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 29, 2021 meeting can be found in the Materials folder for that meeting.

CCSF Academic Senate Executive Council
Minutes and Sound Recording
Wednesday, 2021 Sept 29, 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, 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, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese

Council Members Absent: Lenny Carlson, Lou Schubert

Other Senate Members Present: Christina Yanuaria, Katie Marquez, Maggie Frankel, Malaika Finkelstein, OL Karl Westerberg, Harry Bernstein, Mary Bravewoman

Guests: Cherisa Yarkin, Cynthia Dewar, Michele Alaniz, Nicholas Wang, Siwei Tang, Wendy Miller, Mandy Liang, Tessa Brown, John Halpin, Yun F Tan

I. Call to Order, 2:36 p.m.
   A. "We acknowledge that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples."

II. Adoption of Agenda

III. Public Comment

- Fred Teti - The Education Policies Committee will meet on Monday the 4th at 1pm to discuss CCSF's scheme for awarding credit for Advanced Placement exams and draft an update for the College's EW (excused withdrawal) policy. Also, Vice Chancellor Boegel will continue to present his project for reviewing the academically-related Board policies and administrative procedures. Email fteti@ccsf.edu for the zoom link for anyone wishing to attend as a guest.
- Harry Bernstein - Aircraft Maintenance Technology Program is still looking for a home. Initial study on the move of the program and on 1400 Evans Center renovations. This study was not publicized and many in the community did not receive this study. Request was made to extend the period of review by a month until Oct 22 to review for environmental and social impact. No extension or acknowledgement of request was made. Tomorrow is deadline for public comment, hope to extend this timeline.
- Wynd Kaufman - Lou suggested that we not include titles because it may falsely elevate the stature of some over others. The conversation after the council meeting seemed successful. Want to thank Patricia and Ramona for their efforts in this discussion, bringing a lense of being black and female to this issue versus being white and male and the impact of this difference. This issue was agendized at the next meeting to put on the official record. This conversation was not positive and the hope is that this can be revisited with a focus on impact versus intent.
- Jen Kienzle - The Application to Teach Online has opened! The application link can be found in the Faculty Resource Center or by going to Prospective Online Faculty on the CCSF website. Applicants will need their department chair to help provide data for some of the application questions. All applications are reviewed by the Distance Learning Advisory Committee and the deadline to submit an application is November 8. Application link: https://forms.office.com/Pages/ResponsePage.aspx?id=1iIPXhaKfkG_OtCByYs42AquQBJ5IJ5OoPP-L-40zKFUOFlNWDJLNExUQVRGRDFKR0JSSFNLRFpNOS4u

IV. Reports

Officer Reports

- Officer reports
    - President Hanson
        - Marketing Report - request to bring report back in October
        - Distance Education - workgroup requested, recommended to go to DLAC. DLAC met but did not discuss. Request DLAC to bring back with recommendation/action.
        - Program Review Report - Planning Dept is looking at a budgeting calendar and Program Review should be connected to this work to connect with budget. We are in an accreditation year and we need this.
        - Credit for Prior Learning - management of this policy is an AS issue. College needs a process for a central way for students to apply for credit for prior learning. This effort is still ongoing.
        - AMT Program Discontinuance Committee - We still need a recommendation on this in partnership with administration.
        - Return to Campus - Phased in approach to returning to campus. We need a clear approach and communication for a policy for all departments in implementing the vaccine mandate.

    - 1st Vice President Sapienza
        - Conversations between constituency leaders and chancellor has been promising; hopeful that this will continue.
        - Community Standards Resolution Draft - developed along with student leadership. Feedback that this is already in practice and established in some spaces, but in others this is lacking and needed. The aim is to create welcoming spaces for diverse voices (across ethnicity, credit/non-credit, etc). This draft form is being brought forth to encourage feedback. Hope this will align with ASEC Constitution Workgroup.
        - Awards and Recognition Workgroup - seeking third member. Draft of job duties

        - Election Commissioner - in need of one new commissioner this year. Draft of job duties
        - Concert & Lecture Committee - will be taking a pause

    - 2nd Vice President Stephenson
        - We are starting to get back in person. Encourage you to prepare for this and think about what those interactions will be like, and what you would like it to be like to best serve the community.

    - Secretary Diaz-Infante
        - Visiting Artists Series - in partnership with SFMOMA, we will be welcoming local artist and former Minister of Culture for the Black Panther Party, Emory Douglas, for a public lecture at CCSF on Thursday, Oct 28 at 6PM, in conversation with Dr. Aliyah Dunn-Salahuddin. A workshop for a limited number of CCSF students with the artist will take place the following day at SFMOMA.
        - Support for the student mural speaking out against police violence is continuing and we hope to bring more updates on this effort.
        - An update was made to the Sept 15 Minutes in the consent agenda based on councilmember request.
- AFT2121 check in report
    - Return to Campus - Vendor has been selected for electronically uploading vaccine and vaccine exemption information. Will be used by both faculty, admin, and students. This system is untested and unclear how enforcement for faculty, staff, and students will work. Requesting those who are in-person already to begin first. System goes live Oct 1 (wait a couple weeks if you are not in-person). Nov 8 deadline for this data to be uploaded and running and enforced.

- Associated Students report
    - President from Chinatown Campus, Yun Tan - newly elected, will have orientation this Friday morning. Goals are to 1) Collect feedback from students through a questionnaire, 2)

Facilitate improving student experience on campuses and connecting them to resources, 3) Connect with students across multiple languages.

- Fan 5 Presentation
    - Fan 5 - internal resource allocation workgroup that helps coordinate across categorical allocations with College-wide mandates. Includes AEP, SWP and Perkins CTEA, and Student Equity and Achievement Program (SEA). Guided by common goals including equity, access, best practices, and efficiency.
    - Adult Education Program (AEP) - in 3 year planning process, plan due June 2022. Funds received to expand and improve program delivery within the City and County of San Francisco.
    - Student Equity & Achievement Plan - 3 year plan, beginning this semester to engage constituency groups and capture student voice. Working in collaboration with AEP. Focus is on elminiating equity gaps.
    - Strong Workforce Program (SWP) - 3 year plan was presented last year to ASEC. Workgroup gathered feedback from various constituency groups. Goals are around internships, job placement, increasing students' earnings and navigating career goals.
    - Categorical Allocations - Academic Senate and constituency committees participate in development of plans and strategies. Funding is available to support on-going implementation of the plan. Each categorical fund sets aside a certain amount annually to support new projects. Committees review resource requests. Final funding decisions are made by Vice Chancellors in the area of funding. Fan 5 reports every fall and spring semester to the Academic Senate.
    - Timeline - Requests made by Program Review and prioritized. Retrospective Review of Fall 2019/Spring 2020; retrospective review of Fall 2020/Spring 2021 will be available Sept 2022. Fall 2021/Spring 2022 - priorities will be shared with Academic Senate in May 2022 and funding awards will be shared Sept 2022 and retrospective review will be available Sept 2023. Reports are in Consent Agenda.
    - Input from Constituent Groups - during 3 year planning process input is gathered from Associated Academic Senate committees, Chairs and administrators of particularly affected areas, Associated

Students Council with an invite to have student representatives on the planning team, with Classified Senate, and more open forums.

- ASCCC Online Open Educational Resources & Zero Cost Textbook update [Resources]
    - OER - any type of education materials in the public domain that can be adopted for free. Can be used instead of or alongside traditional materials.
    - Assembly Bill 132 - $115M for OER/zero-textbook-cost (ZTC). This funding is separate from ASCCC's OER initiative. Language in bill suggests that implementation of ZTC pathways may be linked to this funding. Funds will begin to be expended on Jan 1, 2022 and available until June 2026. Board of Goveners will discuss this in their November meeting. Seeking clarification on the definition of "low-cost". We don't know if every college will receive an allocation of funds.
    - OER Workshops - ASCCC offering various OER workshops, such as for administrators, SB1359, using HEERF funding, and subject-specific workshops.
    - OER October at CCSF - textbook adoptions are due on Oct 25; now is a time to consider integrating OER. Workshops and one-on-one meetings available to facilitate this process.
    - SB1359 - will require an OER logo to be used in the schedule to easily visually identify OER courses.
    - Suggestion for EC members to bring back a resolution in support of OER October.

- Committee on Committees report
    - Presentation of appointments, noted below in Consent Agenda.

- Update on Brown Act pandemic related issues
    - Resolution allows us to continue in remote format.
    - We reaffirm every 30 days that the emergency situation still exists.
    - Recommendation to add language that "therefore we will

hold virtual meetings" in the next draft. We may need to discuss if we do indeed want to meet virtually and/or in-person.

- Update on Coordinators for 2021-22
  - This approval has been delayed. We can use the Coordinators spreadsheet as a framework for the future.
  - CTE Liaison - there was a retirement last fall and should have been implemented last spring. This position was continued without an application/nomination process. This is a temporary position and then will be opened up for all faculty.

V. Consent Agenda

A. Approval of Minutes from Sept. 15, 2021

Resolution 2021.09.29.5A **Approval of Minutes: Sept 15, 2021**
Resolved, that the Executive Council approved the minutes for Sept 15, 2021.
Adopted by consent.

B. Resolution Continuing Academic Senate Executive Council Authority to Hold Virtual Meetings Pursuant to AB 361

Resolution 2021.09.29.5B **Continuing Academic Senate Executive Council Authority to Hold Virtual Meetings Pursuant to AB 361**
WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and
WHEREAS, on March 9, 2020, the Board of Trustees of City College of San Francisco officially declared a state of emergency for the College, following the City of San Francisco's official declaration of a state of emergency of February 26, 2020. In this declaration the Board indicated that it would be conducting all administrative operations remotely. and
WHEREAS, on March 20, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced

meetings. Following this Executive Order, the Board of Trustees decided to hold all meetings virtually using the Zoom teleconference platform and have remained holding meetings virtually up to the present; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(C)The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

THEREFORE, BE IT RESOLVED that the Academic Senate Executive Council of City

College of San Francisco finds that the March 4, 2020 and March 9, 2020 declarations of a State of Emergency due to the COVID-19 pandemic by the Governor and Board of Trustees of City College of San Francisco remain active; and

BE IT FURTHER RESOLVED, the Academic Senate Executive Council of City College of San Francisco finds that the state of emergency continues to directly impact the ability of trustees, staff and the public to meet safely in person due to the prevalence of the Delta variant, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised trustee(s), staff and the public.

Adopted by consent.

C. Acceptance of FAN 5 Fall 2020 status update, & FAN 5 2020-21 Retrospective report

Resolution 2021.09.29.5C **Acceptance of Fan5 Fall 2020 status update and Fan5 2020-21 Retrospective reports**

Resolved, that the Executive Council accepts the Fan5 Fall 2020 status update and Fan5 2020-21 Retrospective reports.

Adopted by consent.

D. Approval of Coordinators for AY 2021-22

- Pulled from Consent Agenda to amend the document to add a note that the CTE Liaison to the Academic Senate position listed is a temporary position until Dec 31, 2021.

Resolution 2021.09.29.5D **Approval of Coordinators for AY 2021-22**

Resolved, that the Executive Council approves the Coordinators list for AY 2021-22 as amended by the Academic Senate Executive Council on 9/29/2021.

Moved: Abigail Bornstein; **Seconded:** Dana Jae Labrecque

Motion Carries Unanimously.

Not Present: Lenny Carlson, Lou Schubert

E. Approval of Committee Appointments

Resolution 2021.09.29.5E **Appointments to Committees, Task Forces, Work Groups**

Nominations to Committees with Unlimited membership
Noncredit Adult Education Committee
-- Rosales-Uribe, Maria - Transitional Studies Department - noncredit - new appointment

Works of Art
-- Motamedi, Isabelle - World Languages and Cultures - credit - new appointment

Nominations to Committees with Limited membership
Curriculum Committee*
-- Bernard, Larry - Mathematics - credit - new appointment (⅓ Area B openings)
-- Nanjo, Jean - Mathematics - credit - new appointment (⅔ Area B openings)
-- Velarde, Lisa - Library - credit - new resource appointment as Pathways committee chair

Distance Learning Advisory Committee (DLAC)
-- Ferreira Da Silva, Claudia - Computer Networking and Information Technology (CNIT) - credit - new appointment

Matriculation Advisory Committee
-- Fuchs, Katia - Mathematics - credit - new appointment

*Miller, Wendy - Associate Dean of Adult Ed - new resource appointment
*Halpin, John - Associate Dean of Workforce Development - new resource appointment

Adopted by consent.

VI. Old Business

A. First Read of the Technology Plan. (References: Draft Technology Plan Overview (PPT), Draft Technology Plan,) Presenters: Tech. Comm. Work Group.
    - Process and Timeline - presented at the last ASEC meeting.
    - Draft has been updated; changes made to Appendix A (includes timeframe, funding sources, and cabinet priority).
    - Online Feedback Form - welcome feedback to those who can not be present.
    - Section 9 Infrastructure - in connecting these various systems (campus, city EATV) in new building plans - can we have a new line item added to the plan to ensure that this is addressed in the infrastructure. This may be encapsulated in the current "New Building Network, Telecommunication and Classroom Systems" line item; there is also a separate item to "Overhaul EATV's master control facility equipment.
    - Timeline - would it be appropriate to include deadlines for category 1. There are also budget sources listed but not a budget. Without completion dates it suggests that there are not any operational details though it may exist.
    - EATV - comes from the Public Educational Government grant administered through SFGOV TV. EATV is managed by BEMA.
    - Department Chairs - is there input being solicited from them? They are being left out of a lot of input for projects at the college. - Questionnaire was offered to dept chairs and other area leaders in spring 2021 about their technology priorities, and included drop-in sessions.
    - WIFI - request extension of wifi to parking lots around Ocean campus and urge that wifi access be extended to Center locations.
    - Library Computers - in need of updating, these are not necessarily categorized/captured under "computer labs".
    - Is this focused on full return to campus?

B. 2021-22 Faculty Professional Development and Travel
Discussion and action on Proposed temporary changes to Faculty Professional Development funds for this Academic Year.
    - Document revisions include budgetary allocations.
    - Administration has approved travel for this year.

- Updates made for this year only, to quickly expend funds on a first-come, first-served basis. Last year funds weren't available until late February and the majority of funds were not expended.
- Future plans are to advocate for more funding; professional development has been severely underfunded for some time.
- It is unclear what the overall college PD budget is. (As noted in the faculty travel budget, at least half should be going to faculty).
- This is an example of how the definition of "faculty" has concrete implications.
- How often have we been below our budget? - In the year before the pandemic, Kimberly was able to allocate all but $2K. This coordinator position does not decide who receives funding or not - department chairs approve pd travel.
- Historically we had been receiving $75K for pd travel - the current budget represents a drastic cut.

Resolution 2021.09.29.6B **Approval of the 2021-22 Faculty Professional Development and Travel Document**

Resolved, that the Executive Council approves the updated and temporary changes to the Faculty Professional Development and Travel document for 2021-22.

Motion to Adopt
Moved: Monica Bosson; **Seconded:** Abigail Bornstein

Motion to Adopt by Acclamation
Moved: Monica Bosson; **Seconded:** Katia Fuchs

Not Present: Lenny Carlson, Lou Schubert

Adopted by acclamation.

C. Constitution Review Workgroup - Status Update
   - Stephanie MacAller is Chair, calling for additional participants - Constitution Review Workgroup Meetings

- Next meeting is Oct 4, 11AM

D. Electronic Faculty Forum Maintenance/Revision Workgroup - Status update.
   - Scheduled to meet in a couple of weeks.

VII. New Business

A. AS Executive Council input on current and future plans, initiatives and ideas for the incoming Chancellor.
   - New Chancellor is receptive to meeting with the ASEC President.
   - Survey Link for ASEC to voice priorities to communicate to the new chancellor.
   - Intention is to share a secondary survey with the broader faculty community.

B. Revisiting elements of **Resolution 2021.02.24.7C Resolution on Budget and Instructional Planning** discussion and possible action on revising elements of the resolution passed earlier this year to focus on Brown Act principles involved in good participatory planning at public institutions (Draft revised resolution)
   - Strategy is to look for agreement on following the law versus messaging that Ed code is not being followed and getting a defensive response.
   - What challenges is the administration facing, such as being short-staffed? Can we find common ground? - why have we not had a PGC budget meeting (there was one yesterday and it was not listed on google calendar - this does not allow access). - can we propose this along with other potential solutions (like central calendar/google folders).
   - Board Members have even complained that they don't get materials in time. Present this as a neutral issue/concern for both faculty and board members.
   - This can act as a simple "tester" resolution for BOT members to exercise the system of how to respond to resolutions.

Resolution 2021.09.29.7B Commitment to Transparency in Instructional Planning and Budgeting

Whereas the Academic Senate Executive Council passed Resolution 2021.02.24.7B Budget & Instructional Planning during a particularly challenging annual budget and planning cycle that did not achieve participatory governance endorsement of the 2021-22 annual budget and

Whereas it is the continued belief of faculty that transparency of data leads to better decision making and communication and improved communication is a specific goal of the current CCSF education Master Plan and

Whereas public meetings conducted in compliance with the Brown Act require materials used in deliberations of of a public body be posted in advance of the meeting so the public has access to those materials before participating in the meeting

Be it Resolved that the Academic Senate continues to recommend that financial and enrollment and planning data that are used in any deliberations at PGC, BOT and other public meetings conducted by the district, comply with the requirements of the Brown Act and be made available to the participants and the public in advance of the meeting in compliance with the Brown Act guidelines.

Moved: Abigail Bornstein; **Seconded:** Steven Brown

Ayes: Abigail Bornstein, Monica Bosson, Steven Brown, Erik Christianson, Amy Díaz-Infante, Katia Fuchs, Wynd Kaufman, Kimberly Keenan, Jennifer Kienzle, Nicole Oest, Dana Jae Labrecque, Fanny Law, Carole Meagher, Sheri Miraglia, Madeline Mueller, Joe Reyes, Lisa Romano, Michele Sieglitz, Chad Stephenson, Fred Teti, Katryn Wiese

Nays: Stephanie MacAller, Mitra Sapienza

Motion Carries, Abstensions: Michele McKenzie

Not Present: Lenny Carlson, Lou Schubert, Jesse Kolber, Jeanette Male

VIII. Future Agenda Items- a brief check in with council on timing, goals, and development of future agenda Items will be discussed at the end of each meeting (5 min)

- Fan 5 - Categorical funds are still mysterious - would be helpful to see where allocations are.

IX. Adjournment (5:17pm)