



# 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 and [Sound Recording](#)

Wednesday, 2021 January 27, 2:30-5:00pm

Location: Zoom meeting <https://ccsf-edu.zoom.us/j/96406746184>

Phone info: +1 669 900 6833 or +1 253 215 8782 \* Meeting ID: 964 0674 6184

**Council Members Present:** Abigail Bornstein, Steven Brown, Amy Diaz-Infante, Nixora Ferman, Ben Finateri, Katia Fuchs, Simon Hanson, Gregory Keech, Nicole Oest, Fanny Law, Stephanie Macaller, Michele McKenzie, Sheri Miraglia, Jeannette Male, 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

**Council Members Absent:** Octavio Alvarez

**Other Senate Members Present:** Frederick Teti, Jennifer Kienzle, Karl Westerberg, Monica Bosson, Robin Pugh, Lisa Romano, Maura Devlin-Clancy, Sheila McFarland, Harry Bernstein, Alexis Litzky, Steven Brady, Erin Denney, Kyle Hill, Malaika Finkelstein, Harry Bernstein, Kenny Verbeckmoes, Debbie Kitchin, Adam Lucarelli, Melissa McPeters, Mary Bravewoman, Alan D'Souza, Carmen Lamha

**Guests:** Mandy Liang, Cherisa Yarkin, Tessa Brown, Lidia Jenkins, Dawn Mokuu, Micheline Pontious, Dawn Mokuu, Pam Mery, Kristin Charles, Tobin Jones, Vick Chung, Leslie Simon, Torrance Bynum

- I. Call to Order 2:36
- II. Adoption of Agenda  
Agenda Adopted.
- III. Public Comment
  - Support for sustaining the Aircraft Maintenance program
  - Call for volunteers to participate in the Academic Freedom resolution

workgroup; contact Michele Sieglitz and Lou Schubert for interest.

- Update on Trustees Facilities Committee and stalled facilities projects.
- Inquiry about the publicity of the resolution supporting and acknowledging the work of Wilbur Wu.
- Concern for the barriers students face when attempting to apply to CCSF and how many students we lose due to how difficult it is to navigate the application process.
- Concern for the reduction in number of seats represented by faculty on the Chancellor search committee.

#### IV. Reports

##### Officer reports

- President Hanson
  - The faculty email list has been unreliable and has disrupted internal communications among faculty.
  - Faculty seniority lists were sent out last week, this was mandated by reductions authorized by the MYBP and has created institutional disruption with little priority setting being communicated along with these lists.
  - Enrollment Management has created open workgroups to address budget and scheduling processes.
  - Administrative reorganization chart has been released without budgets.
  - ACCJC will be posting their report on our financial monitoring in a few weeks.
  - Update on administrative hiring committees that need faculty participation. Volunteers contact President Hanson.
  - Review of the Consent agenda.
  - Encouragement of Executive Council members to help create the ASEC agendas to include as many faculty voices across the college.
- First Vice President Law
  - Celebration of faculty voice and ways to engage faculty voice further across the college.
  - Sharing of Noncredit enrollment update.
- Second Vice President Wiese
  - Reminder of the roles of the Senate officers as supportive of advocating for the Executive Council members.
  - Development of an Academic Senate Canvas Shell for communication; ideas and suggestions are welcome and

should be sent to Second VP Wiese.

- Secretary Sapienza
  - [Grading guidance for Spring 2021](#) (adjusted from Spring 2020 and Fall 2020) to help guide students and employees advising ~~students~~ [Since this meeting this Grading guidance is inaccurate with new state guidance as of February 4, which will be curated and shared to correct inaccuracies, shared at this meeting, as soon as possible.]
- In Discussion of the Officers reports the following points were raised:
  - Suggested resolution on resolving the issues in student registration processes.
  - Concerns about repercussions of faulty student add and drop procedures
  - Concern about administrative reorganization and impact on overall budget. We do not have a budget connected to the chart.
  - Concerns about difficulties with students submitting paperwork as we are remote.
  - Concern around vaccination of instructors.

Committee on Committees report

- See Committee Appointments below.

Office of Online Learning and Educational Technology [Student Survey](#)

- Jen Kienzle, Distance Education coordinator, presented an overview of Canvas student experience survey.

Stanback Stroud Diversity Award report & Nomination

- Awards and Nominations committee member, Marie Vareles presented this year's CCSF nominees with an overview of past CCSF winners and a discussion about whether administrators who will soon be faculty can be nominated.
- EC members rank their choices via google form resulting in the nomination of CNIT Equity Pathways Team: Clauda Da Silva, Carmen Lamha and Maura Devlin-Clancy.

V. [Equity Action Plan](#) [item moved from original agenda order]

- ASEC Secretary and Equity coordinator, Mitra Sapienza presents

progress-to-date related to which groups/committees have been presented with the Equity Resolution and accompanying Equity Action Plan.

- Clarification of rationale for the groups listed to take action
- Inquiry about how to include more student voice and student representation on Academic Senate committees
- Focus more on how to retain BIPOC faculty and link to [Aliyah Dunn-Salahuddin's report about CCSF's institutional racism](#).
- Consideration of a mandatory equity training for ASEC members.
- ASEC members are encouraged to see where they can participate and encourage participation. Send comments, feedback and questions to Mitra: [msapienz@ccsf.edu](mailto:msapienz@ccsf.edu).

VI. Consent Agenda

- A. Approval of [Minutes from 2020, Dec 16](#)

|   |   |
|---|---|
| <b>Resolution 2021.01.27.5A</b>   | <b>Approval of Minutes: December 16, 2020</b> |
| Resolved, that the Executive Council approved the minutes for December 16, 2020 |   |
| Adopted by consent.   |   |

- B. Committee appointments

|  |   |
|--|---|
| <b>Resolution 2021.01.27.5B</b>  | <b>Appointments to Committees, Task Forces, Work Groups</b> |
| <b>Teaching and Learning with Technology Roundtable</b><br>--Ingrid Schulz, Cinema |   |
| <b>Honors Issues</b><br>--Adriana Rivera, New Student Counseling                   |   |
| <b>Student Equity Strategies</b><br>--Adriana Rivera, New Student Counseling       |   |
| <b>PGC Enrollment Management Committee: Student Services Ad Hoc</b>                |   |

**Committee/Workgroup**

- Greg Keech, ESL
- Jessica Buchsbaum, ESL
- Fanny Law, ESL
- Lori Admokon, ESL
- Pablo Rodriguez, TRST

**Bayview/Evans Education Plan Workgroup**

- Andrew King, English
- Luis Villavelazquez - Culinary Arts
- Lori Brown- Library Learning Resources
- Andrew Saunder - Motorcycle Maintenance

Adopted by consent.

C. Nomination for the Regina Stanback Stroud Diversity Award

**Resolution 2021.01.27.5C                      Nomination for the Regina Stanback Stroud Diversity Award**

Resolved, that the Academic Senate endorses the submission of CNIT Equity Pathways Team: Clauda Da Silva, Carmen Lamha and Maura Devlin-Clancy for this year's Regina Stanback Stroud Diversity Award.

Adopted by consent.

D. [Revised Education Policies Purpose Statement](#)

**Resolution 2021.01.27.5D                      Revised Education Policies Purpose Statement**

Resolved, that the Executive Council approves the Revised Education Policies Purpose Statement.

Adopted by consent.

E. [Revision of DLAC Membership](#)

**Resolution 2021.01.27.5E      Revision of Distance Learning Advisory  
Committee membership**

Resolved, that the Executive Council approves the Revision of Distance Learning Advisory Committee membership.

Adopted by consent.

F. AS Executive Council [Election Timeline for Spring 2021](#)

**Resolution 2021.01.27.5F      Academic Senate Executive Council Election  
Timeline for Spring 2021**

Resolved, that the Executive Council approves the Academic Senate Executive Council Election Timeline for Spring 2021.

Adopted by consent.

VII. Old Business

A. [Equity Action Plan](#) *[item moved to item V above]*

B. Constitution [Workgroup Report/update](#)

- Workgroup chair Alexis Litzky presents a status report on the workgroup activities with a focus on timeline, amendments, and membership details.
- Questions and considerations are shared about changes in amending the rules on amending the constitution and by-laws
- Academic Senate members at-large are encouraged to comment directly in the working document and/or contact Alexis for comments, feedback and questions: [alitzky@ccsf.edu](mailto:alitzky@ccsf.edu)

C. [Roles and Responsibilities update & discussion](#)

- First Vice President Law shares a
- Associate Vice Chancellor of Institutional Effectiveness, Kristin Charles, is present to continue the discussion of the [RRP improvements](#) that the council had last semester at our September 2 & December 16 meetings.

- First Vice President Law shares a working document that compiles [feedback for revision of the RRP Handbook](#).
  - Concern about whether administrators follow the RRP handbook is raised.
  - Concern about the same people engaging in committee work, dominating the spaces, appointing themselves and not leaving space for other voices. Committee conduct is important to highlight and outline. Procedures can not assume goodwill; we must codify these processes in the handbook.
  - Administrative procedures have college-wide effects and therefore, should also have college-wide processes informing the procedures that are captured in the handbook.
  - A question is raised: How does a group like faculty who is trying to see the big picture, work with another group that is working in isolation and communication is mute? We want to create a standard that applies to everyone.
  - Classified Senate has also been contacted for feedback, as will contacts be made with student groups and administrative groups. The revision of the RRP handbook will be a college-wide effort.

#### VIII. New Business 4:15

##### A. [Guided Pathways Institutional Self Assessment](#)

Guided Pathways lead coordinator, Michelle Simotas, presents the latest version of the GP Self-Assessment, encouraging Senate members to review the document and add comments directly in the document or send Michelle Simotas feedback.

##### B. [Program Discontinuance Policy](#) Aircraft Maintenance Program

- Vice Chancellor of Academic Affairs Tom Boegel has requested that the Senate invoke AP 6.17. We are not being tasked to discontinue any programs, but rather tasked with collaborating with Academic Affairs to create a committee to follow the procedures in AP 6.17 and review the status of the Aircraft Maintenance Program.
- The suspension seems a unilateral decision from administration without following process.
- There is work currently being done to negotiate locations for Aircraft Maintenance.
- A request was made to ensure that we empower the students who

will participate in this administrative procedure (there are two student seats) and that student voice is central to the facility user groups, and a question was raised about how we can incorporate part timers to the group.

- Aircraft Maintenance program department chair, Kenny Verbeckmoes updates that due to COVID-19 and state regulations, the Aircraft Maintenance program has been suspended for some time. One of the main concerns is for the graduating students in the program. There are other counties in the Bay Area that opened and we are trying to re-route our students there to help them complete their programs. Many people are working on trying to locate a permanent location for the program's future which requires in-person instruction.

C. AS Executive Council Election Process  
Tabled to next meeting.

IX. Adjournment, 5:08pm.