



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 May 6, 2:30-5:00pm

[Zoom meeting](#) Meeting ID: 936-0119-4049

Phone info: +1 669 900 6833 or +1 346 248 7799

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

Other Senate Members Present: Anna Asebedo, Abigail Bornstein, Eric Greenfrost, Stephanie MacAller, Sheila McFarland, Michele McKenzie, Sheri Miraglia, Mary O'Connor, Nicole Oest, Lou Schubert, Coni Staff, Kathleen White, Carole Meagher,

Guests: Tessa Brown, Kristin Charles, Mandy Liang, Pam Mery, Wendy Miller, Leslie Milloy, Cherisa Yarkin, Dianna Gonzales

[Materials folder](#)

- I. **Call to Order 2:35**
- II. **Adoption of Agenda**
Agenda adopted.
- III. **Public Comment**
 - The future of Fort Mason as one of our campus locations was uncertain.
 - The recent PGC Facilities Committee met and presented a Real Estate Asset Report. More information and discussion were needed to make decisions on the terms of the leases.
 - The webpage about the grading policy and options to students would be available soon.

- A Senate member asked if there would be an additional survey to get feedback on the search of the future Interim Chancellor.

IV. Reports

A. Officer reports

President Litzky briefly reported that:

- The [survey results](#) about the next interim chancellor's priorities and qualities have been published, in which 40% of the respondents were faculty.
- The Interim Chancellor created a Return to Campus Task Force with all the constituency groups. Sub-committees were also formed to focus on instruction, student services, and facilities and public safety.
- The State Academic Senate held a meeting for Local Senate Presidents to share and address concerns about the future planning of instruction. The Leadership Institute and Curriculum Institute would be held virtually in June and July.
- Reimbursement for faculty professional development and the related travel expense would be due on June 1.
- The AS election commissioners were working on verifying the accuracy of the election results. An official announcement would be sent out soon.
- All Council members were invited to consider running to become an officer and were encouraged to contact the current officers for any questions.

First Vice President Hanson briefly reported that:

- All Council members were invited to participate in the officer election in the next meeting.
- The format and inclusiveness of the critical college-wide committee meetings had been concerning. The PGC Facilities Committee didn't have the materials posted adequately in advance prior to the meeting. Due to the unexpected disruption, the meeting had to be cancelled, so the extensive public comments were not delivered procedurally. There were also other challenges with implementing the proper parliamentary procedures resulting in unfruitful discussions and decision making process.
- In the Budget Committee, a request had been made about freezing the faculty's salary increase and deferring it to January 2021 while negotiation concerning this matter was pending to take place. Currently, the projected budget was still \$7 million short. Revision of the budget was expected in May and August.
- The Balboa Reservoir development was ongoing.

First Vice President Hanson briefly reported that:

- Education Policy Committee would be meeting to discuss the prior learning regulations in the amended Title V, and the updates would be reflected in the catalog and the board policy.

Secretary Law briefly reported that:

- Noncredit programs served diverse student populations. Noncredit students who were still engaging in coursework since shelter-in-place were not able to the course required to earn a certificate because noncredit courses were not covered by the blanket policy of DEA this semester.
- Noncredit and credit courses shared similar qualities such as the curriculum approval process, college-wide assessments and SLO reporting, and funding rates.
- Noncredit had a role in our community college.

B. Committee on Committees report

The recommended appointments are listed in the consent agenda section.

C. RiSE report

Michelle Simotas, RiSE coordinator, gave a report of RiSE projects in Spring 2020 covering updates of the mapping project, the Academic and Career Communities (ACCs), the collaboration with the Curriculum Committee, student success teams, and Pathfinder FYE.

- Most credit maps were complete while the format for maps on the website was being identified; noncredit mapping was in progress.
- The connection of ACCs to CurriUNET and the CCCApply had been established and making progress.
- Revisions of curriculum development enlisted the help of students and their perspectives.
- The Student Success Teams focused on developing better communication with students among the resource offices of student services.
- Pathfinder FYE aimed to provide support for first-year students who were undecided in their major.
- A Senate member asked about the updates of incorporating noncredit programs in the RiSE projects. The incorporation was in progress.

V. Consent Agenda

A. Approval of Minutes from 2020, April 22*

Resolution 2020.05.06.01A Approval of Minutes: April 22, 2020

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

Adopted by consent

B. Committee appointments+

Resolution 2020.05.06.01B Appointments to Committee, Task Forces, Work Group Appointments

Non Credit Adult Education

- Lau, ShukHan (Connie) - Business (CNB) noncredit - reappointment
- Rodriguez, Pablo - Trans. Std. (Mission) - non credit - new appointment

Career and Technical Education Steering

- Leber, Lorraine - VMD (ocean) credit - reappointment

Works of Art

- Simon, Leslie - Women' Std. (ocean) credit - reappointment

Scholarship

- Castillo, Patricia - NSCD (Mission) both - reappointment

Program Review

- Dye, Dora - Business (ocean) credit - reappointment

CSU UC Breadth

- Fa, Angelina - AsAmStd. (ocean) credit - appointment as a resource member

Distance Learning Advisory Committee* (One seat available)

- Alaniz, Michele - Library (ocean) both - reappointment
- Rodriguez, Pablo - Trans. Std. (Mission) - non credit - new appointment

Education Policies

- Mata, Cindy - EOPS (ocean) credit - reappointment

Student Grade and File review

- Reyes, Joe - Biology (ocean) credit - reappointment

Institutional Review Board

- Kolber, Jesse - IDST (ocean) credit - new appointment

Information Technology Advisory

- Alaniz, Michele - Library (ocean) both - reappointment

Accreditation Steering

- White, Kathleen - CDEV (ocean) credit - reappointment

College Commencement Ceremony

- Toebe, Patrick - Theater (ocean) credit - reappointment

Adopted by consent

VI. Old Business

A. [Midcycle accreditation report](#) - 2nd read*+

AVC Kristin Charles gave an update on the current revised report based on the feedback from the Senate members and Department chairs since the last read. It's expected that revisions needed to be made prior to the submission would likely be limited to the section on the ongoing budget situation.

- A Senate member asked if the reported alignment of the instructional expenses reflected the college's bulleted components of the Mission Statement. The response was that the report recorded what had taken place.
- A Senate member questioned the infrequent acknowledgement of the Department chairs' contributions to the report.
- A Senate member asked about the implication of "enrollment management" to course reduction.
- A Senate member commented that the report should contain honest appraisals of our plans on budget and enrollment management.

The Council passed the following resolution for the next step of the midcycle accreditation report.

Resolution 2020.05.06.02 Recommendation of Midcycle Accreditation Report

Whereas, faculty roles and involvement in accreditation processes including reports are part of the Academic Senate's purview over academic and professional matters; and

Whereas, in signing the 2020 Midcycle Accreditation report, the Academic Senate President will be certifying that there was "broad participation by the campus community" and that they believe the report "accurately reflects the nature and substance of the institution"; and

Whereas, the report will be reviewed in shared governance before the Board of Trustees is scheduled to approve the report at their Board meeting on September 24 2020; therefore be it

Resolved that the Academic Senate Executive Council authorize the Academic Senate President to sign the Midcycle Accreditation report as presented on May 6, 2020 with the understanding that the report will contain updates as needed to continue to reflect the substance of the institution; and

Resolved, that the Academic Senate recommends the report return to the Academic Senate Executive Council no later than September, 2020, for a final review of any changes before the Board of Trustees final read and approval.

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

Motion Carries, Abstentions: Simon Hanson, Pablo Rodriguez

Not present: Jacob Adams, Octavio Alvarez, Susan Berston, Malcolm Cecil, Thomas Kennedy, Douglas Owyang

VII. New Business

A. Fan 5 categorical resource priorities*+

Cherisa Yarkin, Director of Planning, reported on the updates of Fan 5. The primary functional purpose of Fan 5 was to upstream with Annual Plan or Program Review and coordinate with the three categorical programs, Student Equity and Achievement (SEA), Adult Education Program (AEP), and Strong Workforce Program (SWP).

- The prioritization process involved Senate Committees engaging in discussions and making recommendations of the allocations to each of the resource requests based on the prescribed rubrics by the associated committees.
- The allocation recommendations might not be a commitment to fund the proposals but were dependent on the upcoming budget revision in August.
- A Senate member recognized that the process of allocation was being observed.

Resolution 2020.05.06.03 Fan 5 categorical resource request priorities

Whereas, The Student Equity Strategies (SES) Committee, Success, Math, ESL, & English (SMEE) committee, Noncredit Adult Education Committee (NAEC), and Career and Technical Education (CTE) Steering Committee used committee approved rubrics and processes for reviewing resource requests; and

Whereas, Fan 5 has reviewed the processes used and final recommendations for resource priorities for the 2020-21 categorical resource request priorities; therefore be it

Resolved, That the CCSF Academic Senate recommend the 2020-21 categorical resource request priorities pending state budget allocation as presented on May 6, 2020.

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

Motion Carries, Abstentions: None

Not present: Jacob Adams, Octavio Alvarez, Susan Berston, Malcolm Cecil, Thomas Kennedy, Douglas Owyang

B. Repeal of BP 1.16 Sunshine Policy* - 1st read

First Vice President Hanson provided some background information about the Brown Act and Sunshine policy in the context of shared governance. The City of San Francisco first adopted the Sunshine policy that ensured transparency and shared governance and stricter rules of when meetings were called, the expected behavior in the meetings, and what could be discussed in open sessions versus closed sessions. The Board Policy Subcommittee directed the General Counsel to investigate possibilities of repealing this Sunshine Policy from the Board record because it was believed that the Brown Act was sufficient. Before this proposal would be vetted by PGC, the Senate could make recommendations to PGC regarding our position of this repeal.

- A Senate member expressed that this repeal would be wrong since communication from the Board was already limited and proposed a rejection to repeal.
- A Senate member questioned the rationale behind this proposed repeal when there had been continued loss of oversight of operation of the college.
- A Senate member recommended that besides voicing our objections and concerns about the repeal, faculty might broadcast the concerns to the community at large and advocate for what shared governance should work, especially when four Board of Trustees seats were up for election this year.
- A Senate member reminisced that the City's adoption of the Sunshine policy was due to pressure from the community and cautioned that such a move would make bad press on the college.
- A Senate member asked if it would be a choice we could make and if we could get advice from the City Attorney.

VIII. Discussions

A. Professional Development plan feedback* 4:15 (15 min)

President Litzky and Chrerisa Yarkin gave an overview of the plan which was an engaged process involving members in the Professional Development Committee. This plan was intended to align with the Education Master Plan for faculty, administrators, and classified staff. However, the budget for this purpose was concerning.

- A Senate member expressed the need for PD activities that focus on the scholarly content from academic conferences that would engage students and in-house

brown bag meetings for communities of practice and share ideas of issues of the college.

- A Senate member suggested that while this PD plan served as a hub of all PD activities for all the constituent groups, the regulations of travel limitation could also be referenced in this document.

B. AY 20/21 Planning and budget

- Many activities regarding COVID-19-related planning and budgeting had been ongoing in the Return to Campus Task Force and PGC Committees.
- A Senate member commented that noncredit programs had put considerable time and effort to build up their community presence and enrollment.
- A Senate member commented on the disappointment that the leadership had put credit programs on the first priorities and their lack of vision and reduction put a disproportionate impact on noncredit programs.
- A Senate member commented that the previous Chancellor left out the part about life-long learning from the college's Mission Statement.

IX. Administration report: Interim Chancellor Gonzales 4:45 (15 min)

Interim Chancellor Diana Gonzales expressed her devastation of our budget situation and the laying off of some of the ESL faculty that had just been reported. There would be reduced revenue due to projected deficit from the state and city incomes even though CCSF, especially the noncredit programs, was the lynchpin of the upcoming economic recovery effort. Besides the budget development, the Return to Campus Task Force was focusing on the operational planning for the fall semester.

- A community member commented that little progress or movement had been made with the college's budget and enrollment management development.
- Interim Chancellor Gonzales encouraged everyone to be more compassionate to each other despite the ambiguity of the current situation causing the most stress.
- A Senate member expressed that the current budget with the significant deficit might not reflect the worst scenario and the budget committee didn't seem to provide the leadership to set the priorities nor have honest discussion toward a solution.
- Interim Chancellor Gonzales responded that the sense of lacking leadership was due to the ever changing environment.
- A Senate member pointed out that while there might be an assumption that a central person or the Chancellor were to save the college, the faculty's priority for the next interim Chancellor based on the survey results was healing the morale of the college.
- Interim Chancellor Gonzales expressed her frustration that the task of prioritizing could be disheartening to program reduction.
- A Senate member asked how our college could develop our priorities that fulfill our Mission Statement instead of just including the state's completion agenda and

hoped that Interim Chancellor Gonzales would advocate for the whole institution in the long run.

- Interim Chancellor Gonzales acknowledged that her decisions would make lasting influence and maintained that CCSF was a community college while aligning with the Board of Trustees and City supervisors' guidance.

X. Adjournment, 5:25pm