

The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council

Final Minutes

Wednesday, September 11, 2024, 2:30-5:00 pm

MUB 140 or Via Zoom

Council members present: Monica Bosson, Jessica Buchsbaum, Katia Fuchs, Miguel Galarza, Thomas Kennedy, Fanny Law, Alexandra Leyton, Alexis Litzky, Lillian Marujo-Duck, Craig Persiko, Jonathan Potter, Robin Pugh, Pablo Rodriguez, Lisa Romano, Mitra Sapienza, Chad Stephenson, Richard Taha, Fred Teti

Council members absent: Mike Greenberg

Guest presenter: David Yee

I. Call to Order 2:36

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 read the acknowledgement aloud along with an aerial photo of the college to help “bring to life” the words. She asked for stories or photos to help make the acknowledgement a “living idea.”

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

III. Public Comment

- A. Fred Teti - The Education Policies Committee met this past Monday. He will be chair again this year. The committee perfected and passed an update to Board Policy 6.07 Standards of Scholarship and a new Administrative Procedure to go with it. He will take it to the students next and then it will come to the Senate (that being the order preferred by the administration). The committee continued to consider draft updates to BP/AP 6.09 Field Trips and Excursions, written by Bibit and Eliza from Biology. AVC Boegel presented draft updates to BP/AP 6.08 Academic Calendar which will come back in October. Also in October, Registrar Monika Liu will bring updated policies and procedures for Academic Renewal and Student Records. Anyone interested in more information is welcome to contact Fred.
- B. Jessica Buchsbaum - The PGC Enrollment and Budget committee is working on a

- philosophy. Chairs will be working on a schedule for Spring starting soon; many sections are full. She shared her concern about how the college will respond to increased demand while the budget appears to remain the same for Spring.
- C. Katia Fuchs - She encouraged students to visit Batmale 751 for socializing as there is limited social space for students on campus.
 - D. Mitra Sapienza - Office of Student Equity is creating a webinar sequence, the first will be on September 20, 9:30am- 11am, open to faculty and students; it is modeled on the Equity Roadshow. See flier for future dates.
 - E. Monica Bosson - Reported that no more faculty ID photos are taken by the college, submissions for application are taken electronically; she admits discomfort in doing this new process without an in-person option.
 - F. Chad Stephenson - Complimented the Buildings and Grounds department on their work at Ocean campus grounds.

IV. Reports

A. Officers Reports

1. President Alexis Litzky - see Appendix A for slide deck presentation

President Litzky shared updates to the Brown Act affecting how PGC and possibly ASEC will operate, noting it does not allow for proxy voting and there cannot be alternates in voting matters. Also of note, teleconferencing members cannot vote or count as part of quorum unless they qualify under two concepts, namely "just-cause" (e.g. ADA accommodation, away representing the college at a conference, etc.) or emergency circumstances. Teleconferencing Councilmembers are supposed to keep their camera on for visual representation.

She recommended *The How of Happiness* by Sonja Lyubomirsky as a title to bring joy to our meeting during our year ahead as a council.
2. 1st Vice-President Lillian Marrujo-Duck

VP Marrujo-Duck noted the "delta" between new and evolving growth of the college. She shared her joy at committee participation by faculty for the year ahead and expressed her excited about the new forthcoming *Distance Education Handbook*
3. 2nd Vice President Katia Fuchs

Second VP Fuchs expressed her joy at seeing the council in person and expressed appreciation for the council orientation on August 18. She encouraged the council to read and engage thoroughly with all documents. She noted that the Enrollment Management Committee has no updates at this time. As co-chair of the Student Access and Matriculation Advisory Committee, she is thinking about consistent messaging as they engage with the college.
4. Secretary Chad Stephenson

Secretary Stephenson celebrated the work of making the ASEC work more publicly accessible, with notable help from Martha Rendon, and appreciated the work of ASEC as servants to faculty at large.

B. AFT2121 check-in report - Robin Pugh, AFT

There will be an AFT open meeting following this meeting and all are encouraged to attend; the meeting will discuss contract issues and enrollment.

- C. Committee on Committees report - 1st VP Lillian Marrujo-Duck
 First VP Marrujo-Duck read aloud the slate of people to be appointed to committees as part of the consent agenda for today.
- D. Ed Tech update - Fred Teti
 The name change from Faculty Resource Center to Education Technology Center (ETC) was announced. One Council Member noted there is a new Canvas shell for this (as of August 31).

V. Consent Agenda

- A. Approval of Minutes from May 22, 2024

Resolution 2024.09.11.V.A. Approval of Minutes from May 22, 2024

Resolved, the Executive Council approved the minutes for May 22, 2024.

Adopted by consent.

- B. Approval of Committee Appointments

Resolution 2024.09.11.V.B. Approval of Committee Appointments

Resolved, the Executive Council approved the following appointments:

International Education Advisory Committee

- Anna-Lisa Helmy, ESL (2-year appointment)
- Rico Gelera, Counseling (2-year appointment)

Career Technical Education

- Lynn Aung, DMI (2-year appointment)

Faculty Professional Development

- Michael Morales, Licensed Vocational Nursing (2-year appointment)

PGC Budget Committee

- Susana Atwood, retired Business (1-year appointment)

PGC Facilities

- Leslie Simon, retired (1-year appointment, alternate)

Adopted by consent

- C. Approval of updated AS meeting calendar for 2024-2025

Resolution 2024.09.11.V.C. Approval of updated AS meeting calendar for 2024-2025

Resolved, the Executive Council adopts the updated Academic Senate Executive Council Calendar for 2024-2025.

Adopted by consent

D. Update Educational Technology Center Coordinator title

Resolution 2024.09.11.V.D. Approval of updated Educational Technology Center Coordinator title

Resolved, the Executive Council approves the Updated Educational Technology Center Coordinator title.

Adopted by consent

E. Recommended Modification to ASEC Resolution 2021.05.26.5H

Resolution 2024.09.11.V.E. Recommended Modification to ASEC Resolution 2021.05.26.5H

Whereas the process for approval of ILOs established in the Institutional Assessment Plan and past practice is that upon recommendation from the SLOC, the Academic Senate Executive Council agrees upon the language for ILOs, which are then reviewed by the Planning Committee of the Participatory Governance Council (PGC), the full PGC and the Board of Trustees for finalization; and

Whereas in 2021 the SLO Committee recommended splitting ILO 4A into two sub-elements, which was endorsed by the ASEC in 2021 via Resolution 2021.05.26.5H, but was never accomplished due to challenges implementing the recommended split in CurriQunet; and

Whereas the IL-4 Sub elements prior to 2021 included

- 4A. Assess one's own achievements and cultivate resources for educational and/or career growth.
- 4B. Maintain and improve one's health and safety and/or that of others.
- 4C. Use technology in pursuit of intellectual growth and/or career development.

Whereas the SLO Committee has found that changing the language of ILO 4A to replace "and" and "and/or" with simply "or" resolves the problems encountered with CurriQunet mapping while also achieving the original goal intended by Resolution 2021.05.26.5H,

Be it resolved that the Academic Senate recommend the current ILO sub-element 4A be replaced with a new 4A that includes both elements with an "or" linkage rather than "and" that will allow more flexible mapping: Assess one's own achievements or cultivate resources for educational or career growth.

Adopted by consent

VI. Unfinished Business

A. Board policies and Administrative Procedures

1. Updates to BP 2.07 and AP 2.07 on Participatory Governance

President Litzky noted several changes including that “chair” has changed to “someone designated by the Chancellor” rather than by named office; use of BoardDocs for Board of Trustees meeting and PGC meeting; and “alternates” in Brown Act. Corrections and recommendations can be sent to President Litzky

Councilmember Teti noted that meetings and times change which should not need formal updates and should be included in the manual - possibility of a “rules book.”

Councilmember Sapienza will send recommendations and noted the process for building agendas should be expanded upon, that the “values of PGC” (p. 15) should include values of cultural humility and inclusivity.

President Litzky stated that the ASEC President who is approving faculty for emergency appointments from a list approved by ASEC, particularly to PGC, does not have limitations and asked ASEC for advice and input. Councilmember Teti asked to see where quorum is defined in Brown Act so that quorum could be adjusted. It was noted this will need more research

President Litzky asked what is the role of “alternates” under the new Brown Act? Alternates are encouraged to continue attending until Brown Act is settled; adjustments to the document were made in real time in relation to appointment of alternates by ASEC President.

The Resolution was moved for roll call

VI. A. 1. Updates to BP 2.07 and AP 2.08 Participatory Governance

Whereas, revisions to Brown Act requirements for voting members has changed to exclude alternate members, and

Whereas, “excused” and “emergency” absences of faculty members to the Participatory Governance Council (PGC) are expected to result in the lack of a voting member at that meeting, and

Whereas, critical institutional planning and budgetary proposals are presented at PGC, and

Whereas, the Academic Senate Executive Council has already approved the appointment of alternate faculty representatives to the PGC, be it therefore

Resolved, that the appointment authorization of the Academic Senate President be extended throughout the academic year to make emergency appointments of faculty members to the PGC, and

Resolved, that the Academic Senate President shall select faculty for emergency appointment from a list of faculty members already approved by the Executive

Council.

Motion adopted unanimously.

2. Title IX updates

- a) BP 2.30 & AP 2.30 - Unlawful Discrimination
- b) BP 2.32 & AP 2.32 - Sexual Assault and Other Assaults
- c) BP 2.34 & AP 2.34 - Gender Diversity and Inclusion
- d) BP 2.35 & AP 2.35 - Responding to Title IX Sex Discrimination
- e) BP 5.16 & AP 5.16 - Code of Student Conduct

President Litzky reported these will be brought to the next PGC meeting by Tony Brown (Title IX coordinator); they will return to ASEC for adoption and approval in the future and are not directly related to 10+1 issues; other observations were encouraged to be shared. Councilmember Sapienza noted that comments are being tracked on the documents and asked if this is where justice-impacted wording should be viewed. This question will be relayed to Tony Brown. Councilmember Teti asked if there are complaints on campus, will there be two complaints (Title IX and Student Affairs)? Pres. Litzky reported there will be one process. Councilmember Kennedy noted the double asterisk in BP 2.30 list and asked if this was a typo? Councilmember Buchsbaum asked why in BP 2.3 - "Complaint Procedures" - had "sexual assault" been stricken? Councilmember Persiko noted that "perceived characteristics" in BP 2.30 needs a new paragraph.

VII. Break

VIII. New Business

- A. Academic Senate Executive Council 2024-25 goals & priorities
Moved to a future meeting.
- B. Enrollment management philosophy - Interim VC of Academic Affairs David Yee
VC Yee introduced the process of the development of the Strategic Enrollment Management Plan (SEMP). He noted the key features of SEMP include:
 - 1. It builds on existing documents and is a living document
 - 2. It builds on the college mission statement
 - 3. It focuses on four areas from Education Master Plan: recruitment, retention, completion, partnerships
 - 4. A workgroup which takes the Enrollment Management Committee work and groups them as actionable items (see attached spreadsheet)
 - 5. It is being mapped to the Enrollment Management Plan
 - 6. It allows a focus on action items to be determined by the Enrollment Management Committee each year (actionable items) and during three-year cycle (strategic objectives)

The final document will arrive late October with approval from the Enrollment Management Committee, then on to public input to arrive at Board of Trustees by the end of November, with possible approval by end of calendar year. VC Yee described the change from enrollment to SCFF funding which stops this fiscal year to a baseline enrollment from which to build enrollment and funding.

Councilmembers commented on and asked questions covering membership on the committee, naming of the workgroup, 10+1 purview of faculty, and involvement of faculty.

C. Chancellor search update and faculty appointments

President Litzky showed a general timeline for the Chancellor search. Councilmembers generated thoughts and ideas about faculty representation including:

1. Representation from noncredit and credit programs, geolocation, librarians and counselors, possibly in 3 “legs” of college: credit, CTE, and noncredit
2. Individuals who have served on hiring committees before
3. Individuals who are available and present; someone who can “participate in a confident way”
4. A group which represents a variety of years of service to the college

IX. Adjournment

- A. Adjourned at 5:04pm

ACADEMIC SENATE PRESIDENT'S REPORT



2024-2025

<https://bit.ly/ASPres2425>



September 11, 2024

- a. [Brown Act updates](#)
- b. Simple syllabus reminder
- c. Strategic Enrollment Management plan
- d. Remote work taskforce
- e. Administrative hiring committees
 - i. Dean of Student Success
 - ii. VC of Academic Affairs
 - iii. VC Finance & Administration
 - iv. Chief Technology Officer
 - v. AVC Human Resources
- f. Faculty travel
 - i. [Guidelines for 2024-25](#)

[ASCCC events](#)

Area Meetings (Virtual one-day format)

→ Fall 2024: Friday, October 18, 2024

→ Spring 2025: Friday, March 21, 2025

Plenaries

→ Fall 2024 (North): Thursday, November 7 to Saturday, November 9, 2024, Visalia Convention Center

→ Spring 2025 (South): Thursday, April 24 to Saturday, April 26, 2025, Hyatt Regency Irvine



September 11, 2024

Research shows that deep conversations, when you're really sharing something important to you, listening in such a way that you remember what they're saying rather than thinking about what you're going to say next—when you show curiosity—that is what makes a difference.

—Professor Sonja Lyubomirsky, a psychologist at University of California–Riverside and author of [The How of Happiness](#)



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