



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO
50 Phelan Avenue, Box E-202, San Francisco, CA 94112 (415) 239-3611 Fax (415) 452-5115
www.ccsf.edu/academic

Curriculum • Degree Requirements • Grading Policies • Program Development • Student Prep & Success • Governance
Accreditation • Professional Development • Program Review • Planning & Budgeting Processes • Others as agreed

CCSF Academic Senate Executive Council FINAL MINUTES **Wednesday, November 4, 2015, 2:30 - 5:00 p.m.** **John Adams, Room 139**

2015–2016 Council Members Present: Susan Berston, Steven Brown, Lennis Carlson, Neela Chatterjee, Veronica Feliu, Donna Hayes, Dana J Labrecque, Mandy Liang, Lillian Marrujo-Duck, Amy McLanahan, Wendy Miller, Madeline Mueller, Lisa Romano, Denise Selleck, Coni Staff.

2015–2016 Council Members Absent: Ms. Bob Davis, Cynthia Dewar, Dayo Diggs, Matthew Duckworth, Lawrence Edwardson, Maria Heredia, Ghislaine Maze, Sheila McFarland, Carol Reitan, Todd Rigg Carriero, Pablo Rodriguez.

Other Senate Members Present: Debra Wilensky, Vika Palaita, Andrew Chandler, Amily Huang

Guests: Anna Davies, Beth Freeman, Lulu Matute, Lisa Leui, Heilala Seima, Fahina Kolo, Petra Thomas, Phoebe Vanderhorst, Tandy Iles, Pam Mery.

I. Call to Order 2:32

II. Adoption of Agenda. Agenda adopted.

III. Approval of the Minutes. September 16, 2015 September 30, 2015 October 7, 2015 All Minutes approved.

IV. Informational Passthrough. None at this time.

V. Public Comment.

- A flyer was distributed about a special event hosted by the CCSF Asian Coalition and the College is invited to attend the workshop titled “Is Affirmative Action Alive for the Asian American Community?” on November 13, 2015 at the Chinatown Center.
- A comment was made about the need for more office space for the Academic Senate.
- A comment was made to thank the Vice Chancellor of Student Development and the Vice Chancellor of Academic Affairs about improvement in the enrollment process.

VI. Officers' Reports.

President Marrujo-Duck Reported:

- Need a volunteer to visit the professional development office and get more information about the Spring 2016 All College day and report back to the Executive Council on November 18, 2015.
- The drafting of the 2016 Self-Evaluation is in progress. There are many new administrators and many reports to write. Please be reminded to be kind to each other.

First Vice-President Labrecque Reported:

- Program review must be a college-wide process and discussion in terms of reviewing the programs and assess how to improve the program review process. Everyone needs to work together.

Second Vice-President Romano Reported:

- Second Vice-President Romano will attend the Academic Senate Fall Plenary from November 5 to 7, 2015.
- The ASCCC Fall Plenary Resolutions are in the November 4, 2015 consent agenda.

Secretary Liang Reported:

- Thank you for the College's participation on the SLO Flex Day on October 20, and the planning for March 8, 2016 Spring 2016 SLO Flex Day has started. Please visit the SLO website for more information.
- Secretary Liang will attend the Academic Senate Fall Plenary from November 5 to 7, 2015.

VII. Consent Agenda.

Item G. BP 2.19 Travel - PULLED

Item H. AP 2.19 Travel - PULLED

Resolution 2015.11.04.01: Consent Agenda.

Resolved, that the Academic Senate recommends the following resolutions on the consent agenda:

01a. Nomination of Lori Brown as Concert & Lecture Coordinator.

Whereas, the Concert & Lecture events are valued by the CCSF community; and

Whereas, all faculty were invited to apply for this reassigned time coordinator position; be it therefore,

Resolved, that Lori Brown be appointed as the Concert & Lecture Coordinator at 0.30 reassigned time for Spring 2016.

01b. Vote for Addition Academic Senate Executive Council Meeting on November 18, 2015.

Whereas, due to the increased activity at the college to meet accreditation requirements, clarify decision-making processes, and meet state deadlines for college-wide reports; be it therefore,

Resolved, that the Executive Council hold an additional meeting on November 18, 2015.

01c. ASCCC Fall Plenary Resolutions.

Whereas, City College of San Francisco values the opportunities to participate in statewide discussions of academic and professional matters; and,

Whereas, the proposed ASCCC Fall Plenary Resolutions were provided to all faculty members to review and provide feedback on; be it therefore,

Resolved, that the Academic Senate direct its Fall 2015 Plenary delegate to vote in favor of ASCCC Fall Plenary Resolutions, unless further provided information persuades the delegate otherwise.

01d. CCSF Website Guidelines. (See Addendum A).

Whereas, improvements are needed to create more uniform website content that adheres to ACCJC regulations, and

Whereas, guidelines developed by a work group of the Accreditation Steering Committee were shared with all faculty and an opportunity for feedback was provided; be it therefore,

Resolved, that the Academic Senate recommend the Fall 2015 Accreditation Steering Committee website guidelines.

01e. BP 3.02 Equal Employment Opportunity and Diversity.

01f. AP 3.02 Equal Employment Opportunity and Diversity.

VIII. Informational Item:

A. Curriculum Committee Policies from October 14th meeting.

Conversation requested and will be added to the November 18, 2015 Executive Council meeting agenda.

IX. Appointments:

Resolution 2015.11.04.02. Limited and Unlimited Committee Appointments:

02a. Nominations to Committees with Unlimited membership

Scholarship

Lori Cabansag – ESL

Neela Chatterjee – ESL/IDST

Maria Cheremeteff – Art
Bruce Leung – Business
Steven Swingle – Physics

02b. Nominations to Committees with Limited membership

Concert and Lecture

Pamela Kamatani – Music
Benedict Lim – Music
Sirous Monajami –

Moved: Dana Jae Labrecque; Seconded: Neela Chatterjee; MCU.

Resolution 2015.11.04.03a. Close Out of 2014-2015 Equity Funding Proposal.

Resolved, that the Academic Senate recommend the purchase of Net Tutor software and services to support student services; and,

Resolved, that the Academic Senate recommend the Follett book purchase proposal; and,

Resolved, that the Academic Senate recommend the Clipper Cards for students proposal; and,

Resolved, that the Academic Senate recommend the proposals from the SES Committee for CNIT Lab Aides, CNIT Outreach Materials, Harder & Company Community Research, Teaching Men of Color, and Providing Books on Reserve; and,

Resolved, that an updated proposed spending budget for all of the recommended equity funding proposals be shared with the Academic Senate at the November 18, 2015 meeting.

Moved: Dana Jae Labrecque; Seconded: Neela Chatterjee; MCU.

Not Present: Ms. Bob Davis, Cynthia Dewar, Dayo Diggs, Matthew Duckworth, Lawrence Edwardson, Maria Heredia, Ghislaine Maze, Sheila McFarland, Carol Reitan, Todd Rigg Carriero, Pablo Rodriguez.

Resolution 2015.11.04.03b. Close Out of 2014-2015 Equity Funding Proposal.

Resolved, that the Academic Senate recommend that the proposals from the SES Committee for the VasA Outreach and Mentoring Program and Waypass be put on hold; and,

Resolved, that the Academic Senate not recommend the proposals from the SES Committee for Intercollegiate Athletic Advisor, Full Time Tutoring Coordinator for EOPS, SACNAS Conference, and Second Chance Program; and,

Resolved that the Academic Senate not recommend the proposals from the Learning Communities and Career Pathways committee for the pilot Interior Design pathway or the expansion of the Metro Transfer Academy.

Moved: Steven Brown; Seconded: Neela Chatterjee;

Yay: Lennis Carlson, Donna Hayes, Mandy Liang, Wendy Miller, Lisa Romano, Coni Staff,

C. Pilot Pathway Interior Design – PULLED.

D. Pilot Pathway Metro Transfer Academies – PULLED.

E. Faculty Service Areas Feedback.

- Retreat rights and bumping rights. Classified City system could bump in our district.
- Faculty service areas are based on the areas where a faculty member could teach in particular area if he/she meets local requirements for particular areas such as DSPS.
-

Resolution 2015.11.04.04: ASCCC Fall Plenary Noncredit Resolution.

Whereas, The California Community College Chancellor's Office and the state of California, through legislation of AB 86 and AB 104, demand multiple educational pathways to increase success of English language learners transitioning into credit programs;

- 89% of the college affirms the Vision Statement the way it is currently stated.
- 85% affirms the Mission Statement as it stands with students, admin, faculty and classified staff.
- Comments are online. 64 comments had to do with lifelong learning.
- 836 responded, 153 provided comments.
- The survey was sent out college-wide to every single employee, student, faculty, - about 45,000 people.
- The Mission Statement is scheduled to go to the board next week.

H. **PGC Internal and External Survey Feedback.**

- There are some floating committees without a body to report to.
- Facilities, Finance, and ITAC – Chancellor makes the final decision.
- Why is the Chancellor not at the PGC meeting with regularity? Perhaps a conflict of interest?
- Why is a Dean Chairing and not a VC? Can't a VC Chair?
- Chair should not be appointed by the Chancellor but why doesn't the committee elect the Chair?

Feedback from the Council:

- PGC is extremely important. The communication is little to none.
- A question about posed about whether PGE has a website that is clear with an agenda, minutes, etc.
- A comment was made about the important of understanding good communication in making major policy decisions.
- The PGC website is hard to navigate to locate the meeting minutes. Sometimes links do not work. Improvement can be made to require easier online navigation to location information.
- It is important to clarify PGC's understanding about 10+1 items.

I. **Nomination of exemplary program.**

There was no quorum to vote on this resolution. Based on the feedback received from the Council members present, the Academic Senate President selected Project Survive as the CCSF nominee for the Exemplary Program Award.

XII. Reports.

- A. Committees. Meeting ended. No time for discussion.**
- B. Accreditation Update – 1st Draft Feedback – Meeting ended. No time for discussion.**
- C. Shout Outs for Best Use of Data in Committee Minutes -- Meeting ended. No time for discussion.**

XIII. Adjourn 5:00.

Next Academic Senate Meeting
Wednesday, November 18, 2015, 2:30-5:00
Ocean Campus, Visual Arts 115
Committee on Committees, 2:00-2:30

ADDENDUM A

01d. CCSF Website Guidelines.

These recommendations apply to sites referencing the CCSF accreditation process or with the word “Accreditation” in the title.

I. Only college web pages that are hosted within the official CCSF Accreditation website (<http://www.ccsf.edu/accreditation>) should use the word “accreditation” in their **main page title**, file names, document folder names, or sho4 (n)-7o4 (n)-7o48rgw48regw44b63o(.)2xET EMC BT 0 12 72 638.3

. All other accreditation-related pages can refer to accreditation in their text, but should also link to the main accreditation website and make it very clear that the page is NOT the official CCSF accreditation website.

A. Ownership of any web page that refers to accreditation but is outside the main accreditation site must make it clear which entity is in charge of the site and what their relationship is to the college.

B. If information or resources are necessary for Accreditation work, they should exist on