



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 Process • Others as agreed

CCSF Academic Senate Executive Council DRAFT MINUTES

Wednesday, 2020 January 22, 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, 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: Eric Greenfrost, Madeline Mueller, Coni Staff, Abigail Bornstein, Ann Clark, Lisa Velarde

Guests: John Halpin, Mandy Liang, Tomas Boatwright

I. Call to Order, 2:33

II. Adoption of Agenda

President Litzky removed one item from the agenda: CCSF Extension presentation.
Amended agenda adopted.

III. Public Comment

- There was a comment about the need to discuss with the Board of Trustees and our Board of Supervisors regarding the current budget situation and the request of the bridge funding from the City.
- There was a suggestion about encouraging the junior executive council members to ask questions and learn about the goings-on in the college. Members were encouraged to step up to take on leadership roles so that we gain knowledge and experience through our participation.
- A question was raised about the bridge funding regarding if the chancellor was the sole decision-maker if the City offered it to us to restore classes.
- A community member, also a CCSF graduate, expressed her concern about the possibility of the college selling our property.

IV. Officer Reports

President Litzky briefly reported that:

- She encourages faculty to participate in the additional Accreditation and Education Master Plan workshops that are scheduled at multiple centers.
- Frisco Day, an event for incoming new students from SFUSD, will be on Friday, May 1.
- Jennifer Kienzle, Communication Studies, will be the new Distance Education Coordinator for Spring 2020, replacing Kristin Smith, who resigned from the position. A new search will begin soon for Fall 2020.
- The Budget Committee has begun to meet bi-weekly instead of monthly to develop the budget for 2020-2021. Some highlights of the latest audit report include not finding any frauds within the college, being better at some monitoring, and needing work on “material weakness.” The senior administration created a corrective action plan to respond to the identified weakness identified by the audit report in addressing areas in the amount of deficit spending in the roles of the last SERP, payroll and benefits increase, lower FTES, cost of overhead and multiple locations. The proposed budget stabilization plan will continue restructuring course offerings to align with the SCFF, reduce FTEF reassigned time, develop a real estate plan by selling or leasing some of the college’s properties, charge noncredit courses a fee, and identify programs to be discontinued. The plan further suggests that the college engage a CPA firm, an impartial fiscal expert, to serve as the corrective action monitor to track the progress of the plan. President expresses concerns about the plan’s vagueness, especially the lack of specificity of the process and the role of shared governance with the plan’s development. She points out that the plan is created by the senior administration over the winter break and is not endorsed by the auditor.
- AS election is forthcoming. We will finalize details of the spring election at our February 5, 2020 meeting.

First Vice-President Hanson briefly reported that:

- We have not received any responses about the multiple resolutions we have submitted.
- The format of the Board of Trustees meeting has been changed as a result of the training the Trustees received in the Board retreat. There will still be public comments as the Board acknowledges that they would like to listen to the public, but the new format will allot a set time for public comment before each group of items on the agenda.
- The Board retreat also reviewed the sunshine policy.
- The Board expressed frustration about receiving the financial information just prior to the Board meeting
- The Chancellor intimated more cuts, so the faculty should take the Chancellor’s action plan seriously regarding the CHEF program, his reaction to the emergency funding to restore classes, and his prioritization of degree-seeking courses.
- The Board of Trustees has not figured out a way to direct the Chancellor, but it is the receiving end of information.
- In the last collegial consultation meeting with the senior administration, the Chancellor spoke for the first 45 minutes while none of the officers had a chance to speak. We’ll continue to push for reciprocal dialogues with concrete details from the administration.

Second Vice-President Teti briefly reported that:

- Last semester this body passed a resolution to address the ill-conceived language printed on the parking permit to the Board of Trustees and the administration. So far, we haven't yet received a response. We will continue to follow up on the issue and request that the latino organizations in the community might issue a statement to draw the administration's attention.

Secretary Law briefly reported that:

- Despite the budget issues happening at the college, faculty should remind ourselves of our strengths and contribution as driving forces to the college.

V. Consent Agenda

Resolution 2020.01.22.01A Approval of Minutes: December 11, 2019

Resolved, that the Executive Council approved the minutes for December 11, 2019.

Adopted by consent

Resolution 2020.01.22.01B Appointment of Distance Education Coordinator for Spring 2020

The CCSF Academic Senate recommends the appointment of Jennifer Kienzle, Communication Studies, as the Distance Education Coordinator with .60 FTEF of reassignment time for Spring 2020.

Adopted by consent

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

Resolution 2020.01.22.02 Appointments to Committees, Task Forces, Work Group Appointments

Scholarship Committee

Kinsbourne, David - Health Care Tech. (JAD) Credit - new appointment

Career and Technical Education Steering Committee

Hong, Jennifer - Nursing LV (JAD) Credit - new appointment

Works of Art

Goldthorpe, Jeff - English (Ocean) Credit - reappointment

Sen, Maya - Behav. Sci. (Ocean) Credit - new appointment

Moved: Thomas Kennedy; **Seconded:** Pablo Rodriguez

Motion Carries, Abstentions: None

Not present: Jacob Adams, Octavio Alvarez, Steven Bown, Malcolm Cecil

VII. Unfinished Business

A. [Town Hall](#) update

- The embedded [Town Hall](#) document shows the events the President has engaged in since August 2019 with the purpose of providing records and tracking.
- The request of inviting the Chancellor to the Town Hall meeting was taken off from the deliverables list indicating that the Chancellor wasn't willing to participate. His refusal to attend the Town Hall meeting might be related to the bond election in March, so it's doubtful that his presence in the Town Hall would happen prior to the bond election.
- President is interested in learning about the senate's thoughts of how we move forward to engage faculty with the feedback she has received such as inviting the Board to attend in lieu of the Chancellor's presence. With the consideration of holding the special plenary meeting while canceling classes for the meeting, she's concerned about the success of the meeting with the absence of the administration leadership.
- A senate member commented that since the theme of the Board retreat was communication, they should demonstrate communication by responding to our resolutions.
- One Senate member asked about the feasibility to hold a plenary meeting. The response was that a resolution to hold a plenary meeting would have to pass along with clear objectives of the meeting and a valuable agenda.
- One Senate member asked for clarification about the current reserve on the audit report and if we could use this serious financial situation to persuade the Board of the risk of being sidelined by the state in the accreditation report. President responded that an option to address this could be to withhold the Academic Senate President's signature in the report to get the administration to engage with us, but there are risks that come with such an approach.
- One Senate member expressed her frustration that the administration had not been responding to our resolutions. She didn't support to hold a special plenary meeting when classes need to be canceled. She was also concerned about where the funding of the bond went last time.
- President maintained that resolutions provided documentation as public records which provided some value of rhetorical reasoning and served as effective tactics of advocacy.
- One Senate member commented that resolutions provided a primary way to respond to the administration's corrective actions that were outlined to address curricular issues and monetary issues. While the administration shouldn't have the sole discretion nor was the Board of Trustees fully informed, it was hoped that a committee would be formed to address the current issues. It's also suggested that the senate could call upon support from the State Senate.
- One Senate member commented that the key to being strategic and action is the goals that are clear and achievable. We should also find ways to heal the hurt and trauma the faculty have experienced.
- A committee to craft a resolution to address the absence of a town hall meeting with the administration was formed by members including Monica Bosson, Ekaterina Fuchs, Fanny Law, Marie Osborne, Pablo Rodriguez, Mitra Sapienza, Michelle Simotas, Chad Stephenson, Fred Teti, Dina Wilson, Christina Yanuaria, and Coni Staff

VIII. New Business

A. Recommendations from Registration & Enrollment Committee

1. Course repetition proposal

- This resolution was intended for students who needed to repeat the course due to a significant time lapse from the previous time they took the course in order to fulfill career training and promotion requirements.
- Clarification was made that course repetition only applied to courses that are repeatable.
- One Senate member raised a question about why students on the waitlist weren't automatically registered.
- One Senate member commented that there was a need for students who needed to retake the course due to job training and promotion requirements that the current policy didn't allow them to register for the course. Oftentimes, students were advised to enroll in a course in another college.

Resolution 2020.01.22.03 Course Repetition Proposal

Resolved, The Registration and Enrollment Committee recommends that the Office of Admissions and Records revise the Course Repetition Process so that students who need to repeat a previously-passed course due to documented legal mandates or program or training requirements may register for their required class during the normal registration period before the start of a semester, and

Resolved, that this recommendation does not apply to students who need to repeat a course because of a substandard grade.

Moved: Frederick Teti; **Seconded:** Katryn Wiese

Motion Carries Unanimously, Abstentions: None

Not present: Jacob Adams, Octavio Alvarez, Steven Bown, Malcolm Cecil

2. Waitlist waiting periods

- One Senate member expressed that the problem was not the amount of time given for students on the waitlist to respond but that students didn't check email all the time, so they lost the chance.
- One Senate member was concerned that 24 hours might not be sufficient.
- One Senate member questioned if there was a notification message during the registration process to let students know that they were on the waitlist.
- One Senate member expressed frustration that students knew that they needed to be on the waitlist but didn't receive any directions on how to get on the waitlist.
- One Senate member suggested to explore the feasibility of automatically assigning students from the waitlist.
- A few Senate members agreed that the resolution be sent back to the committee for further discussion to address the frustration of the waitlist waiting period and possibly rewording the resolution "from 48 hours to automatically."

- One Senate member suggested that the committee would discuss the feasibility of the waitlist waiting periods and bring back recommendations based on the committee members' discussion.

The resolution presented to explore the feasibility of changing the time window failed to pass, with a recommendation from President Litzky that the Registration and Enrollment Committee take the issue up again with a focus on exploring other possibilities (as suggested by the Executive Council).

B. Board policy review

- 1. BP/AP 7.23 Minority and women enterprises**
- 2. BP/AP 7.27 Small business enterprise program**

- These policies had gone to PGC for 1st read already.
- It was pointed out that the Chancellor should adopt an administration procedure while implementing the program.
- The purpose of the policies was to assign policies the City of San Francisco had for contractors and businesses.

The Senate members' feedback is as follows:

- One Senate member requested that the definition of "minority" and "women" be made, as well as the evaluative process or application process for selection.
- One Senate member asked if the application was handled by the administration's business office or if there was any faculty input or involvement with our entrepreneurship program, in which it would indicate an opportunity of growing our own.
- One Senate member asked how gender diversity was applied or implied in the policies.
- One Senate member suggested that minorities could be extended to not only racial minorities but also to include minorities such as the deaf and hard of hearing.
- One Senate member expressed his positive and humbling experience with a city contract similar to these policies

IX. Reports, Updates, and Discussion items

A. RiSE report and [mapping resolution](#) (for discussion only)

The presenters, Eric Greenfrost, Lisa Velarde, and John Halpin, highlighted that:

- Inputs for the career clusters were sought from college stakeholders, especially students
- The ramification of how the career clusters can be utilized in 10+1 matter
- Introduction to the 8 Interest Area Communities and ask the Senate for feedback
- Updates of the college websites and CCCapply
- Continuation to monitor progress

Senate members gave the following feedback:

- One Senate member asked if the document was brought to DCC in light of the budget shrinking and what was "academic" motivation about these groupings and their intended outcomes.

- The response was that it had been brought forth to DCC but the impression was that it might not be near the top of DCC's priority list.
- One Senate member was concerned about what input was received from DCC and the possible ramifications of using the document in the future. It couldn't be supported without the extra work done.
- One Senate member was concerned if the document was intended for students who were not sure about their academic interest and cautioned if students would be forced to declare a major.
- One Senate member commented that work was done to check the curricular overlapping among the majors and explore ways in how major courses coalesce if students change majors.
- One Senate member asked how the college's mission statement regarding life-long learning was reflected.

B. [Bridge to success report](#)

The presenters, Mandy Liang, and Tomas Boatwright, highlighted that:

- Frisco Day planning, a partnership between CCSF and SFUSD, was underway
- The initiative supported the transition of students from high school to college.
- Frisco Day is an event that encouraged parent engagement
- Friday Day will be on Friday, May 1.
- The 840 students enrolled in 2019 showed a 39% increase from the previous year.
- The focus would be college exploration, experience, and connection.

The Senate members gave the following feedback:

- One Senate member asked of the 840 students registered, how many attended classes in August and how many stayed enrolled in this Spring Semester.
- The response was all 840 students attended classes in Fall 2019 and would follow up on the enrollment status of this group of students in Spring 2020.
- One Senate member asked the admission structure and linkage between high schools from SFUSD and CCSF admission.
- The response was that there's a close collaboration between the SFUSD and CCSF admission staff.

X. Adjournment, in memory of Harilaos Costarides, English Department, and Renesha Clarkson, daughter of Tanya Clarkson, classified support in the English department, 4:50 p.m.