



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council Final Minutes

Wednesday, December 4, 2024, 2:30-5:00 pm
MUB 140 or Via [Zoom](#)

[December 4 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 (on leave)

Other Senate members present: Sami Kudsi, Landi Ehnli, Sheri Miraglia, Abigail Bornstein, Megan Corry, William Morgan, Andrew King

Guests: Pam Mery, Cynthia Dewar, Kristen Charles, Edie Kaeuper

1. Call to Order 2:30

[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 the occupation of Alcatraz Island in 1969 to the current sunrise ceremony and “un-Thanksgiving Day” held annually as a counterpoint to Thanksgiving Day celebrations held around the country.

2. Adoption of Agenda

- a. President Litzky removed the Student Enrollment Management Plan (SEMP) item from the draft agenda.
- b. The amended agenda was adopted by roll-call vote with 13 members present.

3. Public Comment

- a. No public comment

4. Reports

- a. Officers Reports

- i. [President's report](#)

- 1. President Litzky noted the new Academic Notice language
 - 2. The next budget workshop will be Dec 12, 2024 in MUB 140 and via livestream
 - 3. New STEAM building ribbon-cutting will be on Dec 12, 2024 at noon.
 - 4. Opening FLEX day Academic Senate plenary will be Jan 10, 2025 at 8am

- ii. 1st Vice-President Lillian Marrujo-Duck

- 1. Encouragement to attend DLAC and TLTR to stay current in technology developments at the college
 - 2. TLTR has formed an Artificial Intelligence work group

- iii. 2nd Vice-President Katia Fuchs

- 1. Horticulture Dept Winter Plant sale on Thursday, Dec 12, all sales benefit students
 - 2. "City at 90" series of celebrations will observe the 90 year history of CCSF throughout 2025; logo for this series will be designed by students

- iv. Secretary Chad Stephenson

- 1. Planning for Chinatown/NB ASEC meeting on February 5, 2024, 2:30pm-5pm to be inclusive of center locations and advocate for increased participation in Senate elections for 2025-26 by non-Ocean colleagues
 - 2. Possible hosting of ASCCC Noncredit Regional Meeting on Saturday - March 1, 2025

- b. AFT2121 check-in report - Robin Pugh

- i. End of semester celebration will be Friday, Dec 6 at Ocean Alehouse
 - ii. Final delegate meeting will be Dec 10 on Zoom and will include a listening session; all members are encouraged to attend

- c. Student Chancellor report - no report

- d. Committee on Committees report - Lillian Marrujo-Duck

- i. More appointments are on the report as this is the current re-appointment time (approved to serve by semester); she expressed appreciation for new and re-appointments

5. Consent Agenda

- a. Approval of [Minutes from November 20, 2024](#)

2024.12.04.5.A. Approval of Minutes: Minutes from November 20, 2024

Resolved, the Executive Council approves the minutes for November 20, 2024.

Adopted by consent.

- b. [Approval of Committee Appointments](#)

2024.12.04.5.B. Approval of Committee Appointments

Resolved, the Executive Council approves the following appointments:

Curriculum Committee - move from 2 to 3 year appointments

Katharine Saunders, Math - from 2 to 3 years

Matt Bertens, Math - from 2 to 3 years

NC Adult Education

Robin Pugh, Business (reappointment, 2 years)

Career Technical Education

James Connors, ADMJ Fire Science (reappointment, 2 years)

Scholarship

Patricia Castillo, Counseling (reappointment, 2 years)

Jose Del Toro Vasquez, World Languages & Cultures (reappointment, 2 years)

Teaching and Learning with Technology Roundtable

Deniz Demiray, Social Sciences (Econ) (reappointment, 2 years)

Alice Stevens, Math (reappointment, 2 years)

Student Learning Outcomes

Sheri Miraglia, Biology (reappointment, 2 years)

Limited committee membership

Student Access and Matriculation

Melissa McPeters, TRST (new appointment, 2 years)

Faculty Professional Development (has room for 4 faculty)

Bob McAteer, Photography (new appointment, 2 years)

Registration and Enrollment (has room for 2 faculty)
Bob McAteer, Photography (new appointment, 2 years)

Adopted by consent.

- c. Approval of [Updated Honors Coordinator Job Description](#) - Sami Kudsi, Honors Coordinator
 - i. Sami reported a need for a future Honors Coordinator starting in Fall 2025
 - ii. Councilmembers commented on the many successes of this program and its benefits to the college and students. Several members asked about data tracking of student demographics, completions, workload of the coordinator, and the role of instructors in promoting the program. Sami noted the role of TAG agreements which encouraged enrollment in the past which are not as relevant as in the past.
 - iii. President Litzky noted that the Honors Coordinator funding comes from the ASEC budget and that the focus is often on research.
 - iv. Mitra Sapienza moved to have the coordinator share student demographic data on students in the program as part of the job description; added wording to the role included: "Working with the office of Research and Planning to review and report about equity data in the Honors program and report to the Academic Senate Executive Council to track student progress"; proposed by Mitra Sapienza, seconded by Lillian Marrujo-Duck
 - v. Senate approved the addition of "Promoting the Honors Program for students, staff, and faculty as time permits" with 14 votes
 - vi. President Litzky recognized and appreciated the service of Sami Kudsi as Honors Coordinator over the past 23 years

2024.12.04.5.C. Updated Honors Coordinator Job Description

Resolved, the Academic Senate approves the updated Honors Coordinator Job Description.

Adopted by consent.

6. Unfinished Business

- a. [Draft Ballot Materials for Constitutional Amendments](#) - Alexis Litzky, AS President
 - i. President Litzky noted several slides that indicated concerns for and

- against the changes and how this may or may not incentivize participation by all faculty
 - ii. Several council members shared their concerns including limits to one less than majority representation, term-limits to support broad representation of faculty, and the increased number of terms to build leadership experience
 - iii. This item will be brought back for second-read
- b. The Senate took a five-minute break.
- c. [Accreditation follow-up report](#) - Kristin Charles and Sheri Miraglia
 - i. Upcoming Board retreat may include Board governance training.
 - ii. BP 2.08 (collegial governance) and BP 6.03 (program curriculum and course development) will need follow up by Kristin with the Board
 - iii. Councilmembers shared concerns about ACCJC requirements being satisfied with these changes
 - iv. Motion to endorse report as presented: Mitra Sapienza, seconded by Tom Kennedy

2024.12.04.6.C. Resolution Endorsing the Accreditation Follow-Up Report

Resolved, the Academic Senate endorses the draft Accreditation Follow-Up Report as presented on December 4, 2024.

The Council adopted this resolution by roll-call vote with 14 in favor, one abstaining

- d. [Proposed Institution-Set Standards and Stretch Goals](#) - Pam Mery, Dean of Institutional Effectiveness
 - i. Pam shared several items from the proposal including stretch goals for certificates (12 to 20%), degrees (9 to 16%), and transfers (10 to 20%); noting data and reporting will lag
 - ii. Addendums for course success, student equity, and methodology
 - iii. Equity student slide in credit course completion over time was indicated by the data
 - iv. Timeline and next steps includes another visit to ASEC to make any recalibration for future stretch goals
 - v. Councilmembers noted equity students are being underserved and are disproportionately impacted as described in stretch goal data
 - vi. Motion to accept: Tom Kennedy, seconded by Craig Persiko

2024.12.04.6.D. Resolution Endorsing Proposed Institution-Set Standards and Stretch Goals

Resolved, the Academic Senate endorses the proposed Institution-Set Standards and Stretch Goals.

The Senate adopted this resolution by roll-call vote with 16 votes in favor.

7. New Business 4:45

- a. Allied Health & Nursing Student Policy - Megan Corry, William Morgan
 - i. Seeks to provide alignment between college policy and agreements with participating organizations and programs outside of the college (e.g. cannabis use for students in clinical program placement sites); each program has its own policy, this seeks to unify School of Health and Public Safety with clinical components
 - ii. Discussion and input from councilmembers included: the affiliation agreement stipulates that CCSF is responsible for student compliance within each program and clinical organization; several members noted this does not rise to the level of Board Policy but resides in catalog, preferably under College Rules and Regulations, and in the School of Public Health and Safety website; concern was raised around delays in processing student testing (currently 30 days) which could impact student participation

8. Adjournment, in memory of faculty member Ann Fontanella (ESL) at 5:11pm