



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 01, 2021 meeting can be found in the [Materials folder for that meeting](#).

CCSF Academic Senate Executive Council Minutes and [Sound Recording](#)

Wednesday, 2021 Sept 01, 2:30-5:00pm

Location: Zoom meeting <https://ccsf-edu.zoom.us/j/98353441191>

Phone info: +1 669 900 6833 or +1 253 215 8782 * Meeting ID: 983 5344 1191

Council Members Present: Abigail Bornstein, Monica Bosson, Steven Brown, Lenny Carlson, Erik Christianson, Amy Díaz-Infante, Ekaterina (Katia) Fuchs, Wynd Kaufmyn, Kimberly Keenan, Jennifer Kienzle, Jesse Kolber, Nicole Oest Krup, Simon Hanson, Dana Jae Labrecque, Fanny Law, Stephanie MacAller, Jeanette Male, Michele McKenzie, Carole Meagher, Sheri Miraglia, Madeline Mueller, Joe Reyes, Lisa Romano, Mitra Sapienza, Lou Schubert, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese

Council Members Absent:

Other Senate Members Present: OL Karl Westerberg, Harry Bernstein, Malaika Finkelstein, Pam Mery, Megan Sweeney, Mandy Liang, Angelica Nevarez, Michelle Simotas, Dr. Ramona Coates, Dr. Patricia Nunley, Christina Yanuaria

Guests: Heather Brandt, Malinalli Villalobos, Tom Boegel, Wendy Miller, Kristin Charles

- I. Call to Order, 2:36.
- II. Adoption of Agenda
Agenda adopted.
- III. Public Comment
 - Christina Yanuaria - when faculty test positive for COVID, the

administration says we must report even if not teaching in-person. It is not clear who receives this information. Faculty of color feel biased with how this is tracked.

- Heather Brandt - unable to complete her educational plan at CCSF. She is finding barriers with English 1A, even after going through multiple channels including the English Dept up to Vice Chancellor Tom Boegel. Feels desperate to find a solution.
- Fred Teti - Education Policies Committee will meet on Monday 13, 1:30PM. Agenda items include the Advanced Placement credit pattern and a review of various Board policies. Interested guests may write to Fred for the Zoom link.
- Katia Fuchs - Math Dept conducted an illustration competition and would like to recognize the student artist Kelly Elmore. These five drawings are available for anyone to use on Canvas and other digital platforms. Reach out to Katia to access these files.
- Harry Bernstein - Chancellor Forums were held and found live transcripts somewhat helpful but were available to save for only the first two candidates and not the third. The HR department has not acknowledged this discrepancy and some people feel this is unfair. Where is the appropriate place for faculty to discuss their thoughts on the candidates? The Facilities Master Plan does not include full environmental review; appears that Aircraft Maintenance Technology program will be approved to move to the 1400 Evans Center without sufficient consideration of impacts to other programs.
- Monica Bosson - recognizing Darlene Alioto, Simon Hanson, Malaika Finkelstein, Abigail Bornstein for feedback on budget at the BOT meeting which focused only on cutting/cost of faculty and classes.
- Malinalli - reporting he was sworn in at the last BOT meeting as new Student Trustee and sharing contact information. Thanks to the Academic Senate for their support.
- Michele Sieglitz - Creating three different Academic Career & Community films, asking for recommendations of faculty & students who may be interested in being interviewed.
- Steven Brown - Thanks to Michele for working on video for Horticulture, and kudos to BEMA Dept and dean Dana Jae Labrecque for promoting our programs. Regarding the BOT meeting; presentation of budget is a huge problem for faculty as it focuses on faculty cost without considering other costs; very incomplete report without broader constituent feedback.

IV. Reports

Officer reports

- President Hanson
 - Need to meet both synchronously and asynchronously to have outside discussions, gain consensus, and draft resolutions. Encouraging more workgroups (as long as it doesn't meet quorum). Office hours are Fridays, 10am-1.
 - Return to Campus - need for better communication about what the policies are around COVID safety and plans for implementation.
 - Brown Act - Certain exceptions around "public" meetings have been bent during COVID. This expires at the end of September. If dispensation for COVID is not extended, we would be required to meet in person according to the Brown act. AS passed a recommendation last December on video conferencing at public meetings; these discussions have been going through PGC and a policy may be coming up in the near future that includes broader constituent input.
 - Chancellor Search - Next step is all information goes to the BOT for final decision. New Chancellor is scheduled to be seated Oct 1.
 - Getting recommendations responded to by the BOT - The Academic Senate President is now appointed to the Student Success & Policies Committee as part of their responsibilities. Will be discussing policies on collegial consultation, on relying on the Academic Senate for 10+1 items, and responding to AS recommendations.
 - Collegial Consultation - FSA resolution has not been accepted, feedback is that this is under purview of the union/contract bargaining. We are working with AFT2121 to achieve same goals of transparency and faculty input.
 - College Budget - to be adopted Sept 14. Still shows a 7M deficit, and not having a budget has also left AS and departments in holding pattern. We recently were notified we will be receiving ~\$52K, same as last year. Simon will present a budget at the next ASEC meeting.
 - Evans Campus & AMT - Meeting held in conflict with ASEC, today at 4PM. Bypasses AS input.

- First Vice President Sapienza
 - Associated Students - we are continuing to collaborate with them on items such as getting more students connected with governance positions and particularly while increasing language access with multi-lingual materials.
 - Committees - will present discussion on how we define “faculty” to serve on committee.
 - Committee Chair Guide - sharing with the council to give an overview of process and hope to inspire future interest, as well as resource for Committee Chairs.
 - New Academic Online Class Schedule - in constituent leadership meetings in partnership administration and Office of Instruction, a new page of instructions of how to use the schedule and PDF of the course schedule are available.

- Second Vice President Stephenson
 - Meetings for new council members have been set throughout the terms to orient members to senate procedures.
 - Libraries and Center locations offering programs to working adults and non credit programs have been drastically reduced, hope we can reverse this to be able to service students where they are at. A few new locations of library services will be opening up to serve students at Centers.
 - Urge you to serve with humility and consider faculty who are not in the room that we should be representing (particularly those from Center locations)

- Secretary Díaz-Infante
 - Offered brief introduction and shared goals of increasing equity in senate and in our approach to 10+1 matters, and to working in partnership with each other and other constituents.

- AFT2121 check in report.
 - Malaika Finkelstein - Do not yet have a date yet for negotiations, waiting on administration.
 - Evans Campus forum rescheduled to 4PM today which overlaps with this meeting. Agenda will include discussion

- on the future of the Aircraft Maintenance Program.
- Heart Beat of City College videos - link shared in chat. Videos are inspired by Tehmina Kahn's poem. Please share - in particular sharing on Twitter has garnered attention from officials at City level.
- Updates from Student Senate.
 - Malinalli - Thank you to faculty and their support during the pandemic. Sentiment of students is that if not for faculty, they would be more disconnected from CCSF. Associated Student Council meetings are Wednesdays at 3PM, in conflict with ASEC meetings but Student Executive Council Members will be in communication with AS to share and streamline information.
- Committee on Committees report
 - See Committee appointments below.

V. Consent Agenda

A. Approval of Minutes from [May 26, 2021](#)

- Item was removed from the Consent Agenda with request to remove titles such as "Dr." from people's names. Tabled for discussion at next meeting.

B. Approval of Committee Appointments

Resolution 2021.09.01.5B	Appointments to Committees, Task Forces, Work Groups
Non-credit Adult Education	
--Jessica Buchsbaum, ESL (Ocean) non-credit, new appointment	
Scholarship	
--Andrea Medina, BEMA (Ocean), credit and non-credit, new appointment	
DLAC	
--Lillian Marrujo-Duck, Social Sciences (Ocean), credit, new appointment	
--Amy Lawlor, English (Ocean), credit, re-appointment	

SMEE

--Erica Tom, Counseling (Ocean), re-appointment

PGC Budget

--Katia Fuchs, Math, credit, new appointment

Adopted by consent.

VI. Old Business

A. Approval of Coordinators for AY 2021-22

- We have an incomplete list which does not include the names of appointed coordinators, so we can not approve at this time. We will bring it back at the next meeting.

B. Constitution Review Workgroup (Debrief discussion and direction for this year)

- Last year the workgroup discussed how officers are elected and how “faculty” are defined. Some individuals would like to be on committees who are not currently employed instructors.
 - Workgroup developed amendments that were presented to the ASEC and put up to a vote. This work should continue since our Constitution should be a living document. There is precedent to have a standing committee to review the constitution among other Academic Senates.
- Call for volunteers to form a new workgroup. Volunteers are:
 - Stephanie MacAller
 - Madeline Mueller
 - Katia Fuchs
 - Fred Teti
 - Mitra Sapienza
 - Michele Sieglitz
 - Steven Brown
 - Lou Schubert
 - Monica Bosson

VII. New Business

A. [CCSF-Bayview/Hunters Point Community Education Plan](#).

- Last semester a planning committee workgroup drafted an educational plan for the Bayview/Hunters point community, this plan will be presented for a first read and consideration by the council. No action will be taken at this time pending feedback and a second reading.
 - Tom Boegel presented this time - last year Dr. Vuridien requested an education plan be drafted for Evans Campus. Gathering feedback through forum and online forms, and through PGC.
 - AS should have input on this plan. Meeting today at 4PM conflicts with gathering our faculty feedback first.
 - Resident Data Review in the plan - questions about who collected this, how was it collected, and how recently? How does this intersect with our program development.
 - This reads as a status report rather than a plan. Question about the timeline for the plan development.
 - The lease cost at Southeast Campus is substantial; and we should ask for concessions if space is not in use. Question about when this campus would be opened and when this plan would go into effect? Response is that it depends on vaccine mandate and CDC guidelines. Part of discussion is how much/whether we will operate in-person classes in the Spring 2022 semester.
 - English classes have been offered in the past at these campuses, and they were cancelled.
 - Facilities Committee should be giving input on this plan and they have not yet seen it.
 - Wondering if the demographic information is really accurate.
- This item will be brought back for further discussion. Meeting running behind and Tom Boegel left for the 4PM AMT meeting. Request made to bump up agenda items in the future to prioritize time with invitees.

B. **Program Review**

- This year we are scheduled to engage in a full cycle of program review, Last semester the Program Review committee produced a [2018 Comprehensive Program Review Summary report](#) in context of

this report and the current state of program review at the college a discussion will be had seeking input of the council on future direction and participation in this process.

- Alexis has been Chair and is stepping away this semester.
 - Program Review drives accreditation. It is in a three-year cycle, but so much has changed in the last two years.
 - We need people to join this team.
 - How do we link Program Review to budget?
 - Frustration that the Program Review process does not seem to be effectual. Budget increase requests have been met with non-conversational cuts. For example, Horticulture cut by over 70% without notice.
 - Program Review team does not have budget information to inform their recommendations. They see reviews that don't seem to go anywhere. Katryn - would not sign up for this committee although has done it in the past because do not see that the reviews are actually used.
 - Do committee members have input in the process of what they are going to be required to do?
 - Appreciation shared for reviews that have been written. We need to acknowledge this as something we are proud of. In the past there was a practice of reading three reviews from different departments, gives us a way of knowing each other and others' expertise.
- Will come back for action.

C. Memorials and Naming Buildings Policy

- In Nov. 2017 the Academic Senate passed a [resolution endorsing revision](#) of [BP 7.16](#) and a new [AP 7.16](#) about Memorials and Naming Campus Buildings. These policies did not move forward from that time and are being reintroduced through the PGC process, they are being reintroduced for discussion and engagement with the council because significant time has lapsed since the council last took up this business.
 - Kristin Charles - The resolutions have not been addressed by PGC previously. Some further edits have been made and went to the Facilities Committee in June. Will come back for

further discussion.

- Talking with classified and SEIU representatives to see if they would want to join the Facilities workgroup.
- Need for an inventory of building and memorial names.
- Headed through PGC (already have received input from Academic Senate)
- Consideration should be made for granting naming rights based on donations at a time when we are in great need of financial resources.

D. Electronic Faculty Forum Maintenance/Revision Workgroup Formation

- A discussion of the current state of communication surrounding the Electronic Faculty Forum and [proposal to form a work group](#) tasked with reporting back to the senate with a plan to improve this resource.
 - The list serve does not proportionally represent newer faculty and includes retired and deceased members. List is unmoderated and issues do arise of offending and isolating individuals.
 - Prior to the EFF only some faculty had access to a faculty list so EFF was proposed to create access for all faculty.
 - Suggestion of using Google Site or other format options
 - Many faculty have joined and removed themselves from this list finding it not useful or offensive.
- Call for workgroup to evaluate maintenance and policies of EFF and bring back to the Council for approval. Volunteers are:
 - Lou Schubert
 - Erik Christianson
 - Michele Sieglitz
 - Chad Stephenson
 - Sheri Miraglia
 - Katryn Wiese
 - Jennifer Kienzle

E. Ongoing Discussion of Remote Learning

- A Proposal to form a work group to address the online training

process and other issues related to remote education will be discussed.

- Will come back
 - More members were appointed to DLAC today, garnering greater interest and heightened relevance while under emergency remote learning. However, there is still need for more frequent addressing of remote instruction issues; does this require a separate work group?
 - Title V is being amended to change “regular contact” to “regular substantive interaction”, closer to accreditation requirements language.
 - The distance education landscape is constantly changing and committee only meets once a month. Can put this question of forming a separate work group to DLAC in their next meeting and report back to ASEC.
 - Request to understand what 10+1 issues DLAC addresses and for ASEC to bring these issues to DLAC.
 - Work of DLAC and Office of Online Learning is in part dictated by faculty contract. Important to discuss these issues now before going into contract negotiations.
- Discussion of whether or not to form a separate work group for Remote Learning will be taken up at the next DLAC meeting and the recommendation will be shared at the next ASEC meeting.

F. Budget Discussion

- An ongoing discussion of current budget and process that went into developing it,, including current status of past Budget related resolutions passed by the ASEC ([Resolution 2019.12.11.06 Budget process and shared governance](#) & [Resolution 2021.05.19.4.A Lack of Confidence and Request for Action](#)) Discussion will include additional [Draft Resolutions](#) that have been proposed for discussion with the council.
- Tabled until next meeting.

VIII. Future Agenda Items

- A brief check in with the council on timing, goals, and development of future agenda Items will be discussed at the end of each meeting.
 - Proposal to move agenda items out of order when warranted by time constraints to allow for invited administrators to participate.

- HERFF spending and faculty input for this. Promise of task force but no delivery on this. Conversation should include accounting, finance. Should a committee be formed?
- FSA should be followed up on as well as Equivalency, which was discussed in the Curriculum Committee last week. There does not seem to be a known process for attaining equivalency after one is already employed at CCSF.
- Professional Development Funds - faculty are confused, and we need to give them *some* information even if not all information is available.
- Acknowledging Student Trustee Malinalli and thanking him for his presence in the meeting.

IX. Adjournment, 5:02 PM.