



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council Final Minutes

Wednesday, November 6, 2024, 2:30-5:00 pm
MUB 140 or Via [Zoom](#)

[November 6 Meeting Materials](#) | [ASEC Zoom Meeting Pro Tips](#) | [Community Guidelines](#) | [Guide to CCSF Acronyms](#)

Councilmembers present: Jessica Buchsbaum, Katia Fuchs, Mike Greenberg, Fanny Law, Alex Leyton (remote voting), Alexis Litzky, Lillian Marrujo-Duck, Craig Persiko, Jonathan Potter, Robin Pugh, Lisa Romano, Chad Stephenson, Richard Taha, Fred Teti

Councilmembers absent: Monica Bosson, Miguel Galarza, Thomas Kennedy, Pablo Rodriguez, Mitra Sapienza

Other Senate members present: Landi Ehnle, Andrew King, Madeleine Mueller, Mary Bravewoman

Guests: Maureen Harrington, Mitchell Bailey, Garth Kwiecien, David Yee, Michael Adams

1. Call to Order

[CCSF 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.

President Litzky connected Dia de los Muertos with the Land Acknowledgement and honoring our community and the grief and loss which accompanies the acknowledgement.

2. Adoption of Agenda

- a. The Agenda was adopted by roll-call vote with 15 voting members present.

3. Public Comment

- a. No public comment

4. Reports

- a. Chancellor's report

- i. Budget report and financial situation will be shared via budget workshops to build communication and improve decision making
- ii. COLA will be connected to attendance; college continues to be short nearly 8000 FTES; need to increase enrollment and retention, with continued need for cuts over years to meet this deficit
- iii. Policies will be coming forward with help from PGC
- iv. Richard Taha asked about enrollment and recruitment needs outside college districts. Chancellor responded that recruitment should not be actively recruited from other districts, yet students can come from outside the district.
- v. Jessica Buchsbaum asked about more classes for students who cannot currently enroll. The Chancellor noted there are several steps in the student enrollment process. More sections of English and ESL are planned to be opened up in Spring 2025 but need to be done in a fiscally responsible way. The structural deficit will still need to be addressed over a longer period of time.
- vi. Jonathan Potter asked if the Chancellor's Office knows what enrollment looks like through the semester—the Chancellor noted that current enrollment has atrophied over the semester from 11% to 8%.
- vii. Fanny Law asked about priorities of the administration in cuts. The Chancellor noted there would be seven guiding principles to guide the process—notably life, health, safety issues—and that transparency and honesty will be key to these conversations. He acknowledged he does not have all the answers and that discussion will play a role in creating and prioritizing suggestions, and that the process will be thoughtful in, for example, small groups or interest groups. Solid finances will be key to supporting students and will be prioritized.
- viii. Robin Pugh noted the need to be released from hold harmless and the need for a path toward targeted growth with a timeline. The Chancellor noted that previous trends of the past 10 years are difficult to apply toward future plans and the need for long-term growth over time while short-term growth continues. Students are needed to take more sections and also have wraparound student services to support them while they are here. Additionally, completion rates are also included to meet state goals and state funding.
- ix. Lillian Marrujo-Duck asked about the availability of an environmental scan and what other colleges have done in these circumstances.

- x. Katia Fuchs asked about how forums can be held to make the tough decisions ahead. The Chancellor noted the need for data—current, past, and future. He wants to provide a method for community feedback and increase smaller group meetings and conversations.
- b. Officers reports
 - i. President Alexis Litzky
 - 1. Attending ASCCC Fall Plenary in Visalia with 2nd VP Fuchs as delegate to engage with statewide resolutions. The ASCCC Exemplary Award Program Award is given out annually. This year it is focused on the use of OER resources. A motion was put forward in support of a submission from the Math department for the data science program’s use of OER, with particular credit to Math instructor Shawn Wiggins. The motion passed by acclamation.
 - ii. First Vice President Lillian Marrujo-Duck
 - 1. A call for committee memberships recruitment will go out after December 2024 when select membership terms end. Faculty are encouraged to try a new or another committee as part of this process to build cross-talk between committees. First VP Marrujo-Duck also reported visiting the Education Policies and Distance Learning and Advisory Committees.
 - iii. Second Vice President Katia Fuchs
 - 1. SAMAC committee met and discussed the need for clarity of the instructional calendar for students throughout the semester. The Office of Research and Planning compared fully online classes with fully in-person classes and completion rates and found that equity gaps persist across the college back to 2022 in both online and in-person classes. More work is needed in serving marginalized populations. The Enrollment Management Strategic Plan first draft is now available on the CCSF website. ASCCC is a way to get a look at what is happening across CCCs overall. All faculty can attend and is highly recommended as a professional development opportunity.
 - iv. Secretary Chad Stephenson
 - 1. No report. President Litzky announced that we would add an agenda item for a photograph to the next meeting’s agenda.
- c. AFT2121 check-in report - Mary Bravewoman, President AFT 2121
 - i. Tuesday, November 11, will be an in-person COPE meeting with a recent election debrief and the academic calendar for the next two

years. AFT 2121 is planning an end-of-semester celebration - more details forthcoming

- d. Student Chancellor report
 - i. No report
 - e. Committee on Committees report - First VP Lillian Marrujo-Duck
 - i. Four appointments being presented for today are part of the Consent Agenda
5. Consent Agenda
- a. Approval of Minutes from October 23, 2024

2024.11.06.5.A. Approval of Minutes: Minutes from October 23, 2024

Resolved, the Executive Council approves the minutes for October 23, 2024.

Adopted by consent.

- b. Approval of Committee Appointments

2024.11.06.5.B. Approval of Committee Appointments

Resolved, the Academic Senate approves the following appointments:

Curriculum committee

Katharine Saunders, Math (new appointment to Area B)

Matt Bertens, Math (new appointment to Area B)

CSU-UC Breadth

Alice Stevens, Math (new appointment)

Distance Learning Advisory Committee

Marc Santamaria, Noncredit ESL (new appointment)

Adopted by consent.

6. Unfinished Business
- a. [Updating AP 8.17 Grants](#) - Maureen Harrington, ORP (2nd read, slide deck found in ASEC meeting materials folder)
 - i. The grants environment has changed over time—notably there are more fiscal issues at CCs and there is shorter turnaround time in request.

- ii. President Litzky noted that the RRP Handbook has a review process inside it and was added to the policy. Additionally, a grants reporting process by ORP to ASEC (Fall and Spring) has been added. A further session is planned for helping faculty plan for future grant applications.
- iii. PGC will review AP 8.17, then on to the Board for review.
- iv. Moved by Lillian Marrujo-Duck, seconded by Katia Fuchs with friendly amendments.

2024.11.06.6.A. Updating AP 8.17 Grants

Resolved, the Academic Senate recommends the College adopt the update AP 8.17 Grants.

Approved with 13 votes.

- b. [Title IX statement in syllabi](#) (2nd read)
 - i. [Amendment to Title IX statement in syllab](#)
 - ii. Jessica Buchsbaum asked about inclusion of other veterans that are not only “Vietnam era veterans” as written. Fred Teti reported this is the language of the law.
 - iii. President Litzky noted she will be conferring with Jennifer Kienzle about addition to SimpleSyllabus.
 - iv. Fred Teti motioned to amend the resolution to include Title IX as a mandatory component for all courses beginning in Spring 2025 based on previous Executive Council discussions. A friendly amendment was approved by consensus.
 - v. Several council members addressed questions and concerns regarding sharing Title IX via Canvas.
 - vi. Moved by Lillian Marrujo-Duck, seconded by Richard Taha. Several council members spoke in support of this item.

2024.11.06.6.B. Title IX statement in syllabi

Whereas, in [Resolution 2020.12.16.6B Reporting of Syllabus Information to Canvas for Accreditation Purposes](#) the Academic Senate recommended “to the College that Canvas be the official central repository for course syllabi” and the college adopted Simple Syllabus as a way to standardize the submission, format, and student services information to meet accreditation requirements and provide consistent communication with students, and

Whereas, [Title IX regulations](#) require students be made aware of new protections for students related to pregnancy related conditions and faculty have requested sample syllabus language, therefore be it

Resolved, the Executive Council recommends that Human Resources add a Title IX section to the list of syllabus elements in the Faculty Handbook, and

Resolved, the Executive Council recommends the following language be added in Simple Syllabus as a mandatory component for all courses beginning in Spring 2025:

The San Francisco Community College District adheres to all applicable federal, state, and local laws and regulations that uphold the principle of equal opportunity and prohibit discrimination and harassment on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, gender identity, marital status, domestic partner status, sexual orientation, disability, AIDS/HIV status, medical conditions, status as Vietnam-era veteran, or past, current, or potential pregnancy or pregnancy-related conditions such as lactation, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

These laws and regulations include but are not limited to the California Education Code, the California Code of Regulation Title 5, the Equal Employment Opportunity Act, the Americans with Disabilities Act, the Rehabilitation Act (1973) §504, and Title IX, which defines sexual harassment of students, including acts of sexual violence, as a form of sex-based discrimination. For more information about students' rights to access to the College's programs and activities, or if you believe you have been subject to discrimination or harassment, please contact CCSF's Title IX Coordinator.

<https://www.ccsf.edu/about-ccsf/administration/human-resources/title-ix>
Tony Brown, J.D. Compliance Officer/Title IX Coordinator/Section 504 Coordinator. 415-452-5123 | gabrown@ccsf.edu

Approved with 11 votes and 1 abstention.

7. The Senate took a five-minute break.
8. New Business
 - a. [ASCCC Plenary Resolutions packet](#)
 - i. [UPDATED Draft resolution: ESL articulation](#)

1. President Litzky shared the process for the resolution adoption process at the ASCCC.
 2. Fred Teti asked about Cal GETC and how students will meet oral communication (public speaking). Jessica Buchsbaum noted that transferrable ESL courses are currently for CSU but UC is also needed.
 3. Lisa Romano asked about 101.05 and asked more attention be paid to it at ASCCC.
 4. Katia Fuchs asked about 113.01 and noted there was a similar one at a previous plenary. Additionally, the need to relate an addendum to AB705 should be addressed.
 5. Jonathan Potter asked about 101.3 and what the Cambridge International Assessments are.
- b. Finance AP updates - Garth Kwiecien, Sr. Director of Administrative Services (1st read)
- i. [Updated AP 2.19 - District Travel Policy](#)
 1. One policy for staff, students, and faculty.
 2. The council shared appreciations for the all-in-one process and the ability to receive reimbursement with 30 days advance notice.
 - ii. [Updated AP 8.06 - Procurement of Supplies, Equipment, and Services](#)
 1. Revised to be compliant with state regulations.
 - iii. [Bid Threshold Memo](#)
 1. Updated limits on bids including CUPCCAA.
 - iv. Resolution moved by Richard Taha, seconded by Fred Teti.
 1. Katia Fuchs spoke in favor of this resolution.

2024.11.06.8.B. Updates to AP 2.19 District Travel policy and AP 8.06 Procurement of Supplies, Equipment, and Services

Resolved, the Academic Senate endorses the updated AP 2.19 - District Travel policy, and

Resolved, the Academic Senate endorses the updated AP 8.06 - Procurement of Supplies, Equipment, and Services.

Approved with 13 votes.

- c. Education Policies Committee recommendations
- i. Deleting [BP 6.01 Instruction General](#) and [BP 6.02 Instructional Organization and Standards](#) - Fred Teti, Ed Policies Chair (Discussion & [possible action](#), 10 min)

- ii. [Updating BP 6.07 and new AP 6.07](#) - Collegiate Standards for Grades, Coursework, Earning Credit, and Progress - Fred Teti, Ed Policies Chair (Discussion & [possible action](#), 10 min)
- iii. Tabled until the next meeting
- d. [Draft Strategic Enrollment Management Plan](#) - David Yee, Interim Vice Chancellor of Academic and Institutional Affairs (Discussion & 1st read, 15 min) (see Appendix for [Slidedeck](#))
 - i. Participants included Enrollment Management Committee, those who attended Enrollment Management Academy; four teams represented four areas of the college—recruitment, retention, partnership, and completion
 - ii. Three focus areas: Maximizing student access and success, creating fiscal stability, and prioritizing student-centered schedule
 - iii. This plan is meant to be responsive to changes and open to student need and help with resource allocation and align with mission and vision
 - iv. Recruitment goals include building awareness of CCSF programs in community, grow the number of CCSF applicants,
 - v. Strategies include alignment with CCCCCO Vision 2030
 - vi. Next steps include developing more detailed strategies, designing series of short-term pilot programs, use data from pilot programs to guide decision making, consider adding additional pilot projects, then EMC recommends system of accountability and milestones
 - vii. Katia Fuchs reported there will be a feedback form to allow for input from faculty, staff, students, administrators, and public
 - viii. Lillian Marrujo-Duck requested data landscape to understand needs and priorities to provide better feedback; she shared concern of focus on high school/dual enrollment as this source continues to diminish in numbers and encouraged integration and expansion of online learning to increase enrollment
 - ix. Fanny Law appreciated the growth-mindset focus of this work and asked the document to have a more descriptive goal, path to the goal, and timeline for growth. VC Yee said the EMC’s job is to receive feedback and make recommendations.
 - x. Robin Pugh expressed a need to describe the urgency for expansion and how to cope with decision making when difficulties arise. VC Yee understands the balance of reinvigorating programs balanced with departmental advocacy—the document will continue to be responsive to adjustments, including budgeting.
 - xi. Chad Stephenson asked about geographic locations as expansion points as a way to increase engagement. VC Yee agreed that working with CBOs is a way to increase access.

- xii. Richard Taha asked how we would be able to accomplish student engagement and retention—who would do this?
- xiii. Item tabled until next meeting.

9. Adjournment at 5:13 pm

Appendices

Appendix 1: SEMP (Strategic Enrollment Management Plan) presentation slide deck “CCSF Strategic Enrollment Plan”

CCSF STRATEGIC ENROLLMENT MANAGEMENT PLAN

DOCUMENT DEVELOPMENT HISTORY

- Work group
- subcommittee of Enrollment Management Committee(EMC)
- EMC members participants of EMA and other members of the college community.
- The work group split into four teams to focus on key pillars of the plan: Outreach and Recruitment, Retention, Partnerships, and Completion
- Each work group started with the enrollment management plan from 2018, priorities developed by the enrollment management committee in academic year 2023 24 and the work of the retention and enrollment task Force, as well as the student affairs action plan.
- Final work group recommendations served as template for the main document.

STRATEGIC ENROLLMENT PLAN



Primary focus on maximizing student access, success, and improving the student experience



Creates fiscal stability



Prioritizes a student-centered schedule, anticipating student need and demand



FEATURES

- **Living document**
 - Dynamic
 - Responsive to changing circumstances in areas like budget and programmatic demand
 - Receptive to students' varying needs
- **Not exhaustive list of strategies**
- **Align planning objectives and strategies with College Vision, Mission, and goals**
- **Two year duration**
- **Focus on student experience**

RECRUITMENT GOALS

01

Build awareness and knowledge of CCSF programs in the community

02

Grow the number of applicants to CCSF

03

Increase the number of students successfully enrolling in CCSF classes

RETENTION GOALS

1

Enhance the College environment as well as services and supports that improve students' safety, well-being and sense of belonging

2

Enhance student engagement and integration with the college

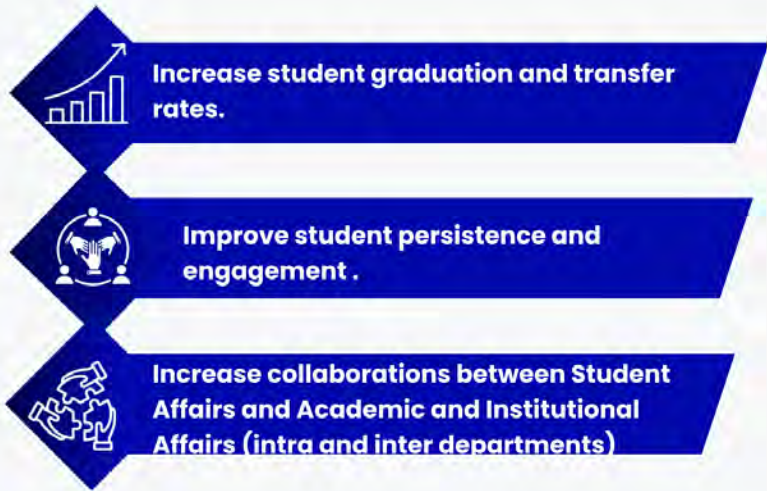
3

Implement academic/classroom strategies

4

Improve retention rates (students staying in class through end of semester) AND persistence (students continuing from one semester to the next)

COMPLETION GOALS



OUTREACH AND PARTNERSHIPS

GOALS:

- 01** Enhance and grow partnerships with SFUSD (dual enrollment, credit recover, Frisco, Day, etc.)
- 02** Expand partnerships with City and County of SF (ISA's, Apprenticeships, Free City, City University)
- 03** Develop a strategic process and plan related to Community-Based Organizations (CBO)
- 04** Expand partnerships with Industry (Extension, Contract Ed, Apprenticeships, Internships, etc.)

KEY STRATEGIES

- ◆ Strategically target areas where Student Centered Funding Formula (SCFF) revenues can be optimized
- ◆ Align with California Community College Chancellor's Office (CCCCO) Vision 2030
- ◆ Identify student populations in need of additional services:
 - High school
 - SFUSD, Charter, Private, home school
 - Adult Justice impacted
 - Juvenile Justice impacted
 - Adult learners
 - Older Adults

COLLEGE INITIATIVES FOR GROWING ENROLLMENT

- ◆ Credit for Prior Learning (CPL)
- ◆ Career Technical Education (CTE)
- ◆ Focus on optimizing student degree and certificate completion
- ◆ Focus on optimizing Non-Credit programs in all areas of the college
- ◆ Free City
- ◆ Develop a strategic Marketing campaign

NEXT STEPS :

- 01** Enrollment Management Committee (EMC) develops more detailed strategies using the goals outlined here as a foundation

- 02** EMC develops some priorities and recommends a series of short-term pilot projects

- 03** Data from pilot projects helps guide the decision whether or not to continue

- 03** As resources become available, committee could consider additional pilot projects.

- 03** EMC recommends a system of accountability to ensure that milestones and deadlines are being met.

TIMELINE FOR ADAPTION

08/19/24	Initial discussion of SEMP in 100 days
09/05/24	Creation of Workgroup under the EMC
10/24/24	On-going update of SEMP to Academic Senate, Administrators Association, Associate Student Council, Classified Senate, Department Chair Council ,as well as EMC
10/31/24	EMC 1 st Read of SEMP
10/31/24	Presentation of SEMP to Chancellor
11/06/24	Academic Senate 1 st Read
11/07/24	PGC 1 st Read
11/20/24	Academic Senate 2 nd Read
11/21/24	EMC 2 nd Read
11/21/24	PGC 2 nd Read
12/05/24	BOT 1 st Read
01/16/24	BOT 2 nd Read

