



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 email: 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 Oct 13, 2021 meeting can be found in the [Materials folder for that meeting](#).

CCSF Academic Senate Executive Council

Minutes and [Sound Recording](#)

Wednesday, 2021 Oct 13, 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: 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: Abigail Bornstein

Other Senate Members Present: OL Karl Westerberg, Tiffany Ren, Kyle Hill, Michele Alaniz, Dora Dye, Andrew King, Megan Sweeney

Guests: Cynthia Dewar, Nicholas Wang, Cherisa Yarkin, Pam Mery

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

- Abigail Bornstein - We are being asked to increase our required flex days to six/year plus two independent flex days; this will either cut into our breaks or our class time. This looks more like not funding discipline-specific PD versus all-day workshops on content not related to our fields. Previously we had two required flex days. What is the role of the Academic Senate in relation to PD and does it have a position on these added days versus funding outside PD?
- Sheri Miraglia - Accreditation Team includes 42 admin, 11 dept chairs, and only 15 faculty members participating on the writing teams. In particular there are no faculty on Standard 3B - physical resources, 4B - chief executive officer, and 4C - governing board. Working on Standard 2A - instructional programs and learning so much about the college through this process. There are some areas where we are meeting standards but the evidence is missing and we can influence these areas in this process. The need to meet accreditation standards helps to point greater attention to particular areas. Please [Sign Up for Accreditation Writing Teams](#) and encourage other faculty (particularly non-council members) to join.
- Lisa Romano - [Steps to Credit flyer](#): 9 workshops are being offered on Introduction to Credit (3), Student Orientation (3), and A&R Application workshops (3); to assist students moving from non-credit to credit.
- Nicole Oest - Works of Art Committee requests faculty to [sign up for a student photographer](#) to come capture your in-person activities to be potentially included in the CCSF catalog.
- Carole Meagher - Enrollment Management team is recommending to plan one year out (versus semester by semester) and tying enrollment management to budget. The concern however is that it may be difficult for departments to plan this far out with turn-over rates. Please provide feedback to cmeagher@ccsf.edu
- Fanny Law - Non Credit continues to be ignored and would like to work with administration to see non credit programs grow
- Michele Sieglitz - payment overage for office hours - received notice in the mail about being overpaid and owing college funds; and also received mail with private information meant for another faculty member. There was also a high cost of \$12 certified mail. Encouraging us to move towards more digital communication to cut down on cost and provide more privacy.
- Madeline Mueller - PD is directly a 10+1 issue. Entrepreneurial Award

received by CCSF but 3 out of the 6 departments (art, journalism, visual media design, BEMA were left out of this recognition).

- Steven Brown - Faculty and Academic Senate have purview over PD. Entrepreneurial Center was funded by Perkins funds; but the person responsible for setting up this center has had her position taken away. Where is the commitment for sustaining this program?

IV. Reports

- Officer reports
 - President Hanson
 - AS has purview over 10+1 issues and some items have overlap with Union issues. Our calendar is a labor issue, professional development and travel documents are under AS purview.
 - Accreditation Writing Team - need faculty members.
 - Administrative Hiring Committee to hire AVC of Facilities and Capital Construction needs faculty members. Contact Simon if interested.
 - FSAs -
 - Vaccine Mandate & Return to Campus - trying to make sure the system is working before it gets rolled out to students for the Spring. Asking faculty and staff to try out the system for. Other concerns are how facilities will be ready for COVID precautions.
 - Area B Meeting this Friday, Oct 15, 10AM-3PM
 - ASCCC Fall Plenary taking place Nov 4-6. Interested members please reach out to Simon to sign up.
 - 1st Vice President Sapienza
 - Committees - have been meeting with committee chairs to confirm membership and sending around [Community Standards Draft](#) for feedback and support.
 - Associated Student Leaders - we continue to meet regularly with student leaders.
 - Campus Climate - BOT and administrative leadership is picking up this discussion and constituency leaders will be included. More updates to come at a later date.
 - Share something exciting or happy you are about this

week in the chat!

- 2nd Vice President Stephenson
 - Have had in-person student encounters by chance around the city and they shared stories about the impact of their CCSF experience.
 - Flu Shots being given out at various campuses and centers. Nursing students are working giving out shots.
 - We are open and re-opening; good to remind community members of this as they are inquiring about programs.
 - New smoke tower revealed and great to see the CCSF team there in support, and students reflecting how the program has served them. Great to get this press coverage.
 - Bay Area Jobs - helpful to see data on job trends and how we can best serve community needs
 - CCSF App - this seems like a very effective and useful tool.

- Secretary Diaz-Infante
 - [Emory Douglas lecture registration is available](#). This event is on Thursday, Oct 28 is free and open to the public but we are particularly targeting the CCSF community in this partnership between our college and SFMOMA. The following day a workshop will be offered for CCSF students with the artist and includes a free pass to SFMOMA.
 - Archiving - We are meeting with the CCSF Library/ Archiving team to discuss resources available to us for archiving ASEC materials and best practices for preserving paper and digital materials. Currently our audio recordings are uploaded to 3C Media but unclear if we can depend on funding for this platform in the long-term.

- AFT2121 check in report
 - None at this time

- Associated Students report
 - None at this time

- Committee on Committees report
 - See Below, one appointment

- Office of Student Equity Professional Development Report
 - None at this time

- Constitution Workgroup report
 - Had their first meeting and re-capped what was and wasn't approved in the last election.
 - Changing Documents - can go through constitutional amendment (has a higher threshold for approval) or through bylaws (requires $\frac{2}{3}$ approval by AS)
 - Next Meeting - will happen next week and invite additional membership. There are currently no non credit members on the workgroup. Would also hope to increase BIPOC and part-time faculty representation but recognize that these groups are already stretched on their workload.
 - Will bring updates to the AS at the next meeting.

- EFF Workgroup report
 - Reviewed purpose of the forum; and are putting together a survey to solicit input from faculty.

V. Consent Agenda

- A. Approval of Minutes from [Sept. 29, 2021](#)

Resolution 2021.10.13.5A	Approval of Minutes: Sept 29, 2021
---------------------------------	---

Resolved, that the Executive Council approved the minutes for [Sept 29, 2021](#).

Adopted by consent.

B. Approval of Committee Appointments

**Resolution 2021.10.13.5B
Forces, Work Groups**

Appointments to Committees, Task

**Nominations to Committees with Limited membership
Student Equity Strategies Committee**

-- Straus, Amber - Learning Assistance Department - credit - new appointment

Adopted by consent.

C. [Faculty Professional Development Committee description](#)

**Resolution 2021.10.13.5C
Development Committee Description**

Approval of Faculty Professional

Resolved, that the Executive Council approves the Faculty Professional Development Committee Description

Adopted by consent.

VI. Old Business

A. Second Read of the Technology Plan. - 3:35 (15 min) (References: [Draft Technology Plan Overview \(PPT\)](#), [Draft Technology Plan 2.0](#).)

Presenters: Tech. Comm. Work Group.

- Review of feedback points given through 10/8. Showing a notation of pages on the Technology Plan where these items have been addressed. These slides with notes will be made available to the ASEC.

- Timeline - Committee will finalize plan in October, goes to PGC in November, and to Chancellor in December
- Constituent Groups - Associated Students, Classified Students, Administration, ASEC were all consulted for feedback; has not included AFT or DCC outreach.
- How can we ensure that we are noting all of the support from various constituents?
- Need feedback before last Tuesday of the month for the Tech Committee to move forward on this plan.

Resolution 2021.10.13.6A

Endorsement of the Technology Plan

The Academic Senate endorses the Technology plan as presented to the ASEC on Oct. 13 2021.

Moved: Dana Jae Labrecque; **Seconded:** Monica Bosson

Motion Carries Unanimously.

Not Present: Abigail Bornstein, Lisa Romano

- B. Program Review Committee Update - 3:55 (10 min) Updates to the ongoing program review process will be provided as well as recommendations from the Program Review Committee to adjust this year's timeline and make improvements. (see below)
- We are scheduled for a 3-year program review this year. The committee is recommending that we continue with the annual review this year, but take this year to set the groundwork for a more effective Program Review in the Fall 2022. This allows time to better align with the budgetary cycle, providing and reviewing data, etc.
 - A lot of chairs have invested time in preparing for Program Review this fall per earlier communication. At the same time we do want to see that Program Review is connected to real impacts.
 - Current work done on Program Review will still continue to be integrated into Program Review in Fall of 2022.
 - Program Review is written for several years, while the annual plan is based on a smaller window of data. We can set prompts by

mid-Spring 2022 and can support each other across departments on writing better program reviews. There is value in sharing program reviews across departments.

- Program Review recommended that departments get information on enrollment, etc, prior to program review. It is also not helpful to base reviews solely on data during the pandemic.
- Could be good use of Flex Day to engage in Program Review activities.

**Resolution 2021.10.13.6B
Recommendations**

Endorsement of the Program Review

Whereas the Program Review committee recommends the ASEC support a plan to complete an annual plan for the 2021-22 AY. And that a full program review process be completed in the 2022-23 AY, furthermore that this full scale program review process start immediately to allow time for other groups DCC, Administration etc. to prepare for and make adjustments to the process for the full scale program review; and,

Whereas timelines for the following should be developed this semester (Fall 2021) well prior to writing the next program review submission:

- Data provided to departments
- Revision of program review prompts
- Inclusion of at least a number of resource members from the DCC to participate on the PR committee that is guiding this process.

Therefore be it resolved, The Academic Senate supports this recommendation from the Program Review Committee.

Motion to Adopt

Moved: Steven Brown; **Seconded:** Mitra Sapienza

Motion to Adopt by Acclamation

Moved: Monica Bosson; **Seconded:** Dana Jae Labrecque

Not Present: Abigail Bornstein

Adopted by acclamation.

C. DLAC update on Workgroup proposal. 4:05 (10 min) Council will revisit the issue of forming a workgroup to Address Distance Education Training issues and hear input from the DLAC committee on these issues. Other distance Education issues and actions may be considered.

- DLAC doesn't believe DE should be a workgroup under DLAC. DLAC should participate, but it should be a workgroup of the Academic Senate to include broader representation.
- Workgroup could include other entities such as a member of curriculum committee, DEA subcommittee, DCC, AFT 2121, OLET, Office of Equity, ASEC, and any other individuals that would be a stakeholder in the topics covered.
- Workgroup Volunteers - will solicit more membership and bring this back at the next ASEC meeting. Volunteers today from ASEC are:

Jennifer Kienzle

Katryn Wiese

Sheri Miraglia

Fred Teti

Mitra Sapienza

D. AS Executive Council input on current and future plans, initiatives and ideas for the incoming Chancellor. 4:15 (20 min) ([Academic Senate Executive Council Survey Results](#))

- Survey results shared from ASEC, on which there were 20 respondents, reflecting a 69% response rate.
- Second survey to be broadcast to the broader faculty body; and results will be brought back to the ASEC at the next meeting. Will help us to communicate faculty voice to the Chancellor as well as serve as a point of self-reflection to see how we are doing in representing the broader faculty body.
- <https://bit.ly/ASsurvey1021> please send any suggested changes to the broader faculty survey to Mitra (will be sent out by end of day tomorrow, Thursday, 10/14). Attempt to capture better representation of faculty and will include demographic info (across race, ethnicity, part-time/full-time, center/campus locations, etc).

- Need to have data, good to have demographics included in the second survey
- Counselors are often overlooked; particularly in Return to Campus planning.
- Consider the background of the incoming Chancellor as we work with him; recognize what may be his strengths and areas of expertise.
- Invite folks to look up the David Martin podcast at MPC. BEMA has been asked to put together a podcast for David to be in conversation with constituents at CCSF. This hits on the goal of better communication at CCSF.
- Let's try to welcome him.

VII. New Business

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)

- Marketing Report - have invited Rosie Zepeda to present.
- Bayview/Hunters Point Community Education Plan, and Program Discontinuance - this conversation will continue but requires more people in the room from various areas and working to get them together to present to the ASEC.
- Exemplary Program Awards - great committee to be on. We need one more ASEC member to join this committee.
- Resolutions - feel free to write resolutions to recognize individual faculty.
- List at bottom of agendas for "future agenda items" are items that will come in the future, not necessarily at the very next ASEC meeting.

IX. Adjournment (5:02pm)