

CCSF Academic Senate Executive Council FINAL MINUTES
Wednesday, 2019 November 27, 2:30-5:00 pm
Ocean Campus, MUB 140

Council Members Present: Jacob Adams, Susan Berston, Monica Bosson, Steven Brown, Ben Finateri, Ekaterina Fuchs, Simon Hanson, Thomas Kennedy, Fanny Law, Alexis Litzky, Marie Osborne, Pablo Rodriguez, Michele Sieglitz, Michelle Simotas, Chad Stephenson, Fred Teti, Marie Varelas, Rosario Villasana, Katryn Wiese, Dina Wilson, Christina Yanuaria.

Council Members Absent: Octavio Alvarez, Malcolm Cecil, Nixora Ferman, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Leslye Tinson.

Other Senate Members Present: Madelline Mueller, Abigail Bornstein, Barbara Lass, Sheri Miraglia.

Guests: Mandy Liang, Kathleen White, Cherisa Yarkin.

I. Call to Order 2:36

II. Adoption of Agenda

Agenda Adopted

Addition of an item, a supplemental handout with packets, a letter of nomination of Adolfo Velasquez, Chair of the EOPS program, whose colleagues are nominating him for the Hayward award.

Moved: Steven Brown; Seconded: Thomas Kennedy
All in favor, no abstentions

III. Public Comment

- Lumina and Alec are getting more and more attention, and a Senate member is presenting an article showing double audited figures.
- One Senate member would like to announce the Horticulture Holiday Sale on 12/12 from 11-3 PM.
- One Senate member mentioned an article sent to EFF regarding breakdown of shared governance at California Community Colleges.
- One Senate member, a member of the Fulltime caucus, mentioned that the Chancellor is willing to further discuss the additional class cuts. She believes it is something that cannot wait and needs to get done prior to December 6. A dialogue needs to happen right away.
- One Senate member mentioned that her colleagues are losing their jobs, and she has lost 10 of her 15 hours. She would like for us to do something, and it feels frustrating sometimes “in here.” I hope we do something. She asks: “What are we doing in here?”
- One Senate member mentioned that we have been dialoguing for three years. Now they are “cutting our heads.” One person has mentioned a Wildcat strike. One has lost his insurance and medical treatment. “Action,” I am for it, he states.

- A Senate member mentioned that a colleague from Older Adults had a program (of 56 classes, 6 remain) – and it is upsetting that the college has decided that this program does not apply to our mission, and that this segment is not valued.

IV. Officer reports

President Litzky reported that:

- She has recently received hundreds of emails – which is why 30 minutes has been designated to discuss our role in the budget.
- She has been elected to be the Co-Chair of the Program Review Committee. She is willing to do it so that the ball doesn't get dropped – and in her desire to lead by example, she has taken the role. One of the first orders of business is to prepare a report for the BOT about program review as it relates to budget and planning. She acknowledges co-chairs Monica Bosson, and outgoing Chair, Loren Bell.
- If you were selected to sit on an administrative hiring committee, not all will be moving forward. An email will be sent to those selected. Four positions will move forward.

First Vice President Hanson reported that:

- He has been dealing with lots of anger and frustration.
- There are different ways to take action.
- A few years ago, he joined the budget committee. A breakdown has been asked to explain why we are so much in the hole. It has not been provided. We were told that we would get a breakdown of our consultants and non-U funds.
- What is shown on the overhead is the only information we have received. If you can get into the weeds, it's a "back of the napkin" overview of cuts, but it doesn't show balance of accounts.

Second Vice-President Fred Teti reported that:

- Auto award certificates to student who have met all requirements (the proposal in Ed Policies all semester) and that the committee is comfortable awarding that to the Senate.
- There is an issue of raising summer session unit cap from 8 to 9 units. It requires a counselor's signature.

Secretary Berston reported that:

- A Quote: Let us be grateful to people who make us happy; they are the charming gardeners who make our souls blossom -- Marcel Proust.

V. Consent Agenda

A. Approval of Minutes from 2019, November 13*

Resolution 2019.11.27.01A Approval of Minutes: November 13, 2019

Resolved, that the Executive Council approved the minutes for November 13, 2019

Adopted by consent

B. Approval of Auto-Award Credit Certificate Process

Resolution 2019.11.27.01B Auto-Award Credit Certificate Process

Whereas, according to the current practice, all students must submit certificate petition forms to the Admissions & Records Office to apply for certificates;

Whereas, the College seeks to make the certificate petition process easier and more student-friendly;

Whereas, the following process may enable more students to receive certificates:

- The Research Office identifies students who have completed certificate requirements and do not need a department chair's sign-off on course equivalency, etc. but have not submitted a petition.
- The Completion Center communicates with those students that they might be eligible for a certificate and give them an opt-out option without requiring these students to submit a certificate petition form.
- The Center guides students through the process if a department chair's signature is required for course equivalency, etc. (No changes to the current department chair's sign-off process)
- A&R verifies eligibility
- The College awards certificates;

Therefore be it resolved, That the CCSF Academic Senate recommends that the College award credit certificates without requiring a certificate petition if students fully meet the certificate requirements and no department chair's sign-off is required for course equivalency, substitution, waiver, etc., as proposed by the Education Policies Committee; and be it further

Resolved, That the CCSF Academic Senate acknowledge that selected department(s) or program(s) might need to continue to use the certificate petition form as necessary (e.g., F1 International Students, Medical Assisting Certificate program students).

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

Abstentions: None

Not Present: Octavio Alvarez, Malcolm Cecil, Nixora Ferman, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Leslye Tinson.

C. Proposal to increase the summer session unit cap from 8 to 9 units+

Resolution 2019.11.27.01C Proposal to increase the summer session unit cap from 8 to 9 units

Whereas, Students may wish to enroll in transfer-level English and math during summer session, a combination that often totals 9 units;

Resolved, That the CCSF Academic Senate recommend that the College raise the summer session cap from 8 to 9 units, as proposed by the Education Policies Committee.

Moved: ? Seconded: ?

Abstentions: None

Not Present: Octavio Alvarez, Malcolm Cecil, Nixora Ferman, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Leslye Tinson.

D. Parking Permit resolution+

Resolution 2019.11.27.01D Parking permit resolution

Whereas, the SFCCC forwent past practice and did not consult Works of Art Committee when it chose the artwork for the 2019-2020 parking permit, and

Whereas, the SFCCCD printed permits issues in Fall 2019 misidentified (and misdated) the Mission Campus façade as an “Aztec-Mayan” calendar, a culturally insensitive error; and

Whereas, the Works of Art Committee has proposed the following responses to this situation; therefore be it

Resolved, that the CCSF Academic Senate recommend that the District make a public apology for issuing inaccurate and culturally insensitive parking permits, possibly in the form of a letter distributed by campus-wide email, to include a promise not to forgo consultation in the future; and be it further

Resolved, that the CCSF Academic Senate recommend that the District re-issue new permits correctly by identifying the “Aztec calendar or Tonalamatl, 2007” and expiring August 31, 2023; and be it finally

Resolved, that the CCSF Academic Senate recommend that the District report back to the Works of Art Committee within 90 days with a written decision regarding re-issuing the parking permits including a reporting of feasibility and costs.

E. Adolfo Velasquez, Chair of the EOPS program, has been nominated by his colleagues for the Hayward award.

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

Resolution 2019.11.27.02 Appointments: Committee, Task Force, Work Group Appointments

Non Credit Adult Education

Sarah Liv Beck - DSPS (Mission) non credit - reappointment

Curriculum

Joe Reyes - Biology (Ocean) credit - reappointment as a resource member

CSU/UC Breath

David Pieper - Social Sci. (ocean) credit - reappointment

Student Equity Strategies

Lily Lum - Math (ocean) credit - reappointment

Diversity Committee

Gayle Tang - Health Ed. (ocean) credit - reappointment

Moved: Steven Brown; Seconded: Monica Bosson

Abstentions: None

Not Present: Octavio Alvarez, Malcolm Cecil, Nixora Ferman, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Leslye Tinson.

VII. Reports, Updates, and Discussion items

A. Starfish discussion

Report materials in the packet, President Litzky wanted to make some space to allow for a conversation:

Questions and Comments:

- One Senate member, a counselor, uses Starfish daily – and at best, it is cumbersome. It seems as if there are many issues with it, and there is much help. There is a way of reporting problems. If something comes up, and the program doesn't move forward, it is cumbersome to make improvements. She isn't sure if we currently have the correct infrastructure to handle the product to allow counselors to better work with it. There is no time to troubleshoot when we are in the throes of helping students. She is asking for an easier way to report problems.
- One Senate member evaluated the usage data, which reflects a downturn in usage and a lack of understanding of numbers. She is asking why usage numbers are so low.
- One Senate member wants to reiterate that we do not have the infrastructure that we need to make this program scale at its intended level. A fulltime person was needed to manage

this. There is some talk about switching to someone else. Even if we go with Salesforce, for example, it is a shell, and we must spend years building it out in order for it to work for us. If we could build the infrastructure and appropriately manage, it could work – but it is vastly under supported.

- One Senate member asked Starfish representatives to come back because of the usage data slide/issue. Why, out of all of the sections taught, are so few using it? There is a reason as to why not everyone is using it. She has played around a bit with it herself. If it is to stay, what does it do, why is it valuable, and how do we get everyone on board?
- President Litzky would like to inquire about the plan moving forward.
- One Senate member again mentioned that we do not have the infrastructure to support. Additionally, we do not have Banner registration running efficiently enough to support student registration. We have had many different software programs forced upon us over the last five years.
- One Senate member mentioned that she would like to hear from the budget committee about how much we are spending on programs that we are not going to use – and money that could be spent on classes.
- One Senate member is concerned that counselors do not have a choice not to use. The legacy system is still being used – and handwritten education plans are still being used. Right now, a change is needed. Counselors will still have to use a program which lacks an infrastructure and a product that is not ready.
- One Senate member mentions that if all faculty could use Starfish to make referrals to other CCSF resource centers, we could get more funding for those things. That's one piece that speaks for the budget. Equity populations need the most support, and they're also the least likely to seek support on their own. A referral, along with a phone call (human touch), may help our equity populations.
- One Senate member believes there must be value in this. Spelled out to faculty is what is most beneficial to the student. Faculty needs direction as to why and who needs to be using it, and its benefit to students.
- One Senate member is asking for help on a perspective – a report on usage should be tagged to inputs – how much have we spent, and how much have we spent on the coordinator – and where our resources are being spent. Decisions have been made that we see consequences of, but we have not provided input.
- One Senate member thinks we should provide a list of questions that we would like to be answered.
- One Senate member wants to underscore the cost-benefit analysis aspect of things.
- One Senate member sees a benefit of the Starfish members coming back once we provide questions. It is important that they see the feeling of a lack of infrastructure.
- A list of questions will be sent, and if they are unable to come to the next meeting, maybe they can come back in January.
- One Senate member suggests that we see them in January.
- One Senate member is interested in knowing more about the student experience.

B. RiSE self-assessment* - 1st read

- Michele Simotas provided a background of the first read of Guided Pathways self-assessment required by the state.
- A few things have been added to this year's template that haven't been addressed.
- Working with various groups to update this information (much has happened since May).

- The Support Needed section has been added by the State Chancellor's office – and support can be offered to us at no cost.
- Some of this is used to put together legislative reports, and to justify budget requests.
- This is a self- assessment of everything going on at the college – different than other plans that you see (student equity, for example).
- The link provided is a Google document link. If you have feedback, simply provide a comment to be added to the self-assessment. It is a self-assessment and reflection to monitor our progress on these areas.

Questions and Comments:

One Senate member asked about timeline and Senate vote, expressing that the Senate should have more than two weeks to compile the data.

C. BP/AP 8.18 - Information Security Standard

President Litzky would like to open this up for discussion so that she can provide feedback to CCSF Counsel, Steve Bruckman.

Questions and Comments:

- One Senate member expressed that anyone accessing confidential information needs to be trained – it would be nice if training (by all teaching faculty) could be acknowledged. President Litzky said the training component may be defined in the administrative procedure.
- A Senate member wishes to ask the BOT where the funding for training will come from.
- One Senate member asked who the CCSF Chief Technology Officer is.
- One Senate member needs further explanation of the word “exceed” with regards to standards.
- One Senate member mentions that training doesn't always mean securing more money. It may be more about who is going to do the training, management of the training, and with training materials.

D. CTE Liaison report

- Kathleen White reiterated that her role as liaison is to describe the impact on CTE programs, and in this case, recent class cuts. She is here to seek support from the Academic Senate.
- Her role is to clarify what makes CTE unique. Almost half of our departments have CTE programs. To clarify, can a student get a job after just taking our programs?
- She discussed the items that allow a program to be categorized as a CTE program.
- There are 18 programs impacted by the cuts – and there is a violation of Article 18 with some of these cuts (pathway courses to program completion – part of a sequence). There were non-career education programs eliminated – high-demand pathways in industries with employers salivating for our students.
- We felt we would have a compelling argument if we met as a group.

- Disconcerting is a peer-led process to distribute \$2mm of strong Workforce funds – and now that money is being swept.
- She is asking for specific actions and support from the Academic Senate.

VIII. Unfinished Business

Budget and the faculty role

- As Senate president, President Litzky stated that the primary focus of her thought process is violation of process in the budget conversation – how these decisions were made, how they get disseminated and how they relate to the 10+1 purview. Included in a handout passed around is a table which shows areas that are violated (or superceding board policy) with 10+1.
- Possible actions outlined include calling an AS meeting to facilitate discussion with all faculty (possibly, a Special Plenary), a town hall meeting, crafting a resolution (including “no confidence” in the budget process) and enforcing the Mission Statement in institutional planning.
- She encourages thought around process in addition to fixes.
- One Senate member asks about what response will merit any shift. With votes of “no confidence,” what is the intended objective, and consequences?
- One Senate member asks what our expectation of outcome might be if we hold a special meeting.
- One Senate member suggests shutting down the classes will send a message and we can have multiple special plenaries.
- One Senate member wants to commend the article in the *Senate Rostrum* magazine. Has the college ever considered a separate adult learning division?
- One Senate member asks how we are trying to do everything in one system (referencing Older Adults Program, OLAD).
- President Litzky reiterated that there are direct and indirect ways that programs are being discontinued and suspended.
- One Senate member mentioned that there is an agenda that we should be a certain kind of college (degree transfers – and not all of the under things in our Mission Statement) and with this new funding formula, we should try to get ahead of it. How we rearrange ourselves at the state level is moot if the overall budget is reduced. It is the job of the Senate to ask that the plan be shown to us. I encourage us to not only focus our vote of no confidence on the chancellor.
- One Senate member expresses how we are being reduced, and that by reading the background papers, there is a secret agenda – that we should be identical to Barstow. There must be truth.
- One Senate member was studying the budget that the trustees approved not too long ago – to which the chancellor said there was a balanced budget – and now there is a \$13 million crisis. How fiscally responsible is our BOT and chancellor? More importantly, the office of instruction took classes out of the schedule without consulting our department chairs.
- One Senate member, who attended a recent board meeting, seems to think that the board didn’t understand the way colleges deal with scheduling.

- One Senate member believes we need to engage our community (and voters) further. Who are the people in our pocket who really care about what we do here as an institution? Are they still here, or have they too been pushed out?
- President Litzky asked for feedback about a Town Hall or Special meeting with the Chancellor and asked if someone wants to make a motion for this.
- One Senate member supports a Town Hall in public.
- One Senate member supports a Special Plenary meeting and Town Hall before the end of the semester.
- One Senate member is overwhelmed with the fashion in which she is receiving information, and she hopes the Town Hall can allow a better organization of that information.
- One Senate member stresses that everyone be included (full time, and so on).
- One Senate member expressed how the administration was monopolizing information.
- One Senate member is concerned about class cancellations if we were to call a special meeting.
- One Senate member wants to clarify that the constitution distinguishes between the plenary and special meeting (instead of cancelling classes).
- One Senate member speaks out against a special meeting, but later changed his mind to speak in favor of it if it is a Senate sponsored Town Hall (for greater inclusiveness).
- One Senate member suggests that the meeting be filmed (or recorded). The Chancellor will be asked.
- The Chancellor agreed on the condition of trading for senate town hall, no press, and no protests.
- There was a motion to have a special meeting and a town hall, but not the special plenary requiring the cancellation of classes.

Moved: Steven Brown; Seconded: Monica Bosson

Abstentions: Dina Wilson

Not Present: Octavio Alvarez, Malcolm Cecil, Nixora Ferman, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Leslye Tinson.

IX. New Business

Monica Bosson, Committee Chair, has received one nomination, Adolpho Valasquez, chair of the EOPS program, from his colleagues, are nominating him for the Hayward award.

Moved: Fred Teti; Seconded: Steven Brown

Abstentions: None

Not Present: Octavio Alvarez, Malcolm Cecil, Nixora Ferman, Douglas Owyang, Mitra Sapienza, Kevin Sherman, Leslye Tinson.

X. Adjournment, 4:40