



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 FINAL MINUTES

Wednesday, 2019 December 11, 2:30-5:00 pm

Ocean Campus, MUB 140

Council Members Present: Susan Berston, Monica Bosson, Nixora Ferman, Ben Finateri, Ekaterina Fuchs, Simon Hanson, Thomas Kennedy, Suk Fun Fanny Law, Alexis Litzky, Marie Osborne, Douglas Owyang, Pablo Rodriguez, Mitra Sapienza, Kevin Sherman, Michele Sieglitz, Michelle Simotas, Chad Stephenson, Fred Teti, Marie Varelas, Rosario Villasana, Katryn Wiese, Dina Wilson, Christina Yanuaria.

Council Members Absent: Jacob Adams, Octavio Alvarez, Steven Brown, Malcolm Cecil.

Other Senate Members Present: Sheri Miraglia, Dana Jae Labrecque, Rick Baum, Anthony Costa, Madeline Mueller, Konrad Dunton, Lou Schubert, Ann Mayer, Kathleen White, Abigail Bornstein, Coni Staff, Rachel Cohen.

Guests: Kristin Charles, Cherisa Yarkin, Pamela Mery, Mark Rocha.

I. Call to Order 2:28

II. Adoption of Agenda Agenda Adopted.

III. Administration report: Chancellor Rocha

The Chancellor provided a brief update to the Council and took questions from the floor.

- We have many issues as we plan the future of the college, but thanked the Council for their tremendous dedication on behalf of the students. He wished the Senate a happy and blessed holiday with family and friends and well deserved rest.
- We will have Flex Day. He has spoken in the past about revisions of Flex Day. There is some frustration around communication, and he has taken it upon himself to meet with several department chairs and faculty as we make changes to the class schedule, and it is fair to say that not many faculty know what is going on.
- He remains frustrated because so much time is spent in consultation with leadership of the faculty. We need to do better here, and he am hopeful about the future. Our graduations and completions, most importantly, are tracking to be up this year for the third consecutive year.
- A progress report on the facilities bond on the March 3, 2020 primary election – Vote Yes on Prop A! It is on the ballot and for \$840 million to transform the Ocean campus. Strong endorsements are coming in. We are literally within weeks of breaking ground on the theater, STEAM building and the new student union building. I am very

grateful to Dr. Reuben Smith.

Questions and Comments:

- One Senate member reminded the Chancellor to meet with part-timers, which represent 70% of faculty. Two of our brothers and sisters (faculty) have had to move away from San Francisco due to class cuts. At this point in time, he expressed that it is upon the Chancellor -- this legacy of sadness and destruction. Many of our faculty part-timers are looking to move away from San Francisco to a place that is more affordable – in addition to the emotional and physical damage. The financial injustice has caused so much pain.
- One Senate member expressed that faculty are disheartened and angry about the cuts. He would not be representing faculty if he did not ask to address the issue communicating with the trustees and the Mayor to not support the proposal for bridge funding for classes being cut. The question was asked why funding would not be accepted, if available. The Chancellor responded that he never said he would not accept funding. The pause program has been hit until more funding can be generated, and he is open to funding from wherever it may come. However, it has to be sustainable. We have talked with AFT, SEIU for a major funding initiative on the November 2020 ballot for permanent sustainable funding. If we can win the bond, and the CHEF funding in November, we will be fine.
- A Senate member was disheartened by emails sent to Mayor London Breed. Her department is down to 60-something classes, almost a 50% cut. From one day to the next, 13 classes were cut, and she is wondering how those decisions were made. The impact is on their certificates and degrees. Restoring with grant funding was denied. If this is to prioritize graduation rates for students of color, those students are not going to graduate. The Chancellor responded with graduation guarantee. The auditor has informed us that our deficit spending is an issue, and that we have run out of money. Every dollar of the \$300 million was spent – reported by an independent auditor. He believes we are making progress and that graduation and completions are up significantly. He asked: “What is the way that we can reinvent our communications so that they actually work?” The Chancellor noted that the financial crisis reported to the BOT means we need to preserve so as to avoid another accreditation crisis. There is a way through it. We need to continue focusing on things that can grow our enrollment and external revenues. Things will get a lot better, and working to get the bond passed in November will help.
- One Senate member said they see a pattern repeating of department chairs given the power to create schedules, to find out later that classes have been cut. She questions this communication style and planning, or lack of – and the cuts of the Older Adults offerings. Why weren’t deans and chairs communicated to before the cut? The cut of over 200 classes were cut suddenly. The Chancellor responded that he is angry as well, and that class cuts have been taking place for over two years. He stated that the BOT has asked us to make sure that we are not deficit spending this year – and we have been doing so for more than 10 years. Simply put, the money has run out. We never did a mid-year projection. We need to work together to stay within the budget that we have, and we can seek more money, but we need a system to do planning and actually working together. He is required to make

sure that the college is running and maintains the accreditation. The administration has been clear about where we need to go and how we need to go there.

- One Senate member hears what he is saying. We put the schedule together in August, effort put forth, classes assigned, and then a change before it went public. We did not know in August that we were going to have a problem. The Chancellor responded that we knew we were going to have a problem. At one time there were 44,000 FTEs -- and it is now half. We thought we could offer a SERP to retire as many faculty and classified as possible (we are way over). The SERP did not work, and it was not fully subscribed – and we knew we would run into some difficulties with the budget. We reported that to the board, who asked us to act. That won't happen again, and we will see after the spring – and after that, we will have to make some adjustments.
- One Senate member asked who is running the finances at the college. The Chancellor responded that the finances are being run properly. These changes (referring to board meetings) have not been accepted. The auditor will come in January to the Board meeting, and they will say the same thing – that the college's finances are being managed better than they have been. The reduction in spending must come. He is imploring a better way to work together to plan a sustainable future for a college of this importance in the City of San Francisco.
- One Senate member asked about a request for a town hall -- and then she learned that flex day was being revamped. There was little information about what that was. The Chancellor responded that January Flex Day is staying exactly as planned, but he does think we need to, in his view, revise our Flex Day so that we are communication and working together on a plan for the next semester. There was no communication, and it felt dismissive after a year of working on the Flex Day plans. It is HOW the decisions are being made and communicated. The Chancellor acknowledged that leadership can do better communicating. The Administration is 1/3 the size it was when he took over. He acknowledges the Senate member's frustration. There is procedural shared governance and participatory decision making that we have yet to figure out how to make decisions together – for example, the budget committee. One idea is to use Flex Day to plan the schedule for the following semester. Training around fitting the classes into the budget. We have made progress when it comes to class scheduling, and are hopeful that we can continue to grow the college and its revenue. One example he stated was the ADTs (Associate Degrees for Transfer), and we need to get our curriculum transformed so that we can also get the 13 guaranteed UC degrees. How can we connect programs to ADT and UC Degrees?
- One Senate member expressed that we are spending frivolously on things like seven flat screen TVs in the cafeteria costing up to \$450,000. The Chancellor mentioned that those are facility bond funds, and that is simply not so. And the update of Conlan 101. It is disheartening to see this type of spending that is not pedagogically related. Not one penny of those funds are part of the unrestricted funds that go to the scheduling of the classes. The Senate member expressed that it is disheartening to see this.
- The Chancellor welcomes the chance to continue the conversation in small groups on these issues.

IV. Public Comment

- One Senate member expressed the lack of understanding that we are community college and that the current administration shows no understanding of the mission. We need to emphasize this part of the college in all of our communication.
- Some are familiar that there is an activist group asking the Board of Supervisors for the \$2.7 million to restore class cuts. The 289 classes were removed because it is not an emergency.
- One Senate member wants to understand how a college has cut as many classes as we have while increasing enrollment. There is cause for his firing. Coverups for pay increases does not belong here anymore (Nanette Asimov) article. Money for college was also discouraged. That is cause for firing.
- One Senate member wants to express her gratitude to many administrators at this school who are working very hard. The questions asked today need to continue to be asked repeatedly.
- One Senate member stated that the facts do not add up. We have not been in deficit. We have the 311s and for over 50 years, we have had a budget committee. We have proof that we were in good shape. ADT and funding formula are put out by Lumina and Alec.
- One member of the CCSF Student body expressed that they are as in the dark as we are. Students want to be as informed as much as faculty is. Communicating how faculty is being treated is helpful so that students can say something about it.
- What this person experienced today sounds like misdirection and miscommunication and extensive not listening and not answering. His emails are even contradictory. It is not fair to the community who has voted for CCSF. OLAD classes are filled to the brim, and cut in the wrong places. It is not fair for faculty to be subjected to this.
- One Senate member suggested that we demand that the Chancellor and all of the administrators produce their “IRSs” [tax returns] for the last five years. We need to watch out for this business about older adults. We are adults and let’s stop talking about OLDER ADULTS (and get that wiped out), and that we at City College are adults.

V. Officer Reports:

President Litzky reported that:

- She does receive information, and it is shared with the faculty in a variety of methods. She believes the Chancellor thinks we should be spokespeople, and she is sharing the information . However, she refuses to share partial and incomplete information. We are doing the best we can with the information provided.
- Issue about administrator hiring – we were told there would be 16 hires, then 4, now maybe 6. There are changes to the administrative structure on tomorrow’s board meeting agenda. It’s difficult to keep up with changing information. She will continue to bring up-to-date information. She wants to affirm feelings about limited and lack of quality of that information -- communication and finances, more specifically.

First Vice President Hansen reported that:

- He has been trying to put his concerns into action. His concern is that we continue to discuss -- and we don’t lay down evidentiary action. He asks us to please be active in all of the participation to the board. What we are going to do today is to put into a resolution something that stands next week.
- He has one thing for your heart – from the six-hour board of supervisors meeting. When the public comment came, it was not interspersed from just CCSF people. Topics varied

from reparations, emergency room hours, taxi drivers upset about medallions, etc. However, all asked to give money to the college – and commented about this will allow their son or daughter to advance themselves. The point is that when we stay within the college, we don't realize how important we are outside the college.

Second Vice President Fred Teti reported:

- That in administration speak, “plan” means something different. Last semester, Simon brought the budget (red and green colors). That’s what the Chancellor was referring to. It wasn’t so much a plan, but a graphic.
- Today he attended the mid-cycle accreditation workshop and we need to do better than 4-6 people in attendance. The procedures for accreditation are part of faculty responsibility. Encourage colleagues to attend these presentations.

Secretary Berston reported that:

- “Life is not a dress rehearsal—this is probably it. Make it count. Time is extremely limited and goes by fast. Do what makes you happy and fulfilled—few people get remembered hundreds of years after they die anyway. Don’t do stuff that doesn’t make you happy (this happens most often when other people want you to do something). Don’t spend time trying to maintain relationships with people you don’t like, and cut negative people out of your life. Negativity is really bad. Don’t let yourself make excuses for not doing the things you want to do.” Enjoy some rest and relaxation.
– Quote from Sam Altman, Chairman of Y Combinator and Co-chairman of OpenAI.

VI. Consent Agenda

A. Approval of Minutes from 2019, November 27

Resolution 2019.12.11.01A Approval of Minutes November 27, 2019

Resolved, that the Executive3 Council approved the minutes for November 27, 2019.

Adopted by consent

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

Resolution 2019.12.11.02 Appointments: Committee, Task Force, Work Group Appointments

Scholarship

Gaby Albarenga – Cont. Stud. Counseling. (Ocean) Both – New Appointment

Curriculum

Annemarie Kurpinsky – CDFS (Ocean) Area E rep. Reappointment to 2nd term
Erlinda Legaspi – English (Ocean) credit – appointment as non-voting matriculation resource member to committee

Education Policies Committee

Eliza Woo, Biology (new appointment)

PGC Budget Committee

E. Simon Hanson -Biology (Ocean) credit - reappointment

Moved: Monica Bosson; **Seconded:** Pablo Rodriguez

Motion Carries, Abstentions: None

Not Present: Octavio Alvarez, Steven Brown, Malcolm Cecil

VIII. Reports, Updates, and Discussion items

a. Mid-cycle accreditation update

Kristin Charles, AVC of Institutional Development, and Sheri Miraglia, faculty co-chair of Accreditation, reported that:

- Sheri Miraglia has been an amazing co-partner with her in all of this.
- For anyone not familiar with accreditation process, the normal seven-year accreditation cycle requires a midterm report – different than a self-evaluation. There are specific requirements. There is a link to the report on the agenda and on Kristin's website.
- This is coming to the Academic Senate for first and second read, and we need to address progress on our own plans that arose out of the self-evaluation. Even when we meet the standards, there are areas for improvement.
- There are areas to work on, and where conversations need to be had. This is due 10/15/2020. We need broad input into the report, and we are going ahead to put this draft together, and writing as though it is October 2020, in many cases.
- The Academic Senate President does need to sign off on the report.
- Visiting team – some relate to the budget and outcomes regarding enrollment management. Referenced 5/6 annual updates/schedule of classes in a format that lists...and working on institutionalizing EASE.
- Sheri will talk about 6B. Student learning Outcomes, and this will be a big chunk of the midterm report. Need to talk about Institution-Set standards, and identify where we are meeting and where we are not, and stretch goals.

- In addition to the midterm report, there are annual reports submitted to the commission. The quality focus essay projects – what’s different are the actual outcomes to date. We have some work there to fill the rest of that in.
- Fiscal reporting – if we are meeting our goals, we report. In close communication with finance and administration and will try to get those reports done as early as possible. It does require evidence.
- Seeking input through an online input form not yet circulated. Encouraging folks to work through participatory governance process and talk through leadership depending upon constituency group. Hopefully, that will yield input and changes so that on March 18 when first read is conducted, April 8, second read and PGC mid-April, including classified, senate, and associated student and for first read to the board in August and then September for second read.

Questions and Comments:

- One Senate member asked that it be made more explicit that review will be given and feedback requested.
- One Senate member asked if someone feels that the college is not in compliance with certain standards at this time – and is there a way to communicate that (through Kristin), but she doesn’t believe that it is the appropriate venue. Sheri mentioned the Accreditation Steering Committee that can get elevated to PGC and so on. ACCJC cares about process.
- It is a good system whereby we will think about accreditation on a continuous basis.

b. CTE Liaison report

Kathleen White, CTE Liaison, reported that:

- She wanted to present a bit more detail about cuts to CTE, courses cut and the impact of programs and student completion. Tom Boegel mentioned that CTE programs were not impacted, and she wanted to show through a visual that they were. The impacts of the most recent cuts on CTE programs seem very serious. Sometimes the courses needed were those cut the most.
- More faculty are needed for the CTE Steering Committee. To help allocate the strong workforce funds. A key time to be involved in advocacy here. There are lots of two year degrees and certificates. There were even impacts in non-credit.

IX. Unfinished Business

A. RiSE self-assessment - 2nd read

Michelle Simotas, Lead RiSE Coordinator, reported that:

- The guided pathways self-assessment is an all-college self-assessment. This is more a snapshot of where we are in guided pathways and implementation. It is a living document. She is responsible for submitting to state with senate and Chancellor approval by March 1, 2020.

Questions and Comments:

- One Senate member asked how equity considerations have been folded in. Response is that everything is equity related – and considered all along – with closing achievement gaps.
- One Senate member asked if the self-assessment was written by RISE. Michelle Simotas responded that guided pathways is not one section of the college, and the state is asking for a holistic review that falls within many areas of the college.

Resolution 2019.12.11.03 Recommend RiSE self-assessment

Resolved, that the CCSF Academic Senate recommend the Guided Pathways Self-Assessment Tool as presented on December 11, 2019.

Moved: Monica Bosson; **Seconded:** Susan Berston

Motion Carries, Abstentions: Katryn Wiese, Mitra Sapienza, Nixora Ferman, Marie Osborne, Rosario Villasana.

Not Present: Octavio Alvarez, Steven Brown, Malcolm Cecil

X. New Business

A. GELO report for Area D/F*

David Stephenson, SLO Coordinator, presented the findings from the GELO report for Area D/F, along with a recommendation from the SLO team to update the language in this area. Information from 19 departments was evaluated to compile the report (social and behavioral sciences departments were largest).

Questions and Comments:

- One Senate member commented “great land, terrain not yet excavated,” (with regards to equity).
- One Senate member asked about an equity issue in how reporting is being done.
- One Senate member expressed the same questions about the second recommendation and historically, the outcomes for Area D – asking about the divergence for Area D. Our outcomes don’t map to the outcomes created to fit the descriptions for IGETC and CSU. They’re getting closer in the last two or three years.
- One Senate member mentioned comparing outcomes to CSU and IGETC (pages 46/47) to understand why the work group felt they are so different. It will help us to better understand.
- Motion to table the 2 resolutions to January 22, 2020 meeting.

B. Noncredit adult education (NCAE) committee resolution

Chad Stephenson, chair of the Noncredit adult education committee discussed a resolution inspired by Fanny Law and Fred Teti which supports CCSF’s Noncredit Program.

Comments and Questions:

- There was a concern about age discrimination.
- One Senate member expressed that we don’t, as a college, advertise well. The vital part of our contribution to the city (helping new immigrants), around immigration and

our political climate, is important – suggestion to add a reference to language learning for immigrant populations.

- One Senate member mentioned that there will be other ways to draw attention to noncredit.
- One Senate member asked if the committee would consider language regarding equity.
- One Senate member asked if 17.77 productivity is good.

Resolution 2019.12.11.04 Resolution on Support for Noncredit Programs

Whereas, CCSF continues to be the primary adult education provider for residents in and around San Francisco since the 1970s, having been incorporated under the leadership of Chancellor Conlan and Chancellor Batmale from SFUSD; and

Whereas, CCSF’s noncredit programs provide open access and unique programs to diverse and equity-funded students and communities seeking skills upgrade, workforce preparation, transition to credit programs, and life-long learning; and

Whereas, Noncredit apportionment is still based solely on enrollment (via positive attendance) and, beginning July 1, 2015, Career Development and College Preparation (CDPC) noncredit apportionment is equal to pre-SCFF credit at currently \$5,070/FTES and regular noncredit at \$3,349/FTES; and

Whereas, According to the Instructional Productivity Interactive Dashboards on our CCSF Research and Planning website, in 2017-2018, noncredit programs generated 6,124.90 FTES (compared to credit programs with 17,518.44 FTES) with overall productivity 17.77, that is 25% of the District’s enrollment; therefore be it

Resolved, That the CCSF Academic Senate urge the District to continue offering noncredit courses, both CDCP and regular, with historically healthy enrollments.

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

Motion Carries, Abstentions: None

Not President: Octavio Alvarez, Steven Brown, Malcolm Cecil

C. Budget resolutions for discussion

President Litzky introduced 3 resolutions for discussion on the floor. This is a first reading of actions derived from our earlier conversations. Litzky emphasized the need to for deliberate, careful action and shared a concern that these are partial resolutions that should be perfected and clarified.

Questions and Comments:

- One Senate member says thanks for putting them together. These are three specific things that show a proactive approach. Should a line item of consequence be added in the event these things to not happen?
- One Senate member thinks it is important that some version gets passed tonight so that they can go before the board tomorrow. Since the Chancellor stated that he prefers to meet with small groups, we will probably be turned down.

- One Senate member likes the first resolution and sees it as an opportunity for our grievances to be documented in order to build a case. She supports these resolutions being passed tonight.

Resolution 2019.12.11.05 Town Hall and dialogue with faculty

Whereas, The Academic Senate for California Community Colleges (ASCCC) believes that, “especially in times of fiscal hardship, it is essential that clear and consistent communication takes place that reaches all of the institution’s stakeholders, including faculty. At each California community college, the view that “everyone owns the budget” cannot only help to get faculty involved, but can also help an institution come together to make strategic fiscal decisions that minimize the impact on the institution’s mission to serve students,” (ASCCC White paper adopted Fall 2019, [“Budget processes and the faculty role”](#) (p. 13)) and,

Whereas, It appears that the Town Hall (Q & A) requested by the ASEC and the FTC with the support of Trustee Rizzo has been stalled and faculty urgently feel it is important for the Chancellor to be present for a two-way dialogue, and

Whereas, Faculty from all constituency groups met on Monday, November 25, 2019 to discuss the changes that dramatically took place just before Thanksgiving and to gather questions in preparation for a rescheduled Q & A meeting with the Chancellor, and,

Whereas, There seems to be a lack of understanding as to how anxious, demoralized and concerned the faculty are currently feeling at the college and there is a need for open dialogue and an expectation that a direct question and answer session would take place before the winter break and,

Whereas, We are now hearing that the Chancellor does not feel that a two-way dialogue with all faculty is a priority and can wait until some time in February, leading to increased anxiety and concern over how the Chancellor is handling matters leading to faculty going outside the college to be heard with emails going out to San Francisco's Board of Supervisors, CCSF partner organizations, the press, and up to Sacramento,

Therefore, be it resolved that the CCSF Academic Senate request that the Board of Trustees immediately direct the Chancellor to give the faculty an opportunity to be heard and that he be part of a public dialogue, to take place within the next week and before the end of the Fall semester.

Moved: Monica Bosson; **Seconded:** Rosario Villasana

Motion Carries, Abstentions: None

Not President: Octavio Alvarez, Steven Brown, Malcolm Cecil

Resolution 2019.12.11.06 Budget process and shared governance

Whereas, Academic and professional matters (10+1) are defined in Title 5 §53200 to specifically provide guidance for faculty roles in processes for institutional planning and budget development and the ASCCC has determined “faculty voice is essential in helping to

determine the budget priorities for the college, helping to align those priorities with institutional planning and established goals, and ensuring that the needs of students are being met,” and

Whereas The college has adopted a FY 2019-20 budget that included or omitted significant expenditures such as administrator pay increases, contracts for essential college services, and expenditure costs associated with offering a schedule of classes that did not conform with projected models, all without a supporting recommendation from the Participatory Governance Council (PGC) Budget Committee, and

Whereas The projected cost overruns of this adopted budget have continued to be dealt with by ongoing adjustments to poorly communicated fluid models of anticipated spending patterns, leading the college to to enact a 13% reduction in spring 2020 schedule offerings the day before the start of spring priority registration without community or constituency input, which further disrupted educational programing and promoted a continuing a climate of crisis management at the college, and

Whereas Even in light of these reductions the college is still in significant financial jeopardy of overspending, with current spending projections placing the college potentially in a spending pattern that would threaten to bring the college below a 5% reserve in the general fund by the end of the fiscal year, leading to another potential state takeover and lowering of the college’s bond rating, therefore

Be it resolved that the CCSF Academic Senate express its lack of confidence in CCSF’s current system of fiscal controls, budget development, and participatory governance, and that this lack of confidence extends to the fiscal controls and fiduciary decisions necessary to maintain and support the college’s mission statement in its entirety, and

Be it further resolved that the CCSF Academic Senate recommend the immediate engagement of an independent financial budget analyst who reports directly to the Board of Trustees and is responsible for managing, communicating and implementing reliable financial budgeting and fiscal controls that best protects the college’s mission.

Moved: Rosario Villasana; **Seconded:** Marie Osborne

Motion Carries, Abstentions: None

Not President: Octavio Alvarez, Steven Brown, Malcolm Cecil

Resolution 2019.12.11.07 Program viability

Whereas, Title 5 § 53200 defines “educational program development” and “processes for institutional planning and budget development” as academic and professional matters clearly within the purview of faculty and local Academic Senates, and

Whereas, SFCCD Board Policy 6.17 states that “Programs shall not be discontinued or suspended without following the PRSD Procedure,” and Administrative Procedure 6.17 states that “Program suspension or discontinuance should occur only after serious deliberation” and the procedure provides an “Expedited Process for Emergency Situations” including a “dire financial emergency” and

Whereas, on the evening before priority registration for Spring 2020 (November 19, 2019), the CCSF Office of Instruction [cut 280 sections](#) from the Spring 2020 schedule (approximately 13%) which [directly and indirectly](#) affected students ability to enter or complete programs and certificates such as the Metal Arts certificate or the Nursing refreshing program, effectively suspending programs by not offering the courses, and

Whereas, the CCSF administration has justified unilateral course cancellations based on perceived program viability and completion rates without consulting department chairs or the Academic Senate or utilizing any existing policies or procedures agreed upon through shared governance, therefore be it

Resolved, the CCSF Academic Senate urges the Board of Trustees to direct the Office of Instruction to engage in proactive collegial consultation and shared governance with faculty for all academic and professional matters concerning program viability, development, budget and planning processes, and

Resolved, the CCSF Academic Senate recommends that the Office of Instruction be required to use BP and AP 6.17 to engage in any discussion or evaluation or programs that may need to be reviewed rather than making unilateral decisions without faculty input (and thereby violating the spirit and text of Title 5 and local board policy), and

Resolved, the CCSF Academic Senate recommends that the Office of Instruction provide a comprehensive written report to the Academic Senate and department chairs about:

- The decision-making process and metrics used to cut courses from the Spring 2020 schedule
- The impact of these course cuts on program completion that includes data about how many students are programmatically affected and will have completion delayed or it will be inhibited from completing their goal

And be it finally Resolved, the CCSF Academic Senate recommends that the Office of Instruction be required to produce such a report for any and all course cancellations prior to their implementation to prove and ensure that students are impacted minimally in their program and educational goals.

Moved: Dina Wilson; **Seconded:** Nixora Ferman

Motion Carries, Abstentions: None

Not President: Octavio Alvarez, Steven Brown, Malcolm Cecil

D. Secretary Election

Jim Armstrong, Elections Commissioner, conducted an election to replace resigning Secretary, Susan Berston.

There were 2 nominations from the floor:

Fanny Law, Nominated

Moved: Alexis Litzky; Seconded: Marie Osborne

Mitra Sapienza, Nominated

Moved: Susan Berston; Seconded: Alexis Litzky

Votes for Fanny: Monica Bosson, Alexis Litzky, Tom Kennedy, Monica Bosson, Nixora Ferman, Marie Osborne, Rosario Villasana, Christina Yanuaria, Michelle Simotas, Chad Stephenson, Mitra Sapienza and Katryn Wiese.

Votes for Mitra Sapienza: Susan Berston, Dina Wilson, Douglas Owyang, Fanny Suk Fun Law, Marie Osborne, Ben Finateri.

Fanny Law, Elected secretary of Academic Senate for Spring 2020.

XI. Adjournment in honor of Dr. Felita Clark and Robert Clark, NAACP Educators of the Year 5:13pm