan Yokoyama, Sophia Montano, Vita Paramo, Elaine Avrus,

I. &Call to Order 2:40

II. ! Adoption of Agenda & Agenda Adopted !

III. Public Comment

- Sophia Montano, the new student activities clerk in student union, came to give a handout about the RAMS Block Party event – everyone is invited to join.
- One Senate member mentioned how nice it was to go to the Sunset district of San Francisco (sponsored by Gordon Mar), and getting back to the community. Two ECE ! classes will be offered there. !
- One Senate member announced a meeting about sustainability factors – some related to fire safety. There is an annual ragtime event through the music department, and opera ticket discounts were announced.
- One Senate member wanted an update about IT and a lack of a dedicated MAC specialist in the labs. So far, requests to meet with the chancellor have been unresponsive. Photo, BEMA, Cinema, and BMD will not be able to run courses without this software.
- One Senate member made an announcement of the Holiday Sale which benefits ! Scholarships !

IV. Officer reports

President Litzky reported that:

- She traveled to Newport Beach for the ASCCC Fall Plenary. The overall tone was “okay” considering which most thought was pretty good. It is a disservice to the college that we can only send one person to the Plenary (due to limited professional development funds).
- Some highlights included:
 - A resolution passed to extend the “hold harmless” provision for the SCFF to 2023. This could be a good thing to stave off impacts of performance-based funding without making changes to the funding formula.
 - Another interesting way of responding to the formula included adding additional categories for points for ESL students.
 - There was a resolution passed about Equity and that anti-hate and anti-racism should be infused into everything we do. Who and how people participate in executive leadership at the state level is critically important.
- Litzky shared the latest news about what is the projected \$13 million budget deficit, not hopeful about what this looks like for the future. We haven’t seen detail about these projections.
- Lastly, President Litzky briefly oriented the Council to the items on the consent agenda.

First Vice President Hanson reported that:

- There have been a slew of budget committee meetings.
- There is a report and a reference to a FCMAT intervention – right now, we have a reserve balance of 5-10%. The concern this year is whether we are spending more or less than we make.
- The administration has said that there is a \$15 million increase (we would spend more than what we put in the budget). The question about this has come forward to the board, and the board has asked whether this was brought to faculty. The answer was that “we will get back to you at the next budget committee.”

Second Vice-President Teti reported that:

- The in-progress draft of the mid-cycle accreditation report is on the Accreditation Steering Committee's website. He asked Council members to check on the draft as it is being written and to make sure that what it says reflects the College's reality.

Secretary Berston reported that:

- She wishes to thank Mitra Sapienza for pinch hitting for her (as secretary) while she was gone for the week. She handled the minutes with elegance and grace – and with a smile.

V. & Consent Agenda

Resolution 2019.11.13.01A Approval of Minutes: October 16, 2019

Resolved, that the Executive Council approved the minutes for October 16, 2019

Adopted by consent

Resolution 2019.11.13.01B Approval of Minutes: October 30, 2019

Resolved, that the Executive Council approved the minutes for October 30, 2019

Adopted by consent

C. Approval of Faculty Professional Development Activities Committee description

Resolution 2019.11.13.01C Approval of Faculty Professional Development Activities Committee description

Resolved, that the CCSF Academic Senate recommend the updated Faculty Professional Development Activities Committee description as presented on November 13, 2019. !

Adopted by consent

D. Frequency language in Schedule Notes !

Resolution 2019.11.13.01D Frequency language in Schedule Notes

Whereas, it is an accreditation requirement to “provide a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures” (Standard C.2); and

Whereas, the catalog notes need to be specific, consistent, and informative; and

Whereas, students need to know the frequency of course offerings in order to achieve their educational goals;

Therefore be it resolved that the Curriculum Committee recommends the following changes to be made in the catalog and schedule notes section:

Most courses are offered on a regular basis. Choose the most appropriate option for the credit or noncredit course:

First option:

- Offered Fall semesters
- Offered Spring semesters
- Offered Summer semesters
- Offered Fall and Spring semesters
- Offered Spring and Summer semesters
- Offered Summer and Fall semesters
- Offered every semester
- Elective offered at the department's discretion

- Noncredit course offered at the department's discretion

Second option:

- Offered in odd years
- Offered in even years
- Offered every year

Adopted by consent

Resolution 2019.11.13.01E Priority Registration for Ram’s Block Party

The CCSF Academic Senate endorses the Ram Block Party Priority Registration resolution with the understanding that, if the administration chooses to offer students this opportunity in the future, they will bring the issue to the Registration and Enrollment Committee in a timely manner.

Whereas, the district is engaged in a variety of enrollment growth activities, including the Ram’s Block party on November 21, 2019; and

Whereas, at the Ram Block Party the administration would like to offer students with one semester left to completion the ability to enroll in courses which falls within the Priority Registration period that is reserved for specific student populations; therefore be it

Resolved, the Registration and Enrollment Committee recommends that the administration identify students with one semester left to completion and allow them to register for classes on November 21, 2019, which is day 2 of Spring 2020 registration; and

Resolved, the committee recommends that this be a one-time access to priority registration and that the administration report back on the results of this use of priority registration to the Academic Senate.

Adopted by consent

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

Resolution 2019.11.13.02 Committee, Task Force, Work Group Appointments

Career and Technical Education Steering

Shelia McFarland - BEMA (ocean) credit - reappointment

Robert Del Vecchio - Engin & Tech (ocean) credit - reappointment

Carina Lin - NSCD (Civic) noncredit - new appointment

Non Credit Adult Ed.

Lisa Johnson - ESL (ocean) both - reappointment
Allen Fung - Business (CNB) non credit – reappointment

Scholarship

Tim Harrington - VMD (ocean) credit - reappointment
Mai Hurt - Chemistry (ocean) credit - reappointment
Lori Cabansag - ESL (CNB) non credit – reappointment

Student Learning Outcomes

Janey Skinner - Health Ed. (ocean) credit - reappointment
David Stevenson - VMD (mission) credit - reappointment
Janet Carpenter - Art (ocean) credit – reappointment

Program Review

Monica Bosson - English – new appointment
E. Simon Hanson - Biology – new appointment
Alexis Litzky – Communication Studies – new appointment

Basic Skills/SMEEC

Greg Keech - ESL (ocean) non cred. – reappointment

CSU/UC Breath

Darlene Alioto - Social Sci. (ocean) credit - reappointment
David Pieper - Social Sci. (ocean) credit – reappointment

Education Policies

Monica McCarthy - NSCD (ocean) both - reappointment
Dennis Mullen -Business (ocean) credit - reappointment
Fred Teti - Math (ocean) credit – reappointment

Matriculation Advisory

Karen Cox- English (ocean) credit – reappointment

Honors Issues

Jack Sugawara - CSCD (ocean) credit – reappointment

Faculty Professional Development

Nathan Lawless-Steele - Comm (ocean) credit – reappointment

Registration and Enrollment

Darlene Alioto - Social Sci. (ocean) credit - reappointment
Marie Osborne - NSCD (ocean) credit - reappointment
David Potts - Social Sci. (ocean) credit - new Appointment

Grade & File Review

Karin Hu - BehSci (ocean) credit – reappointment

Pathways

Alexis Litzky - Comm (ocean) credit – reappointment

Concert & Lecture

Benedict Lim - music (ocean) credit - reappointment

Pamela Kamatani - music (ocean) credit - reappointment

Institutional Review Board

Rebecca Ancheta - BehSci (ocean) credit - reappointment

Moved: Steven Brown; **Seconded:** Katryn Wiese

Motion passes. Abstentions: Alexis Litzky, Simon Hanson, Monica Bosson, Fred Teti.

Not present: Jacob Adams, Malcolm Cecil, Thomas Kennedy, Suk Fun Fanny Law, Marie Osborne, Pablo Rodriguez, Leslye Tinson, Dina Wilson, Christina Yanuaria

VII. Unfinished Business

VIII. New Business

A. Learning Assistance Center renaming

- Vita Paramo and Elaine Avrus discussed the process of the renaming of the Learning Assistance Center, which has been around since 1996. A main goal was to rebrand and start fresh to capture more of what we do – and capture this in our name and what we offer. They wanted to be sure that this was a democratic process.
- This began with a mission statement and analysis of values – what we are and what we offer – to align with a new name.
- Compiled names of other centers from other community colleges, and the vote came down to STAR Center (Student Tutoring and Resource Center).
- One Senate member is pleased that the name she voted for won.
- One Senate member asked about marketing and promotional efforts beyond just a new name. Response was that rebranding includes a logo, and more class presentations will be made with plans to get out to the classrooms.
- There are plans to create stronger partnerships with outside departments.

Resolution 2019.11.13.03 Approval of Learning Assistance Center renaming

Whereas, the CCSF Learning Assistance Center was established in 1996 to support academic success, but the name does not empower or capture the range of services available to students; and

Whereas, the Learning Assistance Department developed and implemented an inclusive process with the campus community to rename the Learning Assistance Center;

The Academic Senate supports the renaming of the Learning Assistance Center to Student ! Tutoring and Resource Center (STAR Center), as presented on November 13, 2019. !

Moved: Simon Hanson; **Seconded:** Steven Brown !

Motion passess. Abstentions: None. !

Not present: Jacob Adams, Malcolm Cecil, Thomas Kennedy, Suk Fun Fanny Law, Marie ! Osborne, Pablo Rodriguez, Leslye Tinson, Dina Wilson, Christina Yanuaria. !

B. Approval of SMEE committee description

- AB705 Coordinator (what has been known as the Basic Skills Committee) which is being chaired by Mitra Sapienza, has changed its focus. Their description is slightly different. The committee members like calling themselves SMEE (Success in Math, ESL, and English), and two general seats for faculty were removed on the committee to make room for students. One senate member asked why seats weren't held – and why they were removed. Mitra responded that since this is an AB705 committee, more student input and feedback was desired in order to make policy recommendations.

Resolution 2019.11.13.03 Approval of SMEE Committee description

Resolved, that the CCSF Academic Senate recommend the updated SMEE committee description presented on November 13, 2019.

Moved: Steven Brown; **Seconded:** Monica Bosson

Motion carries. Abstentions: Mitra Sapienza

Not present: Jacob Adams, Malcolm Cecil, Thomas Kennedy, Suk Fun Fanny Law, Marie Osborne, Pablo Rodriguez, Chad Stephenson, Leslye Tinson, Dina Wilson, Christina Yanuaria.

C. Budget and the faculty role

- President Litzky is trying to figure out the best strategy to respond to the information collectively and as an individual serving on the PGC Budget Committee and Academic Senate.
- Currently, SVC chairs the committee with support from AVC Nasser. There are other options. Many colleges across the state have a faculty co-chair or a Tri-Chair structure on the budget committee.
- Some have suggested to shut the school down for a day to discuss the budget.
- President Litzky facilitated a conversation about how we should respond at the budget committee level and in consultation with the chancellor.
- The slide “The Path to 32,000” was shown.

Questions and Comments:

- One Senate member would note or observe that without partnership with the faculty, and the ability to connect with other resources – and this may cause missed opportunities. Helpful for people to show us “how to do it right,” rather than “police us.”

- One Senate asked about the line item “continue to shift compensation expenses to U-fund.”
- One Senate member responded that in the law that gives us the categorical funds we are supposed to use the funds to supplement not supplant our work.
- One Senate member mentioned how “decrepit” our IT is (banner, registering) and these could help us get more students which could get us more money.
- One Senate member believes that we need to deal with long term structural issues – how are we addressing, and what plans can be made to resolve? It might be helpful to mend or bridge the divide between faculty and administrators if the committee was co-chaired by faculty, classified and administrators. Why are there gaps in information?
- One Senate member mentioned that very little attention has been given to revenue sources and fundraising.
- One Senate member expressed that we (faculty) have never been asked about what we think. Cutting classes defeats our only means of earning substantial amounts of money. Are we getting bad information from our administration?
- One Senate member expressed that this seems to be a big mystery. As faculty members, we do not have the power to set the budget. With cuts, how can we be \$15 million in deficit? We have requested information for a very long time, and why we haven’t gotten the information is a question we need to continue asking. How can they not know why were in this situation? Be prepared for faculty and department chairs to be blamed. A bipartite situation may be possible to push for.
- One Senate member mentioned that the schedule is out. The same Senate member asked about the possibility of another faculty SERP.
- One Senate member mentioned that we are not \$15 million underneath and one of the things we can unify on is process.
- One Senate member hopes that moving forward that we can find out what other cost measures are being taken and where the other cuts are being made.
- One Senate member asked about whether an independent audit would take place to which the response was that Trustee Lee has responded with the hiring of a controller.
- One Senate member asked whether the bond was included as part of the revenue.

IX. Reports, Updates, and Discussion items

A. Works of Art Committee report

Barabara Lass, along with her colleagues Christian Olmos, Katrina Rahn, and Leslie Simon, members of the Works of Art Committee, report that they were not consulted properly with regards to this year’s parking pass. On the front is a fine photo of the Aztec calendar, along with a complete misidentification of the Aztec calendar – two totally different groups of people. That this is an official document of our college is insensitive and embarrassing. It is also disrespectful to indigenous people. The information about this piece of art is on the CCSF website, and it could have taken two minutes to confirm. Is it too late to correct? Can we have the support of the Senate? Should a resolution be passed? We are concerned that the Works of Art Committee be viewed as responsible.

- One Senate member believes we should do “all of the above” and take all steps necessary to correct the hang tags.
- A Senate member supports drafting a resolution with the solution – and discussion of the process by which this photo was selected and the committee was not consulted. This action is not appropriate for an administrator.
- One Senate member supports doing a resolution for the future.
- One Senate member suggests that if you write a resolution, it would ensure that ! committee processes are followed in the future.
- One member of the Works of Art Committee suggested a sticker.
- One Senate member suggests that the Chancellor issue an apology.
- One Senate member suggests that we get the LEA (Latin Educator’s Association) to request an apology.

B. RiSE cluster activity

- There are six community forums scheduled in the next month.
- Working with building from career clusters and program maps that departments have developed
- Working with website development team to develop this cluster / community portal
- Working with noncredit to map with student profiles (different needs).
- Working to build an undecided student first-year experience.
- Purpose of Interest Area Communities (and its structure) was explained.
- Talk of building student success teams to support students within a cluster.
- Assist students who change majors to understand shared courses.
- Interest Area Community Forums names were shown.
- What do we call the clusters was discussed, along with what other colleges call them. Some ideas from the Explore Team were shown.

Questions and Comments:

- There was discussion of the various names, which are some ideas from the Explore Team.

C. Completion center update

Jonathan Yokoyama and Erlinda Legaspi, along with Mandy Liang, reported the following:

- We agree that technology is a big challenge here at the college – and are developing an online graduation form embedded in the student portal.
- Focusing on articulation library to store course equivalency to streamline process
- A slide of CCC Auto-Petition was shown – and other colleges using the auto award degrees.
- Process flowchart for proposed certificate awarding was discussed.
- Certificate petition process flowchart with Department Chair Signature required was shown.

- Getting Students “Close to completing degree” petition.

D. Matriculation & AB705 update

Erlinda Legaspi provided a Matriculation Update:

- Listening subtest was eliminated.
- Matriculation card & ICIF was discussed (elimination of blue and yellow matriculation cards – thanks to Starfish).
- Another improvement is that all paper forms are online – and communication is direct – saves time and running around.
- An update of AB705 was presented, along with AB705 FAQ.

E. Starfish update Lidia Jenkins and Alicia Fausto

Lidia Jenkins and Alicia Fausto provided an update about Starfish:

- It has been a challenge to get Banner data into the Starfish system.
- Our Banner environment is not the most stable. !
What is Starfish? Degree planner and early alert system (and Connect) !
- Explanation of Early Alert System and student intake form to help support students with further development of Flags, Referrals, Kudos, and more.
- Starfish Early Alert System and Referrals were explained
- Third in state with Ed plans created with counselors and students
- Starfish partnerships with students in mind
- Starfish connect
- Discussion of possibilities of Starfish in the future

X. Adjournment, 5:05