



# 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

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

Wednesday, September 21, 2022, 2:30-5:00pm  
Via Zoom

<https://ccsf-edu.zoom.us/j/98935746783>

**Council Members Present:** Monica Bosson, Erik Christianson, Matthew Duckworth, Lawrence Edwardson, Kathryn Frei, Malcolm Hillan, Wund Kaufmyn, Jesse Kolber, Dana Jae Labrecque, Sheri Miraglia, Madeline Mueller, Ronald Page II, Caroline Priestley, Lisa Romano, Mitra Sapienza, Lou Schubert, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese, Tanichya Wongprasert

**Council Members Absent:** Adam, D'Aquisto, Kimberly Keenan (on sabbatical), Thomas Kennedy (on leave from ASEC), Nuala Sheetz (on leave from ASEC)

**Other Senate Members Present:** Harry Bernstein, Simon Hanson, Wynd Kaufmyn, Jen Kienzle, Sue Schall

**Guests:** Heather Brandt, Mary Bravewoman, Tessa Brown, Kristin Charles, Ying Liu, Geisce Ly, Chancellor David Martin, Cherisa Yarkin

- I. Call to Order 2:30 (1min)
  - 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 2:31 (4min)
- III. Public Comment 2:35 (10 min)

- **Dana Jae Labrecque:** decimation of department while trying to write Program Review.. Impossible to plan for the future. It will probably take a student 4 years to get through the program. The program (BEMA) is being ruined.
- **Simon Hanson:** On BOT Agenda, there is over 203 years of collective experience leaving the college in retirements and resignations this month. 122 Faculty have left the college over the last academic year- this falls directly into Program Review. We are operating the college on a pure“Let’s see who leaves the ship next” model. Who is going to retire next?
- **Harry Bernstein:** There have been three public meetings about the budget so far this semester. In his executive summary, John Alamine made significant changes to the version that the Board looked at on 9/8 and what they approved on 9/15 and wants ASEC to be on top of the budget. He also mentioned being distressed by what Dana Jae just said.
- **Katryn Wiese:** Expressed that her department is filled with mold. She wants to know to bring up morale when it is at an all-time low. Mold Party on Friday 9/30 in Science 45-email Katryn for more info.. Dana Jae will bring sound.
- **Chad Stephenson:** A bright note is seeing people in person again. The human touch is still important to the college and that is happening. We are seeing more usage of student services, i.e. library. Shout out to Chinatown Campus for successful reopening. What we struggle with is looking forward, not backward and we are seeing growth in the library. Expressed feeling nervous about the administration making decisions based on data from the past, in the rearview mirror, not on current growth and light that is being cast forward..
- **Kate Frei:** We are being asked to do the impossible. We are not being given the resources we need to serve our students and frankly, we don't even have the resources we need to even be a school. At some point we need to push back and say that this is impossible. SF needs to know what is happening. What is happening is criminal and should not be allowed to happen. We are all in the same boat. SF needs us and we need to stop this from happening.

#### IV. Reports 2:45

##### **Chancellor’s Report: Dr. David Martin (10 mins)**

- Health & Safety Committee: update on Communicable Disease Policy since it has changed via the CDC guidelines.
- Free City Update: FC Oversight Committee was very receptive about continuing the conversation about using FC program reserve


funds to eliminate outstanding student debt, specific to students in SF.

- RFP: New Registration System will have a first review in tomorrow's BOT meeting. Will get input from various groups on campus before finalizing RFP.
- Additional funding to CCSF from Statewide grant re: mental health services. We plan to have professionals on site to help students with mental health.
- Spring semester FTEF allocation budgets have just been released: 440 FTEF in schedule today. 456 for Spring FTEF.
- Lunar New Year Resolution: official holiday, potentially at state-level. It may impact the academic calendar.. Assemblymember Ting is involved in getting this passed as a statewide holiday.
- Aware of the mold issues and will be following up after members of the facilities team have reached out to experts.
- Harry Bernstein: Expressed concerns about ESL program. 16 sections had over 100 students. 41 sections had an average of 57 students. The largest class was the ONLY evening class offered. What is the educational basis for a decision to allow such large classes to run?
- Chancellor Martin clarified that Academic Services was trying to shift students into other sections and stated that it was not appropriate for ANY class to have that many students in it. Will use census data to determine allocation of classes.
- Harry Bernstein- wants a pledge to add more evening ESL classes to alleviate the high numbers of students.
- David Martin- responded by saying that he doesn't want to step on the toes of department chairs and discussed plans for Spring semester.
- Dana Jae: what is the name of the legal team who has been advising you on the 39 month plan re: the impacted departments?
- AALRR - Atkinson, Andelson, Loya, Ruud & Romo. Kathy Meola is the lead contact. <https://www.aalrr.com/>

## Officers Reports (15 min)

### Mitra Sapienza

- President's report
- Overview on collegial consultation: budget and planning, timeline discrepancies and feedback. Timelines are not working as far as shared

- governance goes.
- ISER Report: need to get feedback and review
  - Faculty Travel: Kimberly Keenan is back on board. Finalizing some agreements. Working with the Chancellor about some changes post-covid. Once it's final, it will be shared with ASEC.
  - Faculty Hiring Document is finally getting updated; last worked on in 1991.
  - Concert & Lecture webpage-falls under ASEC Committees. Agreed to take down the webpage. Google site will still be linked to the Committees page. Keeping it in parallel with other committees.
  - Program Review: presented [this draft document](#) which will return in a future meeting.
  - The Administration is soliciting feedback to update board policies, also coming through PGC. Send updates directly to AVC Kristin Charles. Can submit feedback here:  
<https://drive.google.com/file/d/1XaOsBfmuwyRtcdTlC2mqBaEeZMnMqbly/view>
  - ASCCC: Nov 3-5 Plenary in Sacramento. Hybrid option is available. Some funds are set aside to support ASEC faculty who are interested in attending. Email Mitra by 9/30 if interested in attending.
  - <https://asccc.org/events/2022-fall-plenary-session-hybrid-event>
  - IEPI: Lots of info in the materials folder. Student Affairs applied for funding and we were approved for some money. ASEC members are invited to listening sessions. ASEC-specific listening session: October 3rd in person, MUB 140 11:45am-12:15pm. Email Mitra by 9/30 if interested in attending.
  - Secondary FSA Committee met last week
  -  DRAFT Resolution on Academic Senate Executive Council Archives

ASEC is moving its office due to the demolition of Conlan hall. RE: archives, we have older files all the way back to the 1990s in paper form. Martha is converting many files to PDF. We can't convert **all** files to PDF. Digital archive has agenda items, minutes and digital recordings on Google- linked to website: Fall 2003-Spring 2020. Spring 2020-forward: Google docs. Draft resolution to get the conversation started; people can weigh in with ideas about what to do on the document.

**Sheri Miraglia**

- Currently working on institutional self-evaluation.
- Presented ISER to ASEC and described areas which are currently available for faculty to review
- Read standards, especially 2A for Faculty.
- Provide feedback by filling out this form:  
<https://www.ccsf.edu/about-ccsf/accreditation>
- ISER will be submitted 12/15.

### **Lou Schubert**

- How can we save some of our programs that have been most impacted by the shockwaves?
- Possibility of having local qualifications re: hiring decisions
- Many programs and part-time faculty have specific certifications that are not being addressed with limited FSA process.
- Cuts particularly impact PT and CTE and are hurting programs.

### **Michele Sieglitz**

- Reiteration of what Lou said, specifically talking about CTE and PT in collegial consultation.
- Madeline Mueller: corrected history re: hiring document and standard because administration made it difficult to make updates without ruining the hiring document despite multiple attempts.. Expressed concern that we have to have multiple backups, including paper trails.
- Mitra Sapienza: stated that she would be looping in Madeline about the archiving and clarified there would be multiple digital backups.

### **AFT2121 check in report (5 min)**

- Mary Bravewoman: wants faculty to know that AFT211 has your back and will continue to address the problems, i.e. mold.
- English, ESL, Library: Fundraiser event coming up where poem from Temina Khan/video will be played  
<https://secure.actblue.com/donate/sfwercs>
- Math and others will be Balboa Park on Saturday

### **Associated Students report (10 min)**

- Student Trustee Brandt expressed being emotionally drained and exhausted from everything.
- She then read something that reminds her of our faculty and mentioned that students are also feeling squeezed out.
- On a positive note, she also mentioned looking forward to next Friday 9/30 and 10/1 for PD and Leadership Training event: Student Senate for California Community Colleges:  
<https://ssccc.org/news-events/events/2022-professional-development-and-leadership-event/workshops.html>
- Mitra thanked the Student Chancellor for sharing humanity with ASEC.

**Committee on Committees report (5 min)**

- Chad Stephenson just stepped down from Non-Credit Adult Education Committee and we're currently looking for a chair for this committee.

V. Consent Agenda 3:30 (5 min)

A. Approval of Minutes from [September 7, 2022](#)

**Resolution 2022.09.21.5A**

**Approval of Minutes: September 07, 2022**

Resolved, that the Executive Council approved the [Minutes for September 07, 2022](#).

Adopted by consent.

B. Approval of Committee Appointments

**Resolution 2022.09.21.5B**

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

**Nominations to Committees with Unlimited membership**

**TLTR (Teaching and Learning with Technology Roundtable)**

Alice Stevens - TLTR - Math (new appointment)

Fred Teti - TLTR (Resource) - Math (reappointment)

Mike Greenberg - TLTR - Math (reappointment)

Deniz Demiray - TLTR - Social Sciences (reappointment)

Jessica Masters - TLTR - Computer Science (reappointment)

#### **Career and Technical Education Committee**

Darouny Somsanith - CTE - Health Education (reappointment)

Guillermo Luzardo - CTE - Construction Management/ Engineering (reappointment)

James Conners - CTE - Fire Science (reappointment)

#### **Sustainability**

Michelle Gorthy - Sustainability - Communication Studies (reappointment)

#### **Scholarship**

Kirstin Williams - Scholarship - PE/Dance (reappointment)

Consuelo Cervantes - Scholarship - World Languages/Cultures (reappointment)

#### **Student Learning Outcomes Committee**

Natalie Smith - SLO - Fashion (reappointment)

#### **NonCredit Adult Education Committee**

Robin Pugh - NonCredit Adult Education - Business (reappointment)

Judy Goodman - NonCredit Adult Education - DSPS (reappointment)

#### **Works of Art**

Kinneret Alexander, Works of Art, IDST, Women's and Gender Studies (reappointment)

#### **Nominations to Committees with Limited membership**

#### **Honors Issues**

Sean Nguyen - Honors Issues - Math (new appointment)

#### **Nominations to AS Workgroups /Task Forces District-Level Committees and Task Forces/Workgroup**

#### **Participatory Governance Committee (PGC) Planning**

Melissa McPeters - PGC Planning - TRST

Participatory Governance Committee (PGC) Health and Safety

Joyce Coffey - PGC Health and Safety - Registered Nursing

Adopted by consent.

#### VI. Old Business (3:35)

##### A. [ASEC Appointments](#) (10 mins)

1. Request to fill the ASEC Awards and Recognition team (needs 3 ASEC members)
2. Constitution and Bylaws Review workgroup appointments

a) Per [Resolution 2021.03.10.6C Resolution on ASEC Constitution and Bylaws Revisions](#)

- B. Online training workgroup update (20 mins) Katryn Wiese, OTW chair  
[2021-2022 Progress Report](#) and [OTW Proposals responding to OLET Proposals](#)
1. Resolution on Minimum training (1 minimum training standard: IOTL)
  2. Resolution on Online Teaching: Refresher Training
  3. Resolution on Transition of the Online Training Workgroup

**Resolution 2022.09.21.6B.1** **Minimum training training standard:  
Introduction to Online Teaching and Learning**

Resolved that the Academic Senate approves the [Minimum training training standard: Introduction to Online Teaching and Learning](#).

Adopted by consent.

**Resolution 2022.09.21.6B.2** **Online Teaching: Refresher Training**

Resolved that the Academic Senate approves an [Online Teaching: Refresher Training](#).

**Aye:** Monica Bosson, Erik Christianson, Matthew Duckworth, Loren Edwardson, Kate Frei, Malcolm Hillan, Wynd Kaufmyn, Jesse Kolber, Dana Jae Labrecque, Sheri Miraglia, Madeline Mueller, Ron Page, Caroline Priestley, Lisa Romano, Lou Schubert, Michele Sieglitz, Chad Stephenson, Katryn Wiese, Tanichya Wongprasert

**Abstain:** Fred Teti

**Absent:** Adam d'Aquisto, Kimberly Keenan, Tom Kennedy, Nuala Sheetz

**Resolution 2022.09.21.6B.3** **Transition of the Online Training Workgroup**

Resolved that the Academic Senate approves the [Transition of the Online Training Workgroup](#).

Adopted by consent.

- Last meeting was very busy. Train the instructor and then let the instructor develop the course.
- One standard consensus.
- KW read through proposals of new online training and course development.
- Proposal for refresher training



- DLAC: those who have taken an equivalent course at another college may qualify for placing out.
- Jing: did not intend to have two processes, one with pay, one without.
- Tanichiya (Jib): what is the seniority system?
- KW: you can develop/teach a course with Dept. Chair's approval.
- Fred: asked for clarification about changes from OLET.
- KW responded by comparing the proposal from OLET to the revised version which was approved by OLET. Clarified that you can't just develop any course... didn't follow any of this (listen to playback/transcript).
- Loren Moved to vote. Dana Jae seconded.
- Lou Schubert spoke in favor of adopting the proposal saying we can take what we learned to apply next Fall.
- Jib: asked will the time be compensated for refresher training?
- Fred: asked for clarification on refresher training whether it's a one-time thing or periodic.
- Lou accepted change

## VII. New Business (4:10)

### A. [Fan 5 Report](#) (10 min)

#### **Director Cherisa Yarkin**

- Reviewed slide deck and Fan5 history
- [Fan 5 Report](#)
- Much consultation across all constituency groups
- Funds available for innovation and program review
- Lou Schubert: asked about programs that have been decimated, i.e. Adult Ed. Where do we find data on the effectiveness of those programs?
- [www.ccsf.edu/metrics](http://www.ccsf.edu/metrics)
- Chad Stephenson added this in the chat:  
<https://www.ccsf.edu/sites/default/files/2022/document/sfaec-three-year-plan-2022-2025.pdf>

### B. Student Conduct (15 mins) – Maria Salazar Colon (unavailable; will be back Nov. 2nd)

### C. Institutional Self Evaluation Report (ISER) Preview (15 mins) AVC Kristin Charles will give a preview of the draft report; ISER sections can be accessed here: [www.ccsf.edu/accreditation](http://www.ccsf.edu/accreditation)

### **AVC Kristin Charles**

- introduced ISER layout and discussed the process of ISER Review and sign-off
- Will have an opportunity to respond to questions in Spring
- October 2023 accreditation visit.
- Recordings of forums are available by request from Judy Seto
- ISER Feedback Form:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=1iIPXhaKfkG\\_OtCByYs42Kd6eScV75BHrd0tl1gbz7JUMlIKSEtMUjdRTTA4OUdVUkJISTY2UFFTOy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=1iIPXhaKfkG_OtCByYs42Kd6eScV75BHrd0tl1gbz7JUMlIKSEtMUjdRTTA4OUdVUkJISTY2UFFTOy4u)
- Lou Schubert asked about clarification re: internal discussion vs. what the Accreditation Committee sees. All feedback is INTERNAL.
- Chad Stephenson asked a question about the timing of the Mission Statement to clarify if it would conflict with the Accreditation Committee.

Mitra Sapienza: Awards & Recognition Workgroup- 3 Volunteers Needed

<https://asccc.org/content/recognizing-faculty-statewide-awards>

VII. Adjournment 5:10pm