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 Minutes
Wednesday, 2020 September 2, 2:30-5:00pm
Location: Zoom meeting https://cccconfer.zoom.us/j/96406746184
Phone info: +1 669 900 6833 or +1 253 215 8782 * Meeting ID: 964 0674 6184

Council Members Present: Octavio Alvarez, Abigail Bornstein, Steven Brown, Amy Diaz-Infante, Nixora Ferman, Ben Finateria, Katia Fuchs, Simon Hanson, Nicole Oest, Gregory Keech, Fanny Law, Stephanie Macaller, Jeanette Male, Michele McKenzie, Sherie Miraglia, Madeline Mueller, Douglas Owyang, Joe Reyes, Mitra Sapienza, Lou Schubert, Kevin Sherman, Michele Sieglitz, Michelle Simotas, Coni Staff, Chad Stephenson, Marie Varelas, Katryn Wiese, Christina Yanuaria

Council Members Absent: Pablo Rodriguez

Other Senate Members Present: Michael Needham, Susan Atwood, Monica Bosson, Alexis Litzky, Fred Teti, Karl Westerberg, Kathleen White, Katie Marquez, Kimberly Keenan, Malaika Finkelstein, Robin Pugh, Darlene Alioto, Jennifer Kienzel, Carole Meagher

Guests: Cherisa Yarkin, AVC Kristin Charles, Chancellor Vurdien, VC Tom Boegel, Leslie Milloy,

I.   Call to Order 2:30

II.   Zoom Housekeeping
   A. For formal, official roll call and votes: each Executive Council member's name is called; members repeat their names and speak their vote
   B. For informal voting or opinion solicitation: members will be asked to either use the "yes/no" response in Zoom or participate in the poll feature.
   C. For voting by acclamation: members are asked if anyone is opposed; if there is opposition, we will move to a formal, roll call vote.
   D. Speaker list will be captured by using the blue hand function in Zoom.
   E. Chat feature is encouraged, but will not be part of the formal record. To be included in the formal record, members will speak their comments.

III.   Adoption of Agenda
       Agenda adopted.

IV.   Public Comment

- All classes should be on the same schedule; Different start dates for classes causes confusion for students and inconsistencies between classes, such as add/drop dates differ. The 16-week format means less course content and is difficult for courses with labs.
- There is a facilities committee meeting for the Board of Trustees coming up for those curious about how things are developing through facilities, especially for those interested in giving feedback and opinions on the STEAM building. Anybody who is curious about things that are developing through facilities, needs to try to access that meeting. It is one place you can influence where your needs are in these buildings.
- There is a proposal to use $34 million of our bond money to put into the PUC which is not something that has been discussed in our facilities committee.
- Please support Puente as it is currently being scrutinized and resources are being cut despite its successful student completion rates. The Puente MOU is not being recognized and we need our administrators to be more transparent with why there is so much scrutiny. Please support Puente.

V.   Reports
   A. President Hanson
      1. New Administration Organization: hiring committees are convening for VC of Finance and Administration (or CFO), VC of Student Affairs, AVC of Facilities, AVC of Information Technology, Director of Media and Marketing; the initial August deadline was extended to September 10th due to an initial lack of applicants. Committees are now underway. Two new positions--Executive Director Internal Auditor, and possibly another position is opening for Controller--have recently been presented.
      2. Regular, productive meetings with Chancellor, in both collegial consultation and in a subgroup that includes constituency leaders from the classified and faculty unions and the classified senate. The Chancellor fully supports and welcomes faculty input. We are cautiously optimistic in the coming budget conversations.
      3. Academic Senate of the California Community Colleges will convene its Fall Plenary session to be held virtually, November 5-7, 2020. Hopefully we can send more people since the event is online.
      4. The Senate has yet to receive its travel budget for this year which restricts our ability to support faculty professional development.
      5. EW deadline has been extended for Fall 2020 to November 20th. Students who choose to withdraw or take a P/NP grade option, will not be penalized; apportionment and financial aid will not be impacted as a result. This applies to Fall 2020 only; however, apportionment will still be held harmless in Spring.
      6. Apportionment is a bigger issue than we realize. Being held harmless for

the past few years has disassociated our college's principles and our college's plans which used to be anchored to apportionment. Plans need to be clarified.

  B. First Vice-President Law

    1. Collegial consultation brings advocacy for consistent communication with administration and has led to building positive relationships with constituency groups; progress is slow but promising.

    2. Non-credit enrollment is slowly climbing with effort from faculty, classified staff, students and administrators. Non-credit classes are very important to our students: NC curriculum is not rudimentary as some may assume. Areas such as child development requires courses to include many complex theories. ESL and other departments are certainly impacted by the challenges remote learning has posed on students and many are working to support students with technical needs. Thanks to the faculty resource center and the office of distance education.

  C. Second Vice-President Wiese--No current report

  D. Secretary Sapienza

    1. Justice and Equity Consortium--an unofficial group composed of members of ADMJ, LGBTQ+, Academic Senate, Behavioral Sciences, and the Office of Student Equity has been meeting throughout the summer and hopes to review police training curriculum and create college-wide dialogue regarding Black Lives Matter.

    2. Academic Senate Constitution and Bylaws, now posted on the new website, for Executive Council member review with hopes to update those documents this year.

    3. Updates from the Orientation chat and reminder of solidarity in successes, struggles and ongoing support for one another.

  E. Committee on Committees Report (see committee appointments below)

VI. CTE Report

  A. Thank you to Fanny, Mitra and Katryn for their work on updating the CTE Steering Committee and Liaison pages on the website.

  B. Seeking members of the CTE Steering Committee - Contact Fanny Law to be nominated

  C. First CTE FACULTY NEWS Issue to be sent out this week to all faculty in CTE - monthly newsletter

  D. Will include a survey of faculty on current concerns related to CTE programs and pathways. Link to: https://forms.gle/99DL9GTdah7T3ohe7

  E. CTE Faculty are specifically concerned with student access to in-person laboratory's, lack of center locations that host CTE pathways, ability of some CTE students to access distance education courses and complete CTE certificates and degrees, access issues for non-credit student registration and outreach, (especially of ESL students and students without access to hardware, software or internet) and a reduction of sections of CTE

courses.

F. Unemployment is 10.9 as of July 2020 in SF, up from 2.4 % in July 2019. The City of SF and the CCCCO is especially interested in fast-track and "re-training" programs that can be launched quickly and will result in re-employment for those recently unemployed.

G. Please contact Kathleen White for additional information at kwhite@ccsf.edu.

VII. Consent Agenda

Resolution 2020.09.02.6A   Approval of Minutes: May 20, 2020

Resolved, that the Executive Council approved the minutes for May 20, 2020

Adopted by consent.

VIII. Appointments: Committee, Task Forces, Work Group Appointments

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Resolution 2020.09.02.6B   Appointments to Committees, Task Forces, Work Group Appointments

Noncredit Adult Education
--Pugh, Robin- Business (DTN) both- new appointment

Teaching and Learning Technology Roundtable
--Demiray, Deniz- Economics/Social Sciences (Ocean) credit- new appointment
--Sheetz, Nuala- ESL (CNB) noncredit - new appointment
--Teti, Fred- Math (Ocean) credit- resource

Curriculum
--Swigart, Saramanda- English (Ocean) credit - from a resource member to regular
--Gliniewicz, David- Radiologic Sciences - from a resource member to regular
--Legaspi, Erlinda- English (Ocean) credit - from a resource member to regular
--Ziemba, Wanda- Healthcare Technology (JAD) - new appointment as regular

Student Equity Strategies
--Owens, Wendy- Library and Resources Center (Ocean) credit - from a resource member to regular
--Lumsden, Lijia- Women's Studies (Ocean) credit - new appointment as resource

Matriculation Advisory
--Pieper, David- Social Sciences (Ocean) credit - new appointment as regular

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Registration and Enrollment
--Pieper, David- Social Sciences (Ocean) credit - new appointment as regular

Education Policies
--Sheetz, Nuala- ESL (CNB) noncredit - new appointment

Distance Learning Advisory
--Teti, Fred- Math (Ocean) credit- resource

Facilities Steering Committee-Diego Rivera Theater
--Mueller, Madeline- Music
--Parr, David- Theater Arts
--Toebe, Patrick- Theater Arts

Facilities Steering Committee- STEAM
--Asebedo, Anna- Art
--Fuchs, Katia- Mathematics
--Mueller, Keith- Biotechnology
--Reyes, Joe- Biology
--Stuart, Christina- Chemistry

Facilities Steering Committee-Student Success Center
--Romano, Lisa- New Student Counseling
--Galvez, Olga- DSPS
--Sparks, Jack- Continuing Student Counseling

Facilities Building User Group for STEAM, Diego Rivera, Student Success Center, and Evans
--Mun, Vivien- DSPS (Ocean) credit
--Osborne, Marie- New Student Counseling
--Oest, Nicole- Art
--Vetrano, David- Engineering & Technology
--McAteer, Robert - Photography
--Straus, Amber- Learning Assistance
--Teti, Fred- Online Learning
--Wilk, John, Theater Arts
--Afshar, Golnar- Biotechnology
--Scott, Maia -DSPS
--Stoffers, Peter- New Student Counseling
--Simon, Leslie -Interdisciplinary Studies
--Sundaram, Anjali - Cinema
--Lohr, Janet- Art

--Brown, Lori- Library and Learning Resources Center

College Professional Development Committee
--Lawless Steele, Nathaniel- Communication Studies (Ocean) credit - new appointment as regular

PGC Budget
--Meagher, Carole- Business (Ocean) Credit - new appointment as alternate

Diversity
--Nunley, Patricia- Child Development and Interdisciplinary Studies (Ocean) credit - new appointment as regular

IV. Old Business
   A. Model Syllabus Elements
      ● Two areas of discussion continued from last May: what should be in a syllabus and issues about automatically populating those elements within Canvas; both items have been sent back to their respective committees, the Distance Learning Advisory and Education Policies committees. Once the committees have weighed in, the Senate will have another opportunity to weigh in.
      ● Auto-population of syllabi elements needs further clarification from the committees to ensure accuracy of elements that can come from Banner (such as CRN and section numbers) but also allow faculty to maintain academic freedom and control of editing Canvas pages.
   B. Board Policy: Credit for Prior Learning AP
      ● The Academic Senate passed a Board Policy on Credit for Prior learning at our last May meeting. The State requires that we have an administrative procedure for credit for prior learning in addition to our already established processes for credit for prior learning in the form of tests and equivalency processes that is completely under Senate purview.
      ● This will be addressed at the Education Policies committee as the deadline to have a policy in place is next year.
      ● Other colleges across the state are doing innovative things for credit for prior learning that we could learn from.
   C. [ACCJC Midterm Report](#) from AVC Kristin Charles
      ● At May Senate meeting there was a request to review the report again to see how we are adapting to current changes.
      ● Update highlights are the addition to the multi-year budget and enrollment plan which will be a part of the evidence. None of us can be certain that this will be sufficient to address our financial stability.
      ● Given the fiscal report, submitted in April, that we provide annually, we are on the radar of the ACCJC. They also receive our audit prior to that

report so they can see that we have our challenges.

- At the end of the document, we briefly discuss the material weaknesses that we have received and what actions we have taken related to the multi-year budget and enrollment plan.
- Rather than changing the report itself, we are updating the evidence to show what we are doing.
- QFE section, we added some context with an introduction and some statements of what is next, with some review to see, for instance, if ESL is represented appropriately.
- We are continuing to collect syllabi for the report and addressing some questions about how we can improve this process.
- For folks interested, the report can be found in its entirety in the Academic Senate Executive Council meeting materials folder.
- The element of syllabi being collected in a single, centralized repository, which it may be accurate at a future date, is not currently accurate, even though thanks to COVID, that is closer to being accurate since we are all on Canvas, but there is not an intentional space for syllabi being collect. The question is how much of this report needs to be accurate to today's reality in order for us to sign off in support of this.
- We can address this by acknowledging not that we collect every single syllabus but that we have a way of ensuring that every syllabus includes up-to-date student learning outcomes through our course outlines of record.
- The course scheduler has the most accurate update of course outlines; we tried to import those into Banner, which has resulted in some inaccurate information; a process that we're working on and that we need to resolve for clarity to students and as an accreditation concern.
- Last Board meeting, there was surprise that the multi-year budget that is going to be presented is just the U-fund. It should be called the U-fund and parcel tax multi-year budget. We need to properly name what the budget report is.
- In the report it reads: "In addition, the college monitored spending and made adjustments when spending projections exceeded the budgeted amounts" which does not accurately reflect what has happened. We need to acknowledge that "the college has made *attempts* to monitor spending and has made *some* adjustments" to be more accurate.
- A suggestion was made to include a more congratulatory tone, especially in areas such as SLOs where we are cutting edge, while also addressing how flexible and adaptable we are to changing and looking forward.
- There seems something substantially different between the evidence and footnotes, but ACCJC guidance reflects that these are one and the same.
- A response to the inquiry: what if the Senate does not sign off? It is very important to both our college and the ACCJC that administration and faculty present a unified front in support of documents like these. The CCSF way has

been to get approval from all constituencies and to work together in both submission and implementation of plans like this one. We are working together toward a communal plan.

- We have to submit, with approval signatures, by October 15th.
- In the past we have signed off on most of the midterm report and it was not received well but it felt like the right thing to do at the time. We must have the full picture.
- Our situation is very tenuous, and the work on this, one member expresses their full trust in this document and would like to extend Senate support to the administrators who are working on this to relieve some of the great pressure off the shoulders of those compiling this report.
- In relation to public comment regarding the Puente program's current scrutiny, and the topics of funding allocations to specific programs, and the evidence that is shown in the report that these programs are flourishing, and yet we are cutting their funding. Where is the gap of information related to the cuts we're making to programs we are touting in the midterm report. Equity is not cheap. It requires investment.
- We have an obligation as college leadership to present this report as a united front and not entertain signing off on parts of the report and not the entire document.
- Commendations for AVC Charles for including faculty voice in the development of this report and her leadership and skill sets and her unwavering focus on work with all constituencies.

V.   New Business

    A.   Roles and Responsibilities handbook review initial discussion
- AVC Charles presents a word document that gives an overview of the evaluation findings based on observation, conversations and survey results--college-wide survey and the standing committees of the PGC, collegial governance, so that we could get feedback on how well the document was working.
- The second item is a detailed excel spreadsheet showing the results of these findings, which may not contain absolutely everything because of additions or ideas made in conversations after the survey was administered.
- There is a request for the Senate to review these findings and then engage in future conversation about the findings.
- As you look at those documents and you see further improvement, send ideas to Simon Hanson and AVC Kristin Charles. This will return as old business for our next meeting.

B. Semester Length for City Online Courses resolution
- Confusion about and request for clarification of what City Online actually is. A member is under the impression that courses that City Online courses are part of degrees and certificates that are entirely online--the degree or certificate can be completed entirely online. Is City Online now defined differently?
- City Online currently incorporates all classes not necessarily those that are just within a single program. The focus here should be on the whereas sections: the heart of this is not to get rid of 17.5 week courses, but that we would like to be able to have decisions like this come through the Senate to capture faculty voice and input. We need to clarify what the number is: 16 or 17.5? Additionally, there are very gross violations of process in decisions related to City Online, which this resolution very diplomatically points to.
- An editing point: hybrid classes are going to be referred to as Partially Online courses for revision in the resolution.
- Prior leadership promoted what the current state of City Online is so we have inherited our previous Chancellor.
- One member was told by her department chair that she was not allowed to teach in City Online.
- Any online course at CCSF should have the option to be a 17.5 week course.
- Previous Chancellor did not encourage dialogue on this with other constituencies.
- There has indeed been a communication breakdown and some faculty weren't given a choice, and some were not notified that their course lengths online were different than what they had planned for.
- The Senate should get regular updates from the Distance Education department given our current situation as we all go online.
- The quality of education is the biggest issue if we reduce the semester to 16 weeks.
- Department chairs know what is best for the scheduling of their courses and should be involved in these decisions.
- Chancellor Vurdien expresses his awareness of these issues; he emphasizes that it is faculty purview to determine the semester lengths. He will support whatever decision the faculty make on the length of the courses that are being taught online or in person.

Resolution 2020.09.02.8B   Semester Length for City Online Courses

E. Simon Hanson, President
Fanny Law, First Vice President

Katryn Wiese, Second Vice President
Mitra Sapienza, Secretary

Whereas the issue of semester length is an academic and professional matter that warrants Academic Senate consideration and

Whereas since 2016 CCSF has convened multiple compressed calendar work groups that have considered and rejected, based on the needs of student learning, multiple initiatives to shift the college calendar to a 16 week semester and

Whereas, City Online administrators without Academic Senate consultation have over the past year made a 16-week semester the longest possible option for development of new City Online courses and

Whereas, City Online hybrid classes -- now known as "Partially Online" -- need to align the in-person portions with existing programs that run at 17.5 weeks (such as science lab classes) and

Whereas, the Office of Instruction Scheduling office uses "block scheduling" to ensure availability of lab spaces and classrooms that are needed for in-person courses and hybrid components, and has expressed that they cannot accommodate a 16-week lab block (adding additional minutes).

Resolved that the CCSF Academic Senate recommend City Online courses (courses that are officially part of the City Online program) be made available in a 17.5-week semester option; and

Resolved, that the CCSF Academic Senate recommend the City Online administration consult with the Academic Senate in advance of making any future changes to maximum semester length or similar curricular changes for City Online courses before implementation.

> **Moved**: Stephen Brown; **Seconded**: Joe Reyes
>
> Motions passed by acclamation.

C. Chancellor's remarks
- Chancellor Vurdien looks forward to working with the Senate during his one-year term here. He sees our goals as: bringing in more students, expanding our curriculum, working more closely with SFUSD and with four-year institutions, so that students and San Francisco residents can have a seamless transition from K-12, to CCSF, to SFSU or any other four-year institution and who will return as senior citizens as life-long learners. Chancellor Vurdien conveys his full support and the support of

his cabinet to the Senate and to the faculty.

D. Faculty input on [Multi-Year and Enrollment Management plan](#)
    - Vice Chancellor Boegel presents; Deputy Chancellor Gonazales was not able to attend.
    - VC Boegel poses the question for Executive Council consideration: does the draft framework capture what the Senate thinks are important to capture and are there things missing from a multi-year budget and enrollment plan.
    - A member notes the goals and principles of this plan are missing. We budget the college not based on north star priorities, but rather spending decisions get made based on how much money we have. This doesn't say what our mission statement is in order to prioritize our spending. And requires conversation to determine what those goals are across the college.
      - VC Boegel confirms the conversations about goals and priorities will continue in PGC Budget committee and the BOT Budget committee meeting.
    - CCSF has not historically done a multi-year budget or enrollment plan before, where other colleges do this on a regular basis and the question is What has changed at CCSF that we are now committed to this planning?
      - VC Boegel states that we have been very focused on budget activities in the past few years to determine what we can do to make it through each year, which is necessary but not sufficient and this plan is essential to put us into stable and sustainable footing for the health of the college and for our students and our enrollment.
      - VC Boegel: we are not going to be able to make long-term strategic decisions without a multi-year plan despite the challenges of creating this in the short timeframe. The vision of this is that we have a multi-year plan as a part of the yearly budget plan.
    - A member points out that we have a huge potential for growth and our focus needs to be on the classroom. We need a three-year plan that is aggressive about growth and we can become a regional institution that can lead.
    - A member inquires about misrepresentations of what this multi-year budget includes, specific to U-fund and bond money, as well as the mischaracterization of FON numbers referenced as having the minimum number of full time faculty and you keep characterizing it as the cap. Productivity targets should also be added to the multi-year plan for administrators and classified staff and facilities; not just attached to faculty for position control. There will not be enrollment growth if we don't have specific ways that we are going to address the registration system.
      - VC Boegel addresses fund types: discussion is still open on which fund-type will be included in this plan. The college has many

different funds which need to be defined in this plan but some esoteric funds may not warrant inclusion.
- VC Boegel addresses FON: the FON, as you mentioned in a floor, not a ceiling.

- A member requested to embed into this plan the ability to be flexible by adding more online courses and addressing the need for more DEAs.
- A member suggested including language in the plan that offers flexibility and a hope to see this plan more fleshed out with details about how the outline points are being defined.
- A member highlights that there is no commitment to the programs that the college needs to have in this multi-year planning outline, further emphasizing the need to prioritize and articulate the goals of the institution.
- Faculty need to be supported with more priority put toward professional development to be able to compete with our companies and institutions that are beginning to offer workforce training.
- A member inquires about where the data is coming from for the non-credit outlook, and are there financial officers at the college giving guidance and will there ever be a financial statement that gets produced from year to year that all employees can see so that we can understand the financial priorities of the institution.
  - VC Boegel responds: data sources come directly from the Office of Research and Planning and Pam Mery. Dianna can address more of the financial questions and he will relay the questions to Dianna Gonzales.
- A member highlights the lack of mention of innovation on the outline presented; how do we leave room philosophically and financially to innovate and to introduce new programs and new courses and to take that leap where we know we may have a semester to without great enrollment, but we have a tremendous labor market need. Building in something around innovation, new curriculum and community need which we can't capture through data. We get into the weeds around decision making and conflict. We need to be more specific which could be supported by adding a rubric for our decision making. This has never been clear in regards to enrollment management.
- A member questions our ability to see through a multi-year plan when we can not currently meet our annual plans.

VI. Adjournment, in memory of Frank Masterson, the fabulous CCSF carpenter, 5:16

E. Simon Hanson, President
Fanny Law, First Vice President

Katryn Wiese, Second Vice President
Mitra Sapienza, Secretary