

The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council

Final Minutes

Wednesday, April 23, 2025, 2:30-5:00 pm

HBB 140 or Via [Zoom](#)

Councilmembers present: Monica Bosson, 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 (remote voting)

Councilmembers absent: Jessica Buchsbaum, Miguel Galarza (on leave), Tom Kennedy, Pablo Rodriguez, Mitra Sapienza

Other Senate members present: Maggie Harrison, Shella Cervantes, Nathan Steele, Andrea Niosi

Guests: Fred Teti, Angelica Campos, Jennifer Kienzle, Pam Mery, Cherisa Yarkin

1. Call to Order 2:35

[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 shared the use of the native-land.ca online mapping system which overlays indigenous territories, languages, and treaties by geographic location across the planet.

2. Adoption of Agenda

3. Public Comment

- a. Maggie Harrison - asks the Senate to take a stand for higher education at the State Academic Senate Plenary to stand in solidarity with other colleges.
- b. Monica Bosson - appreciated *The Guardsman* article highlighting the issue of “ghost” students.

4. Special items

- a. [Celebrating Shella Cervantes, ASCCC Stanback Stroud Award Winner](#)
 - i. Shella shared her appreciation for the award, CCSF colleagues and students

- ii. Motion to approve made by Katia Fuchs, seconded by Lilian Marrujo-Duck

2025.04.23.4.a. Celebrating Shella Cervantes

Whereas, the Academic Senate aims to uplift and celebrate the extraordinary impacts and contributions of faculty like Shella Cervantes, Women and Gender Studies faculty, whose leadership, heart, and unwavering commitment to students has made such a lasting impact on our campus and in our students' lives that we nominated her for statewide recognition; and

Whereas, Shella Cervantes has been named the sole recipient of the esteemed 2025 ASCCC Stanback Stroud Diversity Award an award that "seeks to honor the cadre of committed faculty who consistently rise to meet the challenges our students face"¹; and

Whereas, this statewide honor gives us an opportunity to celebrate the transformative feminist and community-centered praxis and a culture of care that Shella Cervantes adds to and inspires in the CCSF community; therefore

Be it resolved, that the CCSF Academic Senate proudly honors Shella Cervantes for this well-deserved recognition, and extends its deepest gratitude for her tireless efforts to build a more equitable and compassionate college community; and

Be it further resolved, that we celebrate this recognition by sharing it widely, so that our entire campus may join in celebrating the brilliance and generosity of spirit that Shella Cervantes brings to all they do.

Approved by acclamation.

5. Reports

a. Officers Reports

i. [President's report](#), Alexis Litzky

1. see Appendix: *Figure 1: President's slide deck slide 1* (below) for detailed information including dates and times of upcoming events
2. Academic Senate election season is underway; comprehensive program review updates will be shared at the next meeting including enrollment management; common course numbering statewide convenings are occurring; teaching and learning FLEX Day is expected to begin in Spring 2026; ASCCC Spring Plenary will be held over the next few days - President Litzky will be bringing resolutions from CCSF; Bookstore is in need of updated textbook adoptions; May 16 is the final application date for the OER award program to develop materials for a pathway program with

¹ <https://asccc.org/events/stanback-stroud-diversity-award>

grant money available for approved applicants; Equity Roundtable session will be held April 30 and May 8 in HBB 140 and online; Board of Trustee meeting will include a single faculty member, Dorian Brown (African-American Studies) up for tenure which deserves celebration

- ii. First Vice-President, Lillian Marrujo-Duck - AI continues to be an appreciated approach to learning and teaching-shared her use of Google NotebookLM; attended online equity conference on accessibility; changes to program review process are ongoing
- iii. Second Vice-President - shared slide deck on Restoration Authority and its impact in 2025-26-closing the “hold harmless” gap with strategic FTES growth possibly through more sections at centers or in noncredit
- iv. Secretary, Chad Stephenson - no report
- b. California Adult Education Plan (CAEP) Planning Process Report, Alexis Litzky
 - i. NCAE Committee asked ASEC to review this planning process in February and this report reflects the work; main suggestion of the report is for creating a communication plan with a calendar and timeline plus more written and verbal supports (e.g. website) to better support onboarding
 - ii. Fanny Law expressed support for this plan and acknowledged the continuing refinement of the process including improving communications and support from the Senate
 - iii. President Litzky appreciated the ability to support this plan through collegial outreach and Senate engagement to improve communications and support sunshining; continued work is needed including outcomes and data to build a comprehensive plan
- c. AFT2121 check-in report, Robin Pugh
 - i. AFT2121 will have an end-of-year celebration this weekend, Saturday, April 26 at Lindley Meadow in GG Park
 - ii. “Ghost student” issues are still a concern, particularly in faculty workload
 - iii. Joint PGC budget and enrollment committees work together is inspiring
- d. Committee on Committees report - Lillian Marrujo-Duck
 - i. The Committee recommended committee member approvals to the Academic Senate

6. Consent Agenda

2025.04.23.6.a. Approval of Minutes: Minutes from April 9, 2025
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Resolved, the Executive Council approves the minutes for April 9, 2025.

Approved by consent.

2025.04.23.6.b. Approval of Committee Appointments

Resolved, the Executive Council approves the following appointments:

Distance Learning Advisory Committee

Lark Baum, Behavioral Science, Renewal

Aaron Brick, Computer Science, Renewal

Equivalency

Lancelot Kao, Astronomy, Renewal

Faculty Professional Development Activities

Alexandra Leyton, English, Renewal

PGC Facilities Committee

Jennifer Rudd, Culinary Arts & Hospitality

Approved by consent.

2025.04.23.6.c. Appointment of Noncredit Distance Education Support Specialist

Resolved, the Academic Senate appoints Susan Schall to the Noncredit Distance Education Support Specialist position for AY 2025-26.

Approved by consent.

2025.04.23.6.d. Appointment of Honors Coordinator

Resolved, the Academic Senate appoints Rebecca Ancheta to the Honors Coordinator position for AY 2025-26.

Approved by consent.

2025.04.23.6.e. New OER Noncredit Coordinator Job Description

Resolved, the Academic Senate approves the new [OER Noncredit Coordinator Job](#)

Description.

Approved by consent.

2025.04.23.6.f. Acceptance of [CAEP Planning Process Report](#)

Whereas, *Resolution 2025.02.05.7.a.ii. AEP funding processes* directs “the Academic Senate leadership [to] work with the Office of Institutional Effectiveness to review the AEP development, allocation and communication processes and timelines” and “report back to the Noncredit Adult Education Committee and the Executive Council,” and

Whereas, the NAEC received a draft version of the report and provided additional information and feedback that resulted in a more refined report on March 7, 2025, therefore be it

Resolved, the Academic Senate accepts the final [CAEP Planning Process Report](#) as presented on April 23, 2025, and further

Resolved, the Academic Senate urges the NAEC and CAEP planning administrators to utilize the recommendations whenever appropriate and possible.

Approved by consent.

7. Unfinished Business

a. Updates to Faculty Travel

i. [Faculty Professional Development & Travel Agreement](#)

1. President Litzky shared highlights addressed with updates including funding request procedures (e.g. prior approval for in-state, out-of-state, and international travel); if approved, will be sent to Chancellor to endorse along with DCC chair
2. Members shared concerns over reimbursement expediency, faculty carrying credit card debt, and denial of funding issues
3. Moved by Monica Bosson, seconded by Lillian Marrujo-Duck

2025.04.23.7.a.i. Updates to the Faculty Professional Development & Travel Agreement

Resolved, the Academic Senate recommends adopting the updated [Faculty Professional Development & Travel Agreement](#).

Approved with 12 in favor.

ii. [Faculty PD & Travel Coordinator Job Description](#)

1. Traditionally Faculty Coordinator is appointed for one year; recommendation is to move to a regular coordinator position and follow an application process, then stay in the position for up to 3 years
2. Members noted approval process has been updated to improve promptness and follow-up request processes; funding at .1 FTEF is adequate; budget is shared openly through the College-Wide Faculty Coordination website
3. Moved by Lillian Marrujo-Duck, seconded by Richard Taha with suggested changes

2025.04.23.7.a.ii. Updated Faculty PD & Travel Coordinator Job Description

Resolved, the Academic Senate approves the updated [Faculty PD & Travel Coordinator Job Description](#).

Approved with 11 in favor.

The Senate took a 5-minute break

b. Draft [AS Enrollment Management Philosophy](#)

- i. Can be considered to provide guidance when Senate is not available to make recommendations under shared governance; standardizes data for departmental chairs for program review
- ii. Questions and comments from the Senate included small adjustments to phrasing; this is a “mid-level” plan; data-based decision-making on-balance with projections and needs-based decisions; “vibrant” programs are described holistically (well done!) yet calls out details where improvements can be made; describing “the gap” (FTEs and financial need) is important; “hold harmless” should not be goal but student need and equity; “transparency” should be added where data-based decisions are indicated; supports building a positive narrative; more needed for the planning process;

suggested edits continue, as this item will return as an action item at the next meeting

8. New Business

- a. [ILO 4 Personal & Career Development Report](#) - Andrea Niosi, SLO Coordinator
 - i. Andrea shared a presentation slide deck on ILO 4
 - ii. ILOs are assessed each year–this year’s assessment included several improvement efforts to improve processes and outcomes for equitable student success
- b. [Proposed edits to B.P. 1.00 District Vision and Mission Statements](#), Pam Mery, Office of Research and Planning
 - i. Senate input and discussion included appreciation for brevity of the revisions and the need to include the word “workforce” within the mission statement to articulate program and state-level language integration

9. Adjournment in memory of Steve Swingle, Physics professor and chair, at 5:08pm

Appendix

Figure 1: President’s report slide 1

April 23, 2025

1. Academic Senate Voting starts today! 9 candidates and [2 amendments](#)
2. Program Review update
3. CCN update – Summer convenings & [Phase II surveys](#)
4. Teaching & Learning Flex Day resolution update
5. Final [Spring Plenary resolutions packet](#)
6. [Fall Textbook Adoptions form](#)

Upcoming events

1. [Equity Roundtable Session](#), HBB 140, Apr 30, 4–5pm.
2. [Frisco Day](#), Th, May 1, 9:30am–2pm
3. [Equity Roundtable Session, Zoom](#), May 5, 12–1pm..
4. Horticulture sale, May 8, 11am.
5. [Proposal for OER Cohort 1 deadline](#), May 16.
6. [Commencement](#), May 22, 11:30am.

BUILDING COMMUNITY SAFETY:

Bystander Intervention Trainings

w/ SF Women Against Rape

IN-PERSON @ OCEAN:
THURS 4/24 4:15-5:45PM
ROSENBERG 301

ONLINE: FRI 4/25
10:30AM-12PM (PRE-REGISTER @ QR CODE)

Sexual Assault Awareness
Month trainings sponsored by
Women's Resource Center,
Project SURVIVE, CCSF Title
IX Office, and Associated
Students

[WWW.CCSF.EDU/SURVIVE](#)
IG: @PROJECT SURVIVE

IN OUR COMMUNITY

WE SUPPORT SURVIVORS