



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 Nov 10, 2021 meeting can be found in the [Materials folder for that meeting](#).

CCSF Academic Senate Executive Council

Minutes and [Sound Recording](#)

Wednesday, 2021 Nov 24, 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, Abigail Bornstein, Steven Brown, Erik Christianson, Amy Díaz-Infante, Ekaterina (Katia) Fuchs, 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: Lenny Carlson (on leave), Erik Christianson, Wynd Kaufmyn (on leave), Dana Jae Labrecque, Jeanette Male, Carole Meagher, Joe Reyes

Other Senate Members Present: Kenny Verbeckmoes, OL Kark Westerberg, Harry Bernstein, Landi Ehnle, Mario delRosario Villasana, Jim Skinner, Amy Miles

Guests: Chancellor David Martin, Ellen Conaway, ASC Student Chancellor Siwei Tang

I. Call to Order, 2:33 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- Follow up on Chancellor report and cybersecurity program and Koret grant funding. Did receive a response back from the Chancellor. Abigail also followed up and unfortunately since there was a delay in allocating funding, the team and program has since been disbanded.
- Harry Bernstein - Higher Education Action Team is hosting a rally at Ocean Campus outside Conlan Hall against layoffs, using COLA to restore salaries, campus safety, and focusing on constructing the PAC building. Rally will be held on Jan 20, 12PM outside Conlan Hall. In addition the budget report points to reductions ahead; and hope that isn't the case.

IV. Reports

- Chancellor's Report Dr. David Martin (5 min)
 - Facilities - in process of exploring the idea of transferring Conlan hall residents to Batmale Hall. Conlan footprint is scheduled to be the new Student Success Building. These conversations continue at the Facilities Committee and other groups on Campus.
 - DRT - Facilities Committee will meet on the first week of December and will discuss the Diego Rivera Theater project. Confident construction can begin in the year of 2022. There will more information shared at the Facilities Committee and in other constituency groups in the coming weeks.
 - Re-opening Plan - Hope to have a broader campus discussion before the December holiday. We need to identify a target date as a goal for re-opening CCSF and working backwards to get everything in place to meet that goal.
 - Batmale Hall has many windows that do not open, and having open windows is supposed to be one of the methods of mediating safety; is this being considered? - Agree that Batmale Hall has circulation and ventilation challenges, and need to be sure that if we do move bodies into that building

that it is safe to do so. Will follow up and bring another report on how conversations are evolving around accommodating additional folks in Batmale Hall.

- Current Departments in Batmale - ask that information be shared with current Batmale residents. Concerned that there can be displacement if others are moving into the building. Would like to be kept in the loop.
 - Registration - Messaging about vaccination has been unclear. We should over-communicate about what the policy is. Some messaging has said that all students must be vaccinated, while other messaging has said specifically students physically on campus need to be vaccinated.
 - Process for Swing Space - for many years, at least 5, have been asking for plans to be developed around swing spaces. Many people at the college are upset about covid impacts and now there is a fear of physical displacement. Would like there to be more communication around this before anyone is forced to move.
 - Batmale Hall - is one of the most faculty intense buildings that we have. We have English, Math, CTE, and programs that need specific spaces like Architecture and Fashion. This is the worst building to impact. This is deeply concerning if not disrespectful to faculty to hear that they will be bumped for other temporary residents. Disruption of this building is deeply unwise.
 - Is displacement for sure part of this process? - The need for clarity is the theme that is arising here. - Current plan for move does in fact include moving current residents to other floors.
 - Chancellor is committed to continuing to communicating with the Academic Senate body and keeping faculty informed.
 - Thankful for Chancellor's culture of listening.
- Officers Reports (20 min)
 - President Simon Hanson
 - BOT Enrollment Report - included in the materials folder. It is sobering and enrollment is the lifeblood of our college

- Budget Report - in tracking current spending in comparison to our budget, we are on track to overspend. This is not by a lot, but there are concerns as we are only a quarter of the way through our budget cycle, and we may be on track to reproduce where we were at last year. There have been calls for fiscal controls to take action earlier in the process in balancing the budget.
- New Administrative Positions - Two new positions have been approved by the Board: Interim Senior Director of Budget and Accounting (temporarily appointed), and Associate Dean of Online Learning - starting Dec 1 to our own Jennifer Kienzle. Congratulations to Jennifer. In December we will discuss how to operate as a council without one less member.
- Collegial Consultation - with Chancellor and the cabinet. We are working on re-establishing a working relationship at college. We talked about and will continue to discuss Roles and Responsibilities. Feeling expressed amongst administration that we are operating in the same way as before. We are looking to present things in ways to move the college forward (one avenue is through the Roles and Responsibilities) to make conversations as productive as possible.
- CTE and Distance Ed Coordinator Positions - Working to get these positions filled and process moving forward. The process requires faculty input and committee involvement.
- Faculty Service Area - this is on-going work, has not been forgotten and will come back.
- 1st Vice President Mitra Sapienza
 - Return to Campus - Focus on consistent and constant communication. Now a lot of information that students are getting in email is also posted on the website. Covid Safety campaign is focused on communicating that vaccine reporting is for in-person classes. Also working on training for building Ambassadors.

- Student Equity Plan - process of hosting roundtables has begun to prepare for creating the next 3-year equity plan. [Next roundtable is on December 1, 3-4:30PM.](#) (Meetings are being recorded).
 - Unity Conversations - two members from constituency groups are working with Bodin group to discuss campus climate. We have had one meeting, next coming up in December.
 - Thank you to Christina Yanuaria, who has stepped up to be the Election Commissioner along with Sami Kudsi
- 2nd Vice President Chad Stephenson
 - [Shared Calendar](#) - encourage others to use the shared calendar that Mitra has put together, which is very helpful.
 - PGC Committee - attended and take away was that in-person registration dates and places were posted; and want to celebrate the wide set of dates and locations across many communities across San Francisco. Center locations are a big asset to engaging with the community that we serve. Appreciation to classified staff and administration that are stepping up to make this happen.
 - Noncredit Attendance - There was a publication this week about attendance numbers and a certain slide shows grayed in numbers for noncredit. The Noncredit Adult Ed Committee has continued to request clarification on how to take attendance in noncredit. The AS has engaged in resolution writing that has made note of this when noncredit attendance has not been clearly reported during the pandemic.
 - New Police Chief - part of re-opening and hope to invite the new police chief to engage with faculty and their concerns as we re-open.
- Secretary Amy Díaz-Infante
 - Diego Rivera Mural Curriculum + SFMOMA - Proud to present with colleagues across multiple disciplines at this curriculum symposium around the Diego

Rivera Mural.

- Equity Roundtables - encourage others to attend. It has been great to connect with other colleagues around important conversations.

- AFT2121 check in report (5 min)
 - No report at this time, AFT is in bargaining

- Associated Students report (5min)
 - Student Assembly hosted by Fanny Law was a huge success.
 - Fireside Chat with Chancellor was very informative.
 - Listening Session - for noncredit students. had great student attendance and is offered in three different languages which makes students feel more comfortable. These sessions will return next semester.
 - Guardsman - celebrating that our CCSF publication won a journalism prize. This is something we should be proud of.
 - Trans Rights - was Nov 15-19, and we need to continue to gain more awareness of this issue.
 - Project Survive - is losing funding and we would like to support this.
 - Docent Program - this has been funded and this program has been informative. Student Chancellor had one of these positions and learned much about art history through this.
 - Virtual Event for Trans Day of Remembrance, Nov 19-24
 - [ASC Student Chancellor Written Report](#)

- Committee on Committees report (5 min)
 - See below

- EFF Workgroup report (5 min)
 - Survey results will be reviewed next Monday. No update at this time.

- Awards & Recognition Hayward Award nomination (10 min)
 - Would love additional members on this committee. Currently Fanny Law and Joe Reyes are only members.
 - Nominee James Connors - started Fire Academy which is a regional training facility with a program that is required to be

a firefighter. This is a huge undertaking as it needs state approval and review every 5 years. This program started with no funding and was built from the ground up, including getting a fire engine and other equipment donated and seeking and acquiring funding. In the last 2-3+ years, almost half of new firefighters in San Francisco have graduated from the CCSF Fire Academy, as well as numerous students placed across the state and country. As department chair, has blended Fire Science and Administration of Justice instructors to work together to create programs such as the Certificate for Homeland Security.

- Nominee Amy Miles - From DSPS counselor Ellen Conaway - have had three different students this semester talk about her. There is a need to have a place for every student. One student is working on Honors credit and paper on DSPS under Amy’s mentorship. Another student accessed DSPS services after Amy’s support when they were feeling stigma around seeking services.
- Other nominees are David Palaita and Vivian Faustino-Pulliam
- The Hayward award is given to one full-time instructor and one part-time instructor.

V. Consent Agenda 3:40 (5 min)

A. Approval of Minutes from [Nov 10, 2021](#)

Resolution 2021.11.24.5A	Approval of Minutes: Nov 10, 2021
Resolved, that the Executive Council approved the minutes for Nov 10, 2021 .	
Adopted by consent.	

B. Approval of Committee Appointments

Resolution 2021.11.24.5B	Appointments to Committees, Task Forces, Work Groups
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**Nominations to Committees with Unlimited membership
Noncredit Adult Education Committee**

-- Beck, Sarah Liv - DSPS (Mission) - noncredit - re-appointment

**Nominations to Committees with Limited membership
Curriculum Committee**

-- Corry, Megan - Health Care Technology (JAD) - credit - re-appointment

Program Review Committee

-- Buchsbaum, Jessica - ESL - both credit and noncredit - new appointment

-- Fuchs, Katia - Mathematics - credit - new appointment

Nominations to AS Workgroups / Task Forces

District-Level Committees and Task Forces / Workgroups

AS Election Commissioner

-- Yanuaria, Christina - ESL - noncredit and credit - new appointment

Adopted by consent.

C. Adoption of [New CCSF Excused Withdrawal Catalog Policy](#)

- Late Withdrawal changing to EW - is this a simple name change or is there some financial aid implication to this? - When student did late withdrawal in the past, it affected repeatability, but EW does not. Now the state recognizes that when a student does a late withdrawal, they should be excused from usual structures of late withdrawal.
- Do not believe EW has an impact on financial aid, but can not say that definitively.
- Fall 2021 Grading Policy website shared.

**Resolution 2021.11.24.5C
Policy**

New CCSF Excused Withdrawal Catalog

Whereas, Title 5, §55024(e) defines the Excused Withdrawal symbol and the conditions under which a college may assign it to students; and

Whereas, Most other California community colleges have replaced their Late Withdrawal processes with an Excused Withdrawal process; and

Whereas, On November 8, 2021, the Education Policies Committee reviewed and recommended a [proposed new Excused Withdrawal policy for CCSE](#), to replace the current Late Withdrawal policy; there be it

Resolved, That the CCSF Academic Senate recommend that the College adopt the proposed new Excused Withdrawal policy as described in the accompanying materials; and be it further

Resolved, That the CCSF Academic Senate supports the use of the (draft) petition for both Excused Withdrawals and for Military Withdrawals.

Adopted by consent.

- D. Endorsement of school name change (*see Resolution section below*¹)
- Request has been made to Tom Boegel present on process for school name change to AS in January.
 - Names of the departments in the schools were truncated to avoid confusion with other similarly named departments and to keep the school name as succinct as possible.
 - Is there any logic behind how Schools are organized?

Resolution 2021.11.24.5D

Endorsement of School Name Change

Resolved, that the Academic Senate Executive Council endorses changing the name of the School of Business, Fashion & Hospitality to the **School of Business, Child Development, Culinary, Fashion, and Horticulture**

Adopted by consent.

VI. Old Business 3:45

- A. Constitution Workgroup (10 min) workgroup will recap for the Council the methods of updating the constitution and the bylaws, and will provide an opportunity to execute one kind of update² by [revising the current department list in Article I of the bylaws to reflect current naming.](#)

- B. Equity Action Plan: 3:55 (13 min) [ASEC Community Standards Resolution](#)
- Updates have been made since the last meeting. Please feel free to provide further feedback and share with colleagues. This document will go back for a review from committees who signed on to make sure that the updates still have their endorsement.
 - This will return to ASEC in December.
- C. Program Review Committee Update - (2 min) Updates to the ongoing program review process will be provided as well as recommendations from the Program Review Committee
- Current membership - two more chairs have joined, Steven, Lauren, Katia, and Jessica are now all members of the program review committee. This is the goals as chairs write reviews.
 - Reviewing prompts for program review and timeline for program review.
 - This timeline intersects with budgeting and scheduling. Information about enrollment and student success parameters are needed before program reviews are written.
 - Timeline will come back in December or January to the ASEC for endorsement.
 - Chancellor Fireside Chat - Chancellor acknowledged Program Review and glad to see this on his radar.
- D. [Aircraft Maintenance Technology PRSD Report](#) 4:10 (15 min) The AMT PRSD workgroup has concluded the work it started last year and made a recommendation to revitalize the program. The council will discuss and potentially endorse the recommendations found in this report.
- [Resolution language has been drafted to clarify language](#) and intention from the report and request from the Academic Senate. The ASEC is being asked to approve the revitalization of the AMT program, not determine the programs location.
 - If college decides to go to Evans, it is a highly skilled job program, 50% of Bayview residents do not graduate high school, would benefit from this type of program, and face financial burdens to travel to SFO.

- We are not voting on the location. The report recommends a move to Evans Campus if feasible by fall of 2022. The conversation should be focused on the program being revitalized or not, but not on the location.
- CEQA report - please provide this. The board of trustees is supposed to validate move to Evans by Dec 9. Report is 1100 pages and is in the Evans Community folder. There is another shorter report of about 150 pages - where is this?
- Acknowledging and appreciating that feedback from the ASEC and community was taken into the language of the resolution language drafted. Recommend adding another resolve to urge due diligence in researching other locations.
- Concerned that the bottom line hasn't been addressed. Can't imagine we would be voting to close down a program. If we do not adopt, we would in effect be supporting closing this program.

Motion to Extend Time, 5 min

Moved: Steven Brown; **Seconded:** Katryn Wiese

- Resolution read into the record

Resolution 2021.11.24.6D Accepting the Recommendations of the Aircraft Maintenance Technology (AMT) Program Revitalization, Suspension, and Discontinuation Committee (PRSD Committee)

Whereas the Aircraft Maintenance Technology (AMT) Program Revitalization, Suspension, and Discontinuance (PRSD) committee submitted its final report to the Academic Senate on Nov. 10 2021, recommending revitalization of the AMT program as long as CCSF could locate required physical resources including a new location ASAP, and

Whereas the AMT PRSD committee reviewed the previous work done to investigate multiple possible options for a new location that met FAA accreditation requirements, was in the city of San Francisco (requirement), and was financially viable, and it was their opinion that Evans Center, which has been actively under investigation to be the new location, was the candidate most capable of successfully restoring the program

within time and financial constraints if it was deemed viable by the college and surrounding community and

Whereas the report clearly states that options to move the program to the Evans Center will have impact on other programs housed there, and

Whereas there has been substantial community and faculty concern over a proposed move to Evans Center and due diligence is required to ensure that location would work for all involved, and

Whereas it is the desire of the Faculty to revitalize the program in a way that best serves the needs of the AMT students as well as the viability of all CCSF programs and communities we serve,

Be It resolved that the Academic Senate recommends the college proceed with plans to revitalize the AMT Program using the information gathered in the AMT PRSD Workgroup Report, but does not endorse that the only path forward to revitalization is to move the program to the Evans Center and

Be it further resolved that the adoption or endorsement of the report should in no way represent evidence used to circumvent due process via CEQA or any other environmental or programmatic mitigation measures that might be required, or negate the need for community input for any relocation of the program to be considered as part of the revitalization process.

Motion to Adopt

Moved: Abigail Bornstein; **Seconded:** Monica Bosson

Motion Carries Unanimously.

Not Present: Lenny Carlson, Erik Christianson, Wynd Kaufmyn, Kimberly Keenan, Jesse Kolber, Dana Jae Labrecque, Jeanette Male, Michele McKenzie, Carole Meagher, Joe Reyes, Lou Schubert

- E. Student Affairs Action Plan 4:25 (10min) Council will consider a first read of the Student Affairs Action Plan that is currently in development. (*Second reading of the Plan is scheduled to be presented to the council for a first reading on Dec. 8.*)
- First read will be tabled to Dec 8, second read in January.

VII. New Business

A. Hayward Award Nomination endorsement³ 4:35 (5 min)

**Resolution 2021.11.24.7A
this Year's Hayward Award**

Endorsement of the Submission of Faculty to

Resolved, that the Academic Senate Executive Council endorses the submission of Amy Miles and Jim Connors for this year's Hayward Award.

Motion to Adopt by Acclamation:

Moved: Abigail Bornstein; **Seconded:** Nicole Oest

Not Present: Lenny Carlson, Erik Christianson, Wynd Kaufmyn, Kimberly Keenan, Jesse Kolber, Dana Jae Labrecque, Jeanette Male, Michele McKenzie, Carole Meagher, Joe Reyes, Lou Schubert

Adopted by acclamation.

- Encouraging Awards & Recognitions Committee to encourage other nominees to apply again.

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)

- CTE Liaison - would like update from current liaison
- Accreditation update
- Board Policies (Fred)
- Swing Space Process; and specifically proposed moves to Batmale Hall. Facilities is connected to 10+1 as it impacts Student Success

IV. Adjournment (4:56pm)

Resolutions:

¹The Academic Senate Executive Council endorses changing the name of the School of Business, Fashion & Hospitality to the **School of Business, Child Development, Culinary, Fashion, and Horticulture**

²The Academic Senate Executive Council recommends changing the Bylaws of the Academic Senate City College of San Francisco with the [amendments presented to the council on Nov. 24, 2021](#)

³The Academic Senate Executive Council endorses the submission of _____ for this year's Hayward Award

Committee Appointments:

Upcoming/Returning agenda items

- Dec. 8
 - Resolution from the SLO Committee asking for recommendation re: SLOC and Curriculum Committee linkage

Ongoing

- Committee Description revision: Pathways, Curriculum , and SLOC
- Pilot membership study for Curriculum Committee
- **Ongoing changes in Remote Delivery**, Distance Education and Syllabus platforms is raising lots of questions. An ongoing [discussion of the AS position and development of potential recommendations](#) on these issues will be a standing agenda item.
- FSA resolution and action revisit
- [CCSF-Bayview/Hunters Point Community Education Plan](#). - Discussion. Last meeting a request was made to continue the review of the educational plan for the Bayview/Hunters point community. The council will continue this discussion and potentially take action on adopting this plan.
- TLTR Committee Rubric (targeting December meeting)

Academic and Professional Matters over which the Senate Has Purview (10+1)

- Curriculum, including establishing prerequisites.
- Degree and certificate requirements.
- Grading policies.
- Educational program development.
- Standards or policies regarding student preparation and success.
- College governance structures, as related to faculty roles.
- Faculty roles and involvement in accreditation processes.
- Policies for faculty professional development activities.
- Processes for program review.
- Processes for institutional planning and budget development.
- Other academic and professional matters as mutually agreed upon.

Land Acknowledgement

“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.”