



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

Note: Copies of the Final Agenda, Resolutions and Materials for the Sept 16, 2020 meeting can be found in the [Materials folder for that meeting](#).

CCSF Academic Senate Executive Council

Agenda

Wednesday, 2020 September 30, 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, Pablo Rodriguez, Mitra Sapienza, Lou Schubert, Kevin Sherman, Michele Sieglitz, Michelle Simotas, Coni Staff, Chad Stephenson, Marie Varelas, Katryn Wiese, Christina Yanuaria

No Council Members Absent.

Other Senate Members Present: Alex Mullaney, Frederick Teti, Jennifer Kienzle, Karl Westerberg, John Watkins, Alexis Litzky, Kathleen White, Monica Bosson, Janey Skinner, Robin Pugh

Guests: Cherisa Yarkin, Mandy Liang

- I. Call to Order 2:33
- II. Adoption of Agenda
Agenda adopted.
- III. Public Comment
 - Remembrance of Dana Galloway's sudden passing. Dana was a member of the BEMA department and on various committees across the college. Let's remember to connect with one another as much as we.
 - Program Review is continuing in some shape or form this year at the college, and the Program Review committee is going to move forward with reviewing the 2018

comprehensive program reviews and will be reaching out to council members to solicit help with those reviews.

- AFT 2121 recognizes the compounded impact of events in 2020, particularly for Black and Brown faculty, and the collective drain on mental and emotional health as our faculty manage an unprecedented number of work and family responsibilities, wrestle with the hard truths of racial inequity and justice, and struggle through the pandemic, wildfires, and contentious election during a time of deep social division and age of widespread misinformation. As part of our struggle to fight for equitable public education and workers' rights, we have collaborated with individuals from within our union and local communities to hold space for remembering our shared humanity and the need for social-emotional connection. These spaces serve as a time for connection, healing, and community-building. If anyone is interested in hosting events, or have ideas to share, please reach out to Christina Yanuaria. This is a related report on needs assessment at CCSF
<https://drive.google.com/file/d/12vY7b9SgUqzcQjuE8EnYQPFATfwKHWsD/view>.
- We have lost over 450 part-time faculty who are hurting. We are undermining the lives of our brothers and sisters by not offering them support.
- Emailed public comment:

IV. Reports

A. Officer reports

- President Hanson
 - Academic State Plenary Session is November 5-7th and the Area B state Academic Senate meeting is October 16th; those interested in attending either event, let President Hanson know. There are scholarships available to waive the fees for those interested.
 - The Senate leadership is in the process of creating an equitable way to administer the small amount of funding available for professional development and remote trainings.
 - There is official word from ACCJC that CCSF is on increased financial monitoring ([Enhanced-Monitoring-Accreditation](#)) which means that we have to report to ACCJC our long-range financial and budget plans, which has changed the Midterm report; originally the Midterm report included the multi-year budget plan, and now makes mention of a draft plan, but the budget plans will not be included in the Midterm report.
 - Enrollment report presented at the Board meeting last week shows that our Credit enrollment has dropped by 19% which is a larger drop than most colleges in the Bay Area and State. There is a 53% drop in Non Credit enrollment.

- A hiring report was presented to the Board with the concern about why we are not hiring more Brown, Black and faculty of color with an inquiry about faculty responsibility for this because faculty are the one who mostly comprise these hiring committees. We are decreasing all of our employee groups over time with significant turnover in our part time faculty; hiring practices for diversity and retainment should be addressed further by the Senate.
- A reminder from the Matriculation office that transfer and degree petitions are due for Spring; please help communicate deadlines to your students.
- Spring 2021 schedule is in development and is going to online default. While we assume Spring will be entirely remote, we are working with SFDPH to work on the courses that require face-to-face instruction.
 - Office of Online Learning is working on schedule notes to inform students of what the time commitments are for remote courses (synchronous, asynchronous, a combination of both)
 - These topics will return to ASEC for review very soon.
 - Cross-listed classes pose complications and we are working on remedying those.
- Budget decisions need to be connected to programmatic priorities which are tied to program review which is why we need to invest time working with the Program Review committee. These budget decisions should be made in a public forum, not behind closed doors.
- First Vice President Law
 - In the various PGC meetings, constituency leader meetings, and collegial consultation meetings we can see that everyone's work truly has the best interest of our students in mind. Another take away from these meetings is that there does not seem to be much discipline when it comes to the spending on big ticket items, and it is as if there is no policy.
 - PGC Enrollment Management focus should be on programmatic priorities rather than the budget.
 - Connect with at least two of your colleagues, reminisce the times that you'd pass in the halls, pre pandemic, and check in on one another.
- Second Vice President Wiese
 - The term cross-listed courses may cause some confusion;

there are only about 12 cross-listed courses at the college, not to be confused with courses that occur at the same time.

- Creating connection with colleagues can be done through formation of book clubs; it's easy and fun.
- Secretary Sapienza
 - Equity resolution has been revised and will be presented later in the meeting.
 - We have been working with the State Chancellor's office regarding verification of our AB705 compliance and implementation, with news of future plans to address campus climate and faculty professional development needs.
 - The Pathways to Equity conference through the State Chancellor's office afforded some rumination on how we can take agency to dismantle systemic barriers and institutional racism. Questions for us to consider:
 - How can we work together to interrogate the systemic limitations within our classrooms, departments, programs?
 - What processes and procedures might be causing barriers for students or employees in our areas?
 - In what areas can we improve systems that are in place that have not been reviewed or interrogated
 - How do we center our work on student success?

B. Committee on Committees report

1. Committee appointments.
2. Awards & Recognition ASEC committee
 - A workgroup was created in 2014 to evaluate and compile nominations; Marie Vareles is the only current member with the need for two others.
 - Joe Reyes volunteered to serve on the committee.
 - Others with interest should contact Marie Vareles: mvareles@ccsf.edu.

C. PGC Facilities Report from Steven Brown

- Building User groups have been meeting for the three projects that are underway.
 - Diego Rivera Theater (DRT) was once called the Performing Arts Center, a building intended to maintain all of the theater arts programming. Trustees are insisting that DRT not be downsized as previously discussed and that the STEAM building move forward.
- Trustees were asked to approve nearly \$24 million in purchase

orders with no specifics on what that money is being spent on.

- 1550 Evans, not the current Evans campus, is a new building promised by former Chancellor Rocha, which we are inquiring about as well.
- Facilities Committee schedule can be found here:
https://archive.ccsf.edu/en/about-city-college/administration/vcfa/facilities_planning/FacilitiesCommittee.html

D. CTE liaison report, Kathleen White

- [CTE liaison report slidedeck](#)
 - CTE three-year plan is being updated
 - Important to get folks to give input on virtual labs as we go remote in Spring.
 - CTE steering committee needs more program faculty to participate due to programs being impacted.
 - Strong Workforce Program is meeting to review three-year SWP plan; SWP is one source of CTE funding.
 - First free Regional teaching fair with the theme of social justice is on October 5-9th: www.teachforthebay.com; all faculty are encouraged to attend.

V. [Consent Agenda](#)

A. Approval of Minutes from 2020, Sept. 16

Resolution 2020.09.30.5A Approval of Minutes: September 16, 2020

Resolved, that the Executive Council approved the minutes for September 16, 2020

Adopted by consent.

B. Committee appointments

Resolution 2020.09.30.5B Appointments to Committees, Task Forces, Work Group Appointments

Noncredit Adult Education Committee

--Judy Goodman, DSPS

--Robert Fitch, DSPS

Teaching and Learning Technology Roundtable

--Galina Gerasimova, DSPS

Scholarship Committee

--Consuelo Cervantes, World Languages and Cultures

Curriculum Committee

--Landi Ehnle, CDEV, new appointment as member

--Phong Pham, PE & Dance, member of DEA Subcommittee

Matriculation Committee

--Kathleen Marquez, Continuing Student Counseling, new appointment as member

Pathways Committee

--Rob Yung, Engineering & Technology, reappointment as member

--Consuelo Cervantes, World Languages and Cultures, new appointment as member

Registration and Enrollment Committee

--Lori Admokon, ESL new appointment as member

Student Equity Strategies Committee

--Lily Ann Villaraza, Phillippine Studies, reappointment as member

--Lori Admokon, ESL, new appointment as member

SMEE Committee

--Madelyn Van Meerbeek, TRST, new appointment as member

Facilities Building User Group

--Amy Diaz-Infante, Art, STEAM

PGC Planning Committee

--Loren Bell, English- reappointment as member

Adopted by acclimation.

VI. Old Business**A. [Model Syllabus Elements](#) from Ed. Policies Committee**

- In May, ASEC requested that Ed Policies committee rework the proposal to account for elements where the auto-population could impede academic freedom. As a result, the proposal was stripped of references of auto-population.

- ASEC also suggested that the proposal be reviewed by the Non-Credit Adult Education committee back in May.
- There was a concern about the length of syllabi getting extended as a result of these elements, and whether there were other course documents that could include these things. The syllabus is an efficient way to communicate standard policies broadly, so most people agree that these elements are important to include.
- The feedback from the Non-Credit Adult Education committee concern is primarily about the use of textbooks, which is different for non-credit courses. The non-credit course application of these syllabi elements can get much more complicated given the nature of
- It would be nice to have a document that tracks what changes are being made by Non-Credit Adult Education and the Ed Policies committees to give context to why changes are being made with distinction between what is mandatory and what is recommended for faculty to include on their syllabi.
- Non-Credit Adult Education committee meets in mid-October.
- ASEC approved by acclamation, that once the Non-Credit Adult Education and Ed Policies committees review this, the resolution will return to ASEC.

B. Revised [AP 8.06 Procurement of Supplies Equipment and Services](#)

- This AP was presented to the Board last Spring. At that time, ASEC requested that the Senate not approve this policy to get more constituency feedback, and send it back to PGC. This is not a 10+1 issue; but this is an opportunity to express concerns that could encourage revision of the policy.
- Concern was expressed about how administration is viewing purchase orders.
- An inquiry was made about whether this will produce reasonable regulations and the instatement of a college controller. We have seen some movement on the instatement of a college controller.
- Our financial affairs need to be led by a certified public accountant in the form of a CFO. Our budget situation will continue to decline if we do not have a CFO.

C. [Resolution about Equity Values at CCSF](#)

- Since the last meeting, when this resolution was initially presented to ASEC, the resolution was sent to all 26 Senate committee chairs, upper administrative cabinet members, both Academic Affairs and Student Affairs division leadership, leadership from AFT and SEIU and the DCC and was presented to the Associated Student Council last Friday.

Approximately 20 people (faculty, classified staff and administrators) have given detailed feedback for revision.

- Additionally, right before our meeting today, Associated Students are reviewing this resolution and are creating a resolution of their own. Their request is that we work in tandem with them and not pass the resolution before they can offer their feedback.
- A suggestion was made that for now, we continue to review the resolution and not yet pass it through until other groups have had more time to review.
- A request was made to invite the Associated Student council to a future ASEC meeting to discuss this with them in that format.
- There was a question of legal implications connected to parts of the resolution that admit to our institutional racism that causes harm, we are pleading guilty to causing harm which may open us up for a lawsuit, counterproductive and dangerous.
 - We should work with the students to define these areas with data and research.
 - What are we doing that dismantles white supremacy and what are we doing that perpetuates white supremacy? Do the legal considerations come through a culture of white supremacy? We must acknowledge that CCSF is a racist institution and does perpetuate racism. This part reflects the hard work of what it means to dismantle institutional racism and perhaps we need to dismantle the concern of legal implications as an extension of what we value and what we are
 - The language in the resolution is ambiguous enough to suggest that institutions of higher education are racist and do not necessarily isolate CCSF.
 - Next meeting we will initiate a third review that includes revisions that reflect more voices and with wording that is more precise.
 - Further input and feedback should be sent to Mitra Sapienza, msapienz@ccsf.edu.

D. City Online and remote instruction ongoing discussion

- As part of our ongoing discussions surrounding pandemic changes in instructional modalities, planning for remote instruction for Spring, and our online offerings, we continue dialogue with the Office of Online Learning and DLAC about clarifying terminology, procedures and processes related to remote instruction.

E. Roles and Responsibilities handbook ongoing discussion

- Informational item with encouragement for ongoing discussion.

VII. New Business

A. ILO 3 Assessment Report and resolution

- SLO coordinator, Janey Skinner, reviews highlights of the ILO 3 assessment report via [this slidedeck](#).
- The report will be going to the PGC planning, Curriculum, Professional Development and Student Equity Strategies Committees, once the ASEC approves.
- In the report, two changes to the Institutional Learning Outcomes are proposed for ASEC approval: 1) “Demonstrate understanding” changed to “Examine” in order to be demonstrable. 2) “Collaborate” is changed to “Interact” in order to broaden the mappability of the outcomes.
- A request was made about using higher level verbs, other than “Examine” or “Interact.”
- The first resolution, about the recommendation of wording revisions for ILO 3, has been sent back to the SLO Committee for further refinement, with a second reading at the next ASEC meeting. Send any feedback to Janey Skinner, jeskinne@ccsf.edu.
- The second resolution is to approve the ILO 3 report and recommends that the report is used for college planning; accepted by consent.

Resolution 2020.09.30.7A Acceptance of ILO 3 report and recommendation for its use.

Whereas Institutional Learning Outcomes (ILOs), rooted in the Mission of the College, define and identify the knowledge, behaviors, and skills the College would like students to acquire and develop throughout their CCSF educational experiences;

Whereas the Institutional Assessment Plan specifies that Institutional Learning Outcomes (ILOs) shall be assessed on a regular basis through a process with broad faculty participation coordinated by the Student Learning Outcome (SLO) Coordinators and the Academic Senate’s Student Learning Outcome Committee (SLOC);

Whereas an in-depth assessment of ILO 3 was conducted in 2019-2020 and included multiple measures and dialogue about the ILO, including analysis of assessments of SLOs recorded in CurriQūnet mapped up from courses through programs to ILOs; qualitative analysis of program-level aggregate assessment reports; faculty discussions at departmental meetings on Flex Day, March 3, 2020;

Students Services Outcomes (SSO) Workgroup discussion and survey; and in-depth discussion at the SLOC meetings on several occasions;

Whereas the results of this assessment were compiled into the Fall 2020 ILO 3 Assessment Report by the SLO Coordinators and approved by the SLOC on September 4, 2020 and are available to share with the college community and the community at large;

Be it resolved that the Executive Council of the Academic Senate receives and accepts the Fall 2020 ILO 3 Assessment Report; and be it further

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

Adopted by acclamation.

B. Academic Senate [Constitution Review](#) Process

- Review and potential revision of the current ASEC Constitution and Bylaws.
- One member suggests we don't have the bandwidth to make these revisions at this time with a request to table the item.
- One member would like to move forward with the revision with a small group of those interested and who have the time so that there is forward movement, even if the result is a short report.
- We will determine a process for making revisions through the formation of a workgroup whose first task will be to create a timeline and to create a plan; those interested contact Mitra Sapienza.

C. [CCSF Mission Statement](#) Review

- Tabled until next meeting.

D. Video Conferencing Technology at Public Meetings

- Tabled until next meeting.

VIII. Adjournment, in honor and memory of Dana Galloway, a beloved and dedicated member of the CCSF family, 5:11.