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 FINAL MINUTES
Wednesday, 2020 March 4, 2:30-5:00pm
Ocean Campus, MUB 140

Council Members Present: Susan Berston, Monica Bosson, Steven Brown, Malcolm Cecil, Nixora Ferman, Ben Finateri, Ekaterina Fuchs, Simon Hanson, Thomas Kennedy, Fanny Law, Alexis Litzky, Marie Osborne, Douglas Owyang, 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, Octavio Alvarez, Pablo Rodriguez, Dina Wilson

Other Senate Members Present: Sheri Miraglia, Coni Staff

Guests: Ann Clark, Leslie Milloy, Mark Rocha

I. **Call to Order 2:32**

II. **Adoption of Agenda**
Agenda adopted.

III. **Administration report: Chancellor Rocha**

The Chancellor provided a brief update to the Council about coronavirus planning, and answered the question sent to him from the Council, "As we all know, CCSF's enrollment has been declining. It is also common during large construction projects student enrollment can decline due to the transitional facilities and difficulty navigating space. What is your plan to stabilize and grow enrollment during this time period?" Some specific points of information he shared were that:

- The next PGC meeting will follow up on the emergency meeting held on Monday about the contingency plan in case of a temporary school closure.
- The administration report will focus on the enrollment plan to address issues surrounding the upcoming construction projects, the "Big Six + 1," around the campus in the next 36-60 months.
- The college is still working toward the path to 32,000. The focus is on building programs, not courses, such as programs with high demands in the workforce for Working Adults Degree Programs.
- CityOnline shows the need to be expanded throughout the state and the country.

- We need to capture a larger market share of our local high school graduates.
- All students should apply for financial aid so that they become full time students.
- Free City can be expanded to not just San Francisco residents but also those who graduate from high schools in San Francisco.
- We will resume funding for marketing and outreach.
- The Chancellor gives an example of how the Ethnics Studies program may schedule courses "horizontally" to accommodate WADP students.
- A Senate member asked for clarification about new programs with high demands but not exist. The Chancellor pointed out that analytics data need to be considered when building stronger programs to meet the demands.
- A Senate member expressed the concerns for WADP students and urged that we look at these students' needs holistically. The Chancellor suggested that the pre-set options of courses may be more efficient in helping students meet their academic goals instead of providing too many choices.
- A Senate member asked about the user group status of the construction programs.
- A Senate member expressed that faculty are being left out in the expansion of online teaching.

IV. Public Comment

- A Senate member asked to whom faculty would report if a student might be exposed to the coronavirus.
- A Senate member asked if there would be a program coordinator or case manager to guide WADP students to be successful.
- A Senate member commented that the idea of trimming the diverse courses steals away students' opportunities of choices.
- A Senate member pointed out that lowering the offerings of noncredit courses would hinder students from eventually enrolling in credit programs because they take noncredit courses for many reasons such as academic preparedness and waiting to be qualified for the residency tuition rate.
- A Senate member expressed concerns about the deflation of adult education in the city and not taking into consideration the growing demographics of the aging population.
- A community member urged that our monthly financial information needs to be transparent in order to achieve financial stability and that the Board of Trustees should play its responsibilities for the college.
- A Senate member expressed that the college should enable part-time students to become full-time if they want to and students should be given a choice when they want to apply for financial aid.
- A Senate member expressed concerns about the building user groups and online instruction in which the focus might be taking away from our community while the expansion aims toward enrollment from a broader distance.
- A Senate member pointed out that any one may form a building user group.
- A Senate member pointed out that there had been a building user group with the STEAM program.
- A Senate member pointed out that there seemed to be no practical solutions when the Chancellor was trying to bring more students from outside the city when parking would be eliminated due to future construction.

V. Officer reports

President Litzky briefly reported that:

- Interim Senior Vice Chancellor Sohn is planning to start a facilities roadshow to communicate with the college about parking, building user groups, and order of operation. He will come visit the Senate soon.
- The first read of the accreditation report will be in our next meeting.
- The AS elections have started with the deadline of March 12.
- The Budget Committee's proposal of hiring an independent financial controller to help monitor our budget situation as part of fulfilling the requests from our previous resolution is under way, and First Vice President Hanson is appointed to represent faculty in selecting this position.

Vice First President Hanson briefly reported that:

- Discussion about faculty reassigned time as part of planning for the future will be brought up in the next budget meeting.
- There will be continued discussion about how instructional budget of 1,200 FTEF can be prioritized in the next academic year.
- Members of the Enrollment Management Committee recognized that despite there's reduction in the budget, the priority should be on instruction and programming in order to increase enrollment. Another concern lies on the distribution of FTEF in scheduling Fall and Spring. He urges that we proactively express our voice when the college priorities are set especially in the same pace as construction plans are moving toward.

Second Vice President Teti briefly reported that:

- Ed Policy Committee will discuss the model syllabus, which includes SLO and DLAC compliance, in the faculty handout and its recommendations.

Secretary Law briefly reported that:

- The instructional continuity for noncredit is a concern if school were to close and prohibit any face-to-face instruction. The Chancellor's contingency plan for the emergency closure didn't seem to include noncredit programs and students.

VI. Consent Agenda

Resolution 2020.03.04.01A Approval of Minutes: February 19, 2020

Resolved, that the Executive Council approved the minutes for February 19, 2020.

Adopted by consent

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

Resolution 2020.03.04.02 Appointments to Committees, Task Forces, Work Group Appointments

Non-Credit Adult Education

- MacAndrew, Ann - ESL (Mission) non-credit - reappointment

Distance Learning Advisory

- Kienzle, Jennifer - Comm. Std. (Ocean) Credit - appointment as resource member

Curriculum Committee

- Gliniewicz, David - Rad. Sci. (Ocean) Credit - Area E is full. request may be to appoint as resource until space opens up in May

PGC Facilities committee

- D'Souza, Alan - L&LR (Ocean) both - appointment is as a regular member

Enrollment Management

- Brown, Steven - EH &F (Ocean) credit - appointment is as an alternate

Moved: Monica Bosson **; Seconded:** Tom Kennedy
Motion Carries, Abstentions: None
Not present: Jacob Adams, Octavio Alvarez, Pablo Rodriguez, Dina Wilson

VIII. Unfinished Business

A. Purchasing and budget oversight

Based on the discussion about this AP/BP from our last meetings, a workgroup was formed and charged by First Vice President Hanson. He noted that explanation was given in the last PGC meeting when the first read was conducted. The goal for the Senate in the second read in the next PGC meeting will provide our feedback to the policy and express our concern through a resolution regarding the need for accountability and participatory governance.

- A Senate member questioned the relationship between the accreditation standards and this AP/BP and how the ACCJC would perceive the Chancellor's concentrated influence over the purchasing policy and overseeing the vast number of contracts during the accreditation evaluation.
- A Senate member was concerned about the increased spending from the Chancellor's directives amid class cuts and layoffs of faculty and staff.
- A Senate member responded that an area of the accreditation standards included fiscal responsibilities.

Resolution 2020.03.04.03 Voting against BP/AP 8.06

The CCSF Academic Senate directs the Academic Senate President to vote against BP/AP 8.06 (drafted Dec2019) as presented at the next PGC meeting.

Moved: Tom Kennedy; **Seconded:** Marie Osborne
Motion Carries, Abstentions: None
Not present: Jacob Adams, Octavio Alvarez, Pablo Rodriguez, Dina Wilson

The workgroup will continue to work on a resolution to the Board of Trustees.

IX. Discussion items

A. Coronavirus emergency preparedness plan and supporting students

President Litzky shared a document with questions regarding the coronavirus impact on instruction and communication at CCSF. President Litzky shared that

- The Chancellor requested suggestions regarding the college emergency planning in response to the coronavirus via Survey Monkey posted on the CCSF homepage.
- It was recommended that all faculty and staff are on the text alert system. A communication network/phone tree is being discussed to provide information from the administrators to faculty and from faculty to students.
- The college can accommodate a 2-week closure without disrupting the integrity of course instruction, including meeting SLOs requirements, and accreditation and transfer-related issues; however, adjustments need to be made on the instructional calendar beyond 2 weeks of closure.

The Council members shared their concerns and questions:

- A Senate member relaid concerns from a number of faculty about Canvas being the only option in the modified instruction, so the needs for multiple measures or alternatives of accommodations and ways of communication, such as emails and paper-based methods.
- A suggestion was made about providing announcements in multiple languages on the CCSF homepage and other social media outlets.
- Senate members expressed concerns and difficulties in communicating with students and accessing students' information via Banner while campus is closed. Faculty may also take into account the pros and cons of alternatives of instruction in both credit and noncredit instruction.
- When the state chancellor or governor declares state of emergency, there will be plans in place to make accommodations and adjustments in case by case basis and for apportionment calculation.
- A Senate member asked how the closure would affect our working conditions and the mandate of the courses.
- A Senate member raised the importance of continuing to connect students not just for the reasons of attendance and instruction but also their well-being and access to healthcare resources.
- The Senate's concerns will be brought to the Chancellor to inform his contingency plan.

X. Reports and Updates

A. RiSE report 4:30 (15 min)

RiSE Coordinator Michelle Simotas provided updates about the Academic and Career Communities program mapping on the new website, and Frisco day planning on May 1. The Office of Research and Planning will help measure the efficacy of students exploring majors and making academic choices.

B. CTE report

CTE liaison Kathleen White provided updates about:

- The upcoming employer fair;
- Perkins and SWP allocation award announcements in early April;
- Seeking a chair in the CTE committee;
- Requests for Academic Senate support to obtain clarification about funding sources for course offerings, conditions for Graduation Promise, impacts of class cuts to CTE students, summer classes to be reinstated for program completion, and program vitality.

XI. Adjournment, 5:01pm