



# The Academic Senate

## CITY COLLEGE OF SAN FRANCISCO

50 Frida Kahlo Way, Box E-202, San Francisco, CA 94112 (415) 239-3611 Fax (415) 452-5115

[www.ccsf.edu/academic-senate](http://www.ccsf.edu/academic-senate) email: [asenate@ccsf.edu](mailto:asenate@ccsf.edu)

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 April 14, 2021 meeting can be found in the [Materials folder for that meeting](#).

### CCSF Academic Senate Executive Council

#### Minutes and [Sound Recording](#)

Wednesday, 2021 May 12, 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, Amy Diaz-Infante, Ben Finateri, Katia Fuchs, Simon Hanson, Nicole Oest, Fanny Law, Stephanie Macaller, Michele McKenzie, Sheri Miraglia, Jeannette Male, Madeline Mueller, 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, Nixora Ferman, Gregory Keech

**Other Senate Members Present:** Wynd Kaufman, Erin Denney, Ana Asebedo, Rosario Villasana, Jesse Kolber, Lisa Romano, Erik Greenfrost, Frederick Teti, Monica Bosson, Karl Westerberg, Carol Meagher, Jennifer Kienzle, Craig Kleinman, Sami Kudsi, Melinda Weil, Lancelot Kao, Elaine Avrus, Jonathan Siekmann, Andrea Niosi, Janey Skinner, Susana Atwood, Kimberly Keenan, Harry Bernstein

**Guests:** Cherisa Yarkin

- I. Call to Order, 2:40.
- II. Adoption of Agenda  
Agenda adopted.
- III. Public Comment
  - Saturday, May 15 at 11 a.m. HEAT will be holding a panel on May 15 on what is happening to our community colleges Who Is Doing It and How to

Defend the Right to a Higher Public Education in California 5/15/21  
Panel-The Attack on Our Public California Community Colleges By Zoom  
An Education & Action Meeting Zoom information for meeting link:  
<https://us02web.zoom.us/j/85810173991?pwd=dExvZVBWbnZPZUd6WkgwNEJwYnJFOT09>

- Thank you to Simon Hanson, the other officers and colleagues for their fortitude through the past week.
- A concern was raised about lack of representation on the Council and across the college from those who represent centers and the trades, working adult and non-credit programs, and encouragement for more of those voices to come forward.

#### IV. Reports

##### Officer reports

- President Hanson
  - Many normally scheduled processes have been stalled as a result of the lawsuit, bargaining and budget cuts, such as faculty coordinator approvals, ranking for categoricals, the FSA conversations, return to campus plans.
  - The Program Discontinuance for Aircraft Maintenance workgroup convenes weekly.
  - The fall schedule needs to be published as soon as possible.
  - Request for the Council to focus on consent agenda items coming up on our final meeting agenda.
  - Virtual graduation ceremony on May 28th.
- First Vice President Law
  - Success is a journey, not the destination.
  - We are empowered by the work we can do together and faculty voice matters and committee work is our backbone when we make concrete recommendations.
- Second Vice President Wiese
  - Black Lives Matter mural--a student initiated project--is being supported by the Works of Art committee with updates coming soon.
  - Questions for us to consider: what are the things we can do to help this college be successful and what are the ways that we can help make tough decisions?

- Secretary Sapienza
  - **Holla for a Scholla** takes place this Thursday at 6pm an event put on by the Black Student Union to celebrate the hard work of students this semester.
  - City College of San Francisco (CCSF) is launching a new **"Parent Pathway"** program, to assist parenting students achieve their academic goals at CCSF. We encourage you to join the inaugural cohort of students! **Interested in the program?** Please fill out a short [interest form](#), and the Parent Pathway team will be in contact with you to share more information. **Questions?** Contact the CCSF Family Resource Center at [FRC@mail.ccsf.edu](mailto:FRC@mail.ccsf.edu)
  - **Listen & Learn Workshop:** myRAM Registration Portal Training for student registration for Credit and Non Credit recording  
<https://ccsf-edu.zoom.us/rec/share/t6Ah8zuVtF6BHO3a5ylgm6p5A7rV9tI06DRkZVIHqg7j7Dw55RkN6Qe81WEUdxJp.uubo52Y78XHbEhUj>
  
- AFT2121 check in report.
  - None at this time.
  
- Updates from Student Senate.
  - None at this time.
  
- Committee on Committees report
  - See Committee appointments below.

V. Consent Agenda

A. Approval of Minutes from [March 24, 2021](#)

**Resolution 2021.05.12.5A**                      **Approval of Minutes: March 24, 2021**

Resolved, that the Executive Council approved the minutes for [March 24, 2021](#).

Adopted by consent.

B. Approval of Minutes from [April 14, 2021](#)

**Resolution 2021.05.12.5B**

**Approval of Minutes: April 14, 2021**

Resolved, that the Executive Council approved the minutes for [April 14, 2021](#).

Adopted by consent.

C. Approval of Minutes from [April 28, 2021](#)

**Resolution 2021.05.12.5C**

**Approval of Minutes: April 28, 2021**

Resolved, that the Executive Council approved the minutes for [April 28, 2021](#).

Adopted by consent.

D. Approval of Committee appointments

**Resolution 2021.05.12.5D**

**Appointments to Committees, Task Forces,  
Work Groups**

**Career and Technical Education Steering**

--Tracy Burt, CDEV, member, reappointment

**Scholarship**

--Dorian Brown, African American Studies, member

**Student Learning Outcomes**

--Dorian Brown, African American Studies, member

**Sustainability**

--Anastasia Fiandaca, Latino Services Network, member, reappointment

**Distance Learning Advisory**

--Aditi Joshi, Biology, member, reappointment

--Kristin Smith, English, reappointment

**Education Policies**

--Don "Rico" Gelera, Continuing Student Counseling, member, reappointment

**Honors Issues**

--Monica Bosson, English, member, reappointment

--Joe Reyes, Biology, member, reappointment

**International Education Advisory**

--Anthony Costa, Library, member, reappointment

--Kenneth Lee, ESL, member, reappointment

--Vivien Mun, DSPS, member, reappointment

--Sue, Xue Guang Lian, World Languages, member, reappointment

--Kimiyoishi Inomata, World Languages, member, reappointment

**Program Review**

--Megan Kinney, Library, member, reappointment

**Registration and Enrollment**

--Ying Liu, Biology, (new) member

**Student Grade and File**

--Angelina Fa, Asian American Studies, member, reappointment

**PGC Budget Committee**

--Michael Needham, Business, reappointment

**PGC Enrollment Management Committee**

--Wynd Kaufman, Engineering, reappointment

**PGC Accreditation Steering Committee**

--Steven Brown, Floristry & Horticulture, member

--Madeline Muller, Music, alternate

--Joe Reyes, Biology, alternate

Adopted by consent.

E. Endorsement of [Summer & Fall P/NP and EW dates](#)

**Resolution 2021.05.12.5E**  
**dates**

**Approval of Summer & Fall P/NP and EW**

Resolved, that the Executive Council endorses the following schedule for Deadlines for P/NP and Excused Withdrawal (EW) dates:

Summer 2021: 90% of the course length 1

Fall 2021: Friday, November 19 for Full-Term classes, and 90% of course length for short-term classes 2

1: most of the classes do not run for the full-term so these dates will vary

2: For comparison, the Fall 2020 date was Friday, November 20, 2020.

Adopted by consent.

~~F. Works of Art Committee resolution (placeholder)~~

G. Approval of [Updated State Distance Education Guidelines](#)

**Resolution 2021.05.12.5G**

**Approval of Resolution on Updated State**

**Distance Learning Recommendations**

Whereas the CCSF Academic Senate adopted resolution [2020.10.28.6B Resolution on Distance learning Recommendations](#) acknowledging the fluidity in the current State CCCC guidelines on Distance learning during the pandemic and

Whereas this resolution called for ongoing modifications to these guidelines to be presented for periodic update and adoption by the Academic Senate.

Be it resolved that the CCSF Academic Senate [adopt the following updates](#) to the recommendations as presented on May 12, 2021.

Adopted by consent.

H. Adoption of FPDAC [Resolution One College Two Books](#)

**Resolution 2021.05.12.5H**  
**Two Books**

**Approval of Resolution One College**

Whereas, the book *Free City! The Fight to Save San Francisco's City College and Education for All* by Marcy Rein, Mickey Ellinger, and Vicki Legion chronicles the College's struggle through the accreditation crisis as well as the greater battle of public education against austerity and privatization; and

Whereas, studying this period of the College's history would be enriching and empowering both for those of us who lived through the accreditation crisis as well as for new hires who have experienced only the aftermath; and

Whereas, the Academic Senate's previous adoption of *Culturally Responsive Teaching and the Brain* by Zaretta Hammond was suspended both by the elimination of the faculty P.D. coordinator position and by the pandemic; therefore be it

Resolved, that the CCSF Academic Senate adopt *Free City! The Fight to Save San Francisco's City College and Education for All* by Marcy Rein, Mickey Ellinger, and Vicki Legion for the 2021–2022 One College One Book project; and be it further

Resolved, that the CCSF Academic Senate re-adopt *Culturally Responsive Teaching and the Brain* by Zaretta Hammond in concert with *Free City!* to form a pedagogy/institutional-culture pair.

Adopted by consent.

## VI. Old Business

### A. Elections Update

- Election commissioner, Melinda Weil, described the final vote tally for new members being seated on May 26th and the three ballot measures. An election report which will be shared by the election commissioners by the next ASEC meeting.
- There is still some uncertainty about who will be seated due to resignations and retirees and other circumstances that could shift the members seated on May 26th.
- Election of officers will take place at our last meeting this semester on May 26.
- The current officers shared their experiences and an overview of

[officer positions and duties](#). (for additional details on responsibilities of the AS President see [ASCCC Local Senates Handbook](#))

**B. Equity Action Plan:** [ASEC Community Standards Resolution](#),  
Second read, potential vote.

Mitra Sapienza gave an overview of the latest revisions on the resolution. More feedback was collected and the item is tabled to the Fall after more feedback is collected and after committee chairs and members have had a chance to offer feedback.

**C. Ongoing changes in Remote Delivery, Distance Education and**

1. Model Syllabus Elements

- Sheri Miraglia presented the latest updates on the syllabus guidance for the Faculty Handbook with a request for Adoption of a [Resolution on Proposed Syllabus Elements](#)
- A concern was raised about requiring an equity statement on syllabus and making some items recommended and not required but highlights about making the equity statement one's own and considering it a best practice; some resource were shared in the chat:  
[https://docs.google.com/document/d/1NtRn\\_C22iOKtoBJtQOoDfypsrD93w0BUEofISInut74/edit?usp=sharing](https://docs.google.com/document/d/1NtRn_C22iOKtoBJtQOoDfypsrD93w0BUEofISInut74/edit?usp=sharing).
- Reminder that we've been looking at this on and off for the past year and we should not keep kicking this down the road.

**Resolution 2021.05.12.6C  
Elements**

**Resolution on Proposed Syllabus**

Whereas, the CCSF Human Resources Office plans to publish a new Faculty Handbook, to include an updated section on syllabus elements and

Whereas, the existing model syllabus in the Faculty Handbook might omit elements that are new best practices or support accreditation standards and

Whereas the current Faculty Handbook addresses syllabus element in both Table 4.7 and Appendix F, and these sections don't match and



Whereas Education Policies, Non-Credit Adult Education and Distance Education Committees have all reviewed and updated the desirable syllabus elements for Credit, Non-Credit and Distance Education teaching modalities and

Whereas a joint committee effort has been made to synchronize the syllabus elements into a cohesive list that meets the needs of faculty referring to the Faculty Handbook.

Resolved, that the Academic Senate refer the following model syllabus elements for publication in the Faculty Handbook.

Resolved that the CCSF Academic Senate requests that these model syllabus elements be used consistently in any and all sections of the Faculty Handbook referring to syllabus elements.

**Moved:** Coni Staff; **Seconded:** Christina Yanuaria

**Aye:** Amy Diaz-Infante, Ben Finateri, Katia Fuchs, Nicole Oest, Fanny Law, Stephanie Macaller, Michele McKenzie, Sheri Miraglia, Jeannette Male, Joe Reyes, Mitra Sapienza, Kevin Sherman, Michelle Simotas, Coni Staff, Chad Stephenson, Marie Varelas, Katryn Wiese

**Nays:** Abigail Bornstein

**Motion Carries, Abstentions:** Steven Brown, Madeline Mueller, Pablo Rodriguez, Lou Schubert, Michele Sieglitz, Christina Yanuaria

**Not Present:** Octavio Alvarez, Nixora Ferman, Gregory Keech

2. IOTL Templates resolution ([see bottom of page](#))
  - Brief review of a new resolution that is responding to inquiries about faculty having more input on training tools; DLAC is a good place for these topics.

#### **D. Process of Budget & Instructional Schedule Development**

- Brief update from President Hanson on the current prioritizations and next steps from the Office of Instruction.
- The council discussed a variety of concerns including printing the

schedule, communication with students and resolutions that are not being responded to from the Board.

## VII. New Business

### A. Institutional Learning Outcome #4 (ILO4)

- SLO Coordinator, Janey Skinner, presented a review of [ILO 4 Report](#) and with consideration of two associated resolutions one [Recommending a change of wording for ILO 4 sub-elements](#) and one [Accepting the ILO 4 report](#)
- The council discussed some concerns related to mapping.
- Janey will continue to take feedback and return to review the resolutions.

### B. Memorials and Naming Buildings Policy

- Item tabled to next meeting.

### C. Evaluation of AS Executive Council

- Informational, before the end of the semester all current council members will be requested to fill out a 2020-21 Academic Senate Executive Council Feedback Survey.
- In addition to the goals of continued improvement, this survey will provide some essential baseline information for next year's council orientation.

### D. Update on Black Lives Matter Mural student project going through various committees.

- Update given in Second Vice President, Katryn Wiese's report, above.

## VIII. Adjournment, 5:23pm.