



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

50 Frida Kahlo Way, Box E-202, San Francisco, CA 94112 (415) 239-3611 Fax (415) 452-5115

www.ccsf.edu/academic-senate email: asenate@ccsf.edu

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 FINAL MINUTES Wednesday, February 5, 2020, 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, 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, Christina Yanuaria

Council Members Absent: Jacob Adams, Malcolm Cecil, Dina Wilson

Other Senate Members Present: Jennifer Dawgert-Carlin, Pau Crego, Alicia Fausto, Judy Hubbel, Jesse Kolber, Madeline Mueller, Coni Staff, Kathleen White

Guests: Leslie Milloy, Cherisa Yarkin

I. Call to Order 2:33

II. Adoption of Agenda 2:31 (1 min)

Agenda adopted.

III. Administration report

- Chancellor Rocha provided a brief update to the Council about the financial stabilization plan of the college.
- He showed the timeline of implementing the plan from Prop A in March until the ACCJC Mid-Term Report in October.
- The goal is to show ACCJC that our financial stabilization plan is completed in which we will have a balanced budget and 5% in reserve.
- We have wide endorsements from AFT2121, SEIU, the San Francisco labor communities on Prop A which will help with the capital expense.
- We should strive to make the productivity rate higher.
- We will strive to keep smaller classes with a high completion rate, especially in CTE courses.
- A Senate member asked about the primary reasons and the absence of reference on how to handle deficiencies in the audit report. The Chancellor responded that a corrective action plan to address the budget deficiency is looking into the real estate options by leasing some or part of the campuses and possible opportunities for our Eddy Street location.
- A Senate member asked about the plan for reorganizing student services. The Chancellor responded that based on his observation and students' feedback he received, Counseling services need to modify their current practice in order to meet the students' needs. A Senate

Alexis Litzky, President
E. Simon Hanson, First Vice President

Frederick Teti, Second Vice President
Fanny Law, Secretary

member responded that due to confidentiality issues, online and phone counseling is not appropriate.

IV. Public Comment

- There was a concern about the possibility that the administration was looking for alternative technology to replace Starfish while our budget was tight.
- There was a comment about the administration's planned meeting with the Deans and Chairs to discuss the priority of the first 1000 FTEF in the development of course scheduling.
- It was Madeline Mueller's birthday today.
- There was a comment about a faculty's letter to the Board of Trustees regarding the Board's plan of holding their future meetings back in MUB 140 after having spent \$1 million to update Conlon 101.
- There was a comment to respond to the Chancellor's claim that the struggle of low completion rate was true for all community colleges in California. English courses at CCSF have a higher capacity than other colleges, as well as the general research recommends student caps of 18 in English composition courses.
- There was a concern about the faculty's input not being considered when the administration made decisions.
- There was a comment about the \$20 million funds to update Eddy Street location that was not accounted for.
- There was a request to the officers for the need to challenge the Chancellor's inaccurate information and the lack of real information.

V. Officer reports

President Litzkey briefly reported that:

- It has been an ongoing challenge to get more accurate and precise information and responses to our requests during this year's consultation; instead, we have tried to have conversations with other cabinet-level administrators to effectuate some level of change.
- While holding a town hall meeting may not be feasible, the town hall planning workgroup has decided to frame the question like what we did today to have the Chancellor present to us what his financial solvency plan was. The President is open to suggestions as to how to approach conversations with the Chancellor personally and through shared governance.
- The College Assessment, Intervention & Response (CAIR) Team has resumed meetings to address the health of students in a variety of crises.
- Updates from the last Information Technology Advisory Committee (ITAC) meeting includes the Department Chairs' adopting CourseLeaf (new management software for course scheduling), College Scheduler (a new software for students to register for courses), the issues of removing spam accounts of Google Suite, and that ITAC, a PGC committee, will be the decision-making body to make tech-related decisions for the college.

First Vice-President Hanson briefly reported that:

- While we requested the Chancellor to share facts in his administration report, we were asked about our feelings. We need to refine our asks in order to get the expected response from him.
- It has been a continued effort and discussion among the Board that we need to get the reserve up to 5% by June.

- In light of the development of the schedules and budget, we should get to see the total amount of the budget so that we know what the percentage of the Fall schedule in total will be reduced to.
- We need to press on getting an overall plan of fiscally responsible targets and a system to deal with the projection of overspending.

Second Vice-President Teti briefly reported that:

- He has a report from a recent meeting: [ACCJC Midcycle report](#)
- The Education Policy Committee will meet to consider a residency requirement within the major and the auto certificate awarding for Noncredit.

Secretary Law briefly reported that:

- We should put self-care as our first priority.

VI. Consent Agenda

Resolution 2020.02.05.01A Approval of Minutes: January 22, 2020

Resolved, that the Executive Council approved the minutes for January 22, 2020.

Adopted by consent

VII. Appointments: Committee, Task Force, Work Group Appointments 3:25 (5 min)

Resolution 2020.02.05.02 Appointments to Committees, Task Forces, Work Group Appointments

Teaching and Learning Technology Roundtable

Smith, Kristin - English (Ocean) credit - new appt.

Scholarship

Lin, George - Architecture (Ocean) credit-new appt.

Program Review

Weyer, Andy - Biology (Ocean) Credit - new appointment

Enrollment Management

Hanson, E.Simon - Biology (Ocean) Credit - appointment as new Alternate

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

Motion Carries, Abstentions: Simon Hanson

Not present: Jacob Adams, Malcolm Cecil, Dina Wilson

VIII. Unfinished Business

A. [GELO report](#) for Area D/F

1. Acceptance of GELO report for area D/F+

2. Revision of IGETC Area 4-3, and CSU Area D-3 GELO Language+

David Stevenson from the SLO Team presented the slightly modified resolutions based on the feedback from the Council. There were still unresolved issues about the continuity between CCSF and the transfer institution outcomes. There was a request to have a broader discussion by engaging faculty in the reporting process.

- A Senate member commented on how the Academic Senate could use these reports to make decisions and connect with the curriculum committee and enrollment management committee.
- A Senate member also commented that these reports can also integrate with Program Reviews and resource allocations and address equity.
- A Senate member commented that the challenges of creating meaningful conversations may be attributed to the size of the group of people and scheduling such a conversation in a venue like the Flex Day.
- A Senate member pointed out that there should be institutional guidance to connect the segments of this flow of work.

**Resolution 2020.02.05.03
D/F**

Acceptance of GELO Report for Area

Whereas, learning outcome assessment reports need to be used to think critically about and improve the College; therefore be it

Resolved, the CCSF Academic Senate accepts the G.E. Area D/F Assessment Report; and be it further

Resolved, the CCSF Academic Senate recommends that this report be used, when relevant, during planning and improvement processes.

Moved: Simon Hanson; **Seconded:** Katryn Wiese

Motion Carries, Abstentions: None

Not present: Jacob Adams, Malcolm Cecil, Dina Wilson

Resolution 2020.02.05.04 Revision of IGETC Area 4-3, and CSU Area D-3 GELO Language

Whereas, The CSU G.E. Area D-3 Outcome language is: Demonstrate socio-cultural participation skills, ethical reasoning, and political awareness in order to be effective citizens in a diverse world, and

Whereas, The IGETC G.E. Area 4-3 Outcome language is: Demonstrate socio-cultural participation skills, ethical reasoning, and political awareness in order to be effective citizens in a diverse world, and

Whereas, The current phrasing of these outcomes make mapping to CCSF Area D-3 more cumbersome, therefore be it

Resolved, That the CSU GELO language for Area D-3 be revised to read: Demonstrate socio-cultural participation skills, ethical reasoning, and/or political awareness in order to be effective citizens in a diverse world, and

Resolved that the IGETC GELO language for Area 4-3 be revised to read: Demonstrate socio-cultural participation skills, ethical reasoning, and/or political awareness in order to be effective citizens in a diverse world.

Moved: Steven Brown; **Seconded:** Tom Kennedy

Motion Carries, Abstentions: None

Not present: Jacob Adams, Malcolm Cecil, Dina Wilson

IX. New Business

A. Approval of Academic Senate Election Materials for Spring 2020*

President Litzky oriented the Council to the provided calendar and election materials. Jim Armstrong and Sami Kudsi, the Academic Senate Election Commissioners, will conduct the election process. Melinda Weil may replace Jim Armstrong, who will be retiring, after this election. The Schedule for 2020 Elections shows the timeline and members who will continue to stay on, those who have completed the first full term, and those who must sit out.

**Resolution 2020.02.05.05
Materials for Spring 2020**

Approval of Academic Senate Election

Resolved, the CCSF Academic Senate recommends the election timeline and materials for the Spring 2020 Election, as presented on February 5, 2020.

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

Motion Carries, Abstentions: None

Not present: Jacob Adams, Malcolm Cecil, Dina Wilson

B. Board policy review: BP/AP 8.06 Procurement of supplies, equipment, and services*

- The first read of the Board policy review will go to PGC.
- A Senate member made a comment about the limited time we had to address the importance of reviewing the policy.
- First President Hanson welcomed members to email him for getting the edited versions with the explicit strike-through markings that show the changes made. He also pointed out that the Chancellor was now delegated to these policy duties, instead of the Vice Chancellor of Finance who used to take on this role.
- A Senate member pointed out the responsibilities of the Chancellor stated in the policy, especially those that were related to contracts of facilities improvement.
- A Senate member commented that many senior administrators were brought in by the Chancellor.
- A Senate member cautioned the conflicts of interest and financial accountability and the decisions made with the involvement of the facility committee.

C. ASCCC Stanback-Stroud nomination*

- Monica Bosson, a member of the Awards and Recognition Committee, acknowledged the 2017 award recipient, Leslie Simon.
- She also introduced the four nominations according to the order for which they were received.
 - Mitra Sapienza expressed gratitude for her nomination with her work in Student Equity.
 - Jennifer Dawgert-Carlin, Pau Crego, and Jesse Kolber from the Transgender Inclusion Project shared their devoted volunteer work that led to the inception of the project that has made positive changes for transgender faculty, staff, and students.
 - Judy Hubbel recognized the work the Older Adults Department has done for the aging population of our community.
 - Michelle Simotas highlighted the multi-dimensional and excellent work of the under-represented authors through the Creative Writing Program that promotes awareness of diversity.

**Resolution 2020.02.05.05 Nomination for the ASCCC
Stanback-Stroud nomination**

Resolved, the CCSF Academic Senate recommends the nomination of the Transgender Inclusion Project for the ASCCC 2020 Stanback-Stroud Award.

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

Motion Carries, Abstentions: None

Not present: Jacob Adams, Malcolm Cecil, Dina Wilson

X. Reports, Updates, and Discussion items

A. Budget and shared governance update

President Litzky led a brief conversation about the ongoing changes to the budget and schedule creation process:

- The Office of Instruction has provided a flow chart showing the shared governance process among the Office of Instruction, the Budget Committee, and the Enrollment Management Committee about how they would like to develop the schedule next year.
- The Deans and Chairs have been asked to engage in an exercise to create the development of the departmental allocation and instructional budget.
- A document was shared with the Department Chairs showing a chart with the number of FTEF allocation prioritized for departments while some have none at this point.
- Some questions in this process include the role the PGC plays, what the starting point should be, and the operating assumption of 1000 FTEF that VC Boegel is utilizing here.
- A Senate member commented that the Department Chairs only got the exercise materials today while they were to be used in the exercise tomorrow and expressed concern that this exercise might have violated the DCC contract.
- A Senate member commented that this exercise might be to address the lack of consultation from the Department Chairs from the previous round of class cuts and concerned about the timing and the planning of the exercise that might impact the collegiality among departments.
- A Senate member commented that this exercise might set up a parameter of the size of the Fall 2020 schedule based on the budgetary priority.
- The resolution on program viability we passed in December recommended the pursuit of SFCCD Board Policy 6.17 which protected programs from being eliminated, but not all programs are qualified in this policy. So, the budget prioritization may exploit some programs that don't lead to certificates or degrees.
- A Senate member pointed out that there was an overemphasis of the funding formula based on certificates and completion and advised that departments would continue to collaborate and remain as allies to one another.
- A Senate member asked for clarification about the relationship between the budget and scheduling among the shared governance groups, the Budget Committee, the Enrollment Management Committee, and DCC.

B. RiSE report

- RiSE report will be postponed to the next ASEC meeting.

C. CTE report

- The funding opportunity for AEO, Perkins, and Strong Workforce Program will be due on February 27, 2020.
- Graduation Guarantee cannot be enacted while the key courses in the CTE pathways were cut yet cannot be waived.
- Some CTE courses have lower ratios of faculty to students due to regulations.

XI. Adjournment, 5:04 pm

*Signifies that the materials should be found in the Materials folder

+Signifies that supporting material or the text of a (possibly partial) draft resolution can be found below.