



# The Academic Senate

## CITY COLLEGE OF SAN FRANCISCO

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### CCSF Academic Senate Executive Council Final Minutes

Wednesday, September 25, 2024, 2:30-5:00 pm  
MUB 140 or Via [Zoom](#)

[September 25 Meeting Materials](#) | [ASEC Zoom Meeting Pro Tips](#) | [Community Guidelines](#) | [Guide to CCSF Acronyms](#)

**Councilmembers present:** Monica Bosson, Jessica Buchsbaum, Katia Fuchs, Thomas Kennedy, Fanny Law, Alex Leyton (remote voting), Alexis Litzky, Lillian Marrujo-Duck, Craig Persiko, Jonathan Potter, Pablo Rodriguez (remote non-voting), Lisa Romano, Chad Stephenson, Richard Taha (remote non-voting), Fred Teti

**Councilmembers absent:** Miguel Galarza, Mike Greenberg, Robin Pugh, Mitra Sapienza

**Other Senators present:** Kevin Sherman, Kimberly Keenan, Nuala Sheetz, Andrew King, Gina Hector, Landi Ehnle

**Guests:** Cherisa Yarkin, Cynthia Dewar, Jen Kienzle

1. Call to Order 2:39 [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 spoke to the history of the Ramaytush Ohlone and shared an image of the land they occupied in San Francisco.

2. The Agenda was adopted by a roll call vote with 11 voting members.

3. Public Comment

- A. Monica Bosson: Expressed appreciation for Unity Day
- B. Jessica Buchsbaum: Recognized the Culinary Arts students who provide food in the cafeteria, Pierre Coste, and the pop-up restaurant in the cafeteria for the campus
- C. Pablo Rodriguez: Expressed appreciation for the Land Acknowledgement

4. Reports and updates

A. Officers Reports

- 1. [President's report](#) - see Appendix 1: President's Report slide deck – Several faculty appointments to committees are [posted online](#). The Remote Work Taskforce will include faculty appointments. The Participatory Governance

Committee (PGC) is working on updating their goals. Faculty should be aware of the implementation timeline for Title IX updates. Change of name for Academic Probation Taskforce to Academic Notice Taskforce is in the consent agenda. Upcoming events include Curriculum Regionals, Area B meeting, and the Credit for Prior Learning (CPL) Summit.

2. First Vice-President Lillian Marrujo-Duck – Committee descriptions and chairs should be updated by committee members. ACCJC Distance Education rubric discussion continues. DLAC review of Distance Education Handbook to be readied by November. TLTR is considering a variety of software. The Senate’s role in “prune to grow” of the college.
3. Second Vice-President Katia Fuchs – Strategic Enrollment Management Workgroup identified areas which can be addressed by teams: retention, recruitment, partnerships, and completion; each group is charged to produce documentation. Title IX training continues and is mandatory. Chancellor Bailey will be recommending rejecting the RFP for a new registration system. Common Course Numbering work continues.
4. Secretary Chad Stephenson – Learning the role of the Secretary with assistance from the President. In collegial consultation with the Chancellor, Chad reminded him of the center locations and their importance to the college’s programs, services, and needs.

B. AFT2121 report – No report at this time

C. Student Chancellor report - Malinalli Villalobos

Student Councils need to be filled at each campus; elections are held in November. Student Council meetings are Fridays, 1pm at the Student Union building Room 108 or via Zoom. Intersecting Identities Conference will be held at Rosenberg Library, September 26, 2024

D. [Fan 5 update](#) – Cherisa Yarkin, see Appendix 2: Fan5 slide deck

Fan5 has begun a statement of purpose to rename this group – suggestions welcome. Each planned categorial allocations are connected to relevant ASEC committees; SMEE committee has changed to SAMAC (Student Access and Matriculation Advisory Committee); additional parts of Fan5 now include Professional Development, Library, OLET, Tutoring; ASEC roles now include plan development and final draft review; funding supports ongoing positions and other costs; funds available to support new projects and innovations; committees review and prioritize new projects and initiatives from program review for funding with implementation; commitment to giving reports each Fall and Spring semester; technology “refresh” at Rosenberg Library and Learning Assistance Center was completed using funding efficiencies

1. Comments and questions

1. Councilmember Buchsbaum asked about the role of committees in evaluating program review proposals and prioritization of funding

requests; Cherisa Yarkin responded that requests were reviewed by herself and AVC Charles and noted technology requests overlapped many resources and priorities across departments and that there was still a “black box” issue as complexities continue; Councilmember Buchsbaum noted that items from program review were meant to come to AEP and committees and did not

2. Councilmember Law noted the timeline could be shifted so that committees could be more closely involved in final decision making; where does Fan5 fit into (decision making/PGC) structure; Cherisa Yarkin reported that the graphic may need better help depicting the structure; Councilmember Law noted that AEP funding didn’t return to NCAE for review
  - a. Councilmember Marrujo-Duck explained the history behind the need for admin and committee closer integration; Fan5 faculty coordinators are appointed by ASEC and the committees that review program requests are Academic Senate committees; this structure worked well historically
  - b. Councilmember Bosson recommended open-ended name for future changes and adjustments

E. Committee on Committees report

1. Steven Brown recommended to CTE for 2 years

5. Consent Agenda

**2024.09.25.5.A. Approval of Minutes: Minutes from September 11, 2024**

Resolved, the Executive Council approves the minutes for September 11, 2024.

Adopted by consent.

**2024.09.25.5.B. Approval of Committee Appointments**

Resolved, the Executive Council approves the following appointments:

CTE Steering Committee

Steven Brown, Environmental Horticulture & Floristry (reappointment for 2 years)

Adopted by consent.

**2024.09.25.5.C. Academic Probation Task Force Recommendations**

Whereas the Academic Senate Executive Council passed Resolution 2023.11.29.7E Decriminalizing Academic Probation Language and Task Force Launch, initiating the convening of a cross-constituency task force, including Counseling faculty, students, members from the Student Equity

Strategies committee, Office of Research and Planning, Admissions & Records, financial aid, and other appropriate Student Affairs and Academic Affairs areas;

Whereas, the CCSF Academic Probation task force met from December 2023 through September 2024, discussing the best replacement terminology, implementing a student survey about replacement language, revising the letter students receive when put on notice, and updating various college webpages;

Whereas, the Academic Senate Executive Council passed Resolution 2024.05.22.6A Amendment to Academic Probation resolution approving the changes to AP 6.22 and AP 6.30; therefore be it,

Resolved, the Academic Senate Executive Council, through the work of the Academic Probation task force, recommends the replacement of Academic Probation with Academic Notice in all college documents that are not regulated by state or federal law (i.e Title 5 and/or Education Code), currently including the College Catalog, various program webpages and the letter students receive communicating they are on Academic Notice;

Resolved, the Academic Senate Executive Council recommends updates to AP 6.22, AP 6.30 to replace all instances of the word “probation” with “notice”; and,

Resolved, the Academic Senate Executive Council works with the Office of Instruction to ensure that all instances of Academic Probation are changed to Academic Notice in the [Academic Policies and Procedures](#) section beginning with the 2025-26 CCSF Catalog;

Resolved, that the Academic Probation task force recommends that the Academic Senate Executive Council reconvene the task force pending Title 5 changes.

Adopted by consent.

6. The Council took a 5-minute break

7. Unfinished Business

A. [Academic Senate Enrollment Management Philosophy](#)

1. President Litzky called out several items from the slide deck including: how to include more voices; how are resources allowing programs to achieve excellence?; how does enrollment tie into the mission statement of the college?; the significance of Board Policy 6.17 and Academic Policy 6.17 about revitalization, suspension, and/or discontinuance
2. Is this a good conversation? What do we want to put into the philosophy?
  1. Councilmember Buchsbaum noted that having a philosophy is extremely important and “why” purpose is needed; this should go back to Enrollment Management Committee
  2. Councilmember Kennedy asked, “who is this philosophy for?”; Pres. Litzky reported AVAA Yee is working on a strategic enrollment management plan supported by a workgroup to help finalize the plan of recruitment, management, partnership, and completion

3. Councilmember Persiko asked how students are involved in the planning process; Councilmember Fuchs noted that Heather Brandt is currently serving; he noted that continued outreach and support from students is needed and that ACCC noted Guided Pathways influence was significant and clarifying for students and that ASEC can encourage these hard conversations within departments rather than waiting/allowing the feeling of “coming from above” through internal review and assessment
4. Councilmember Bosson asked for clarity on whether we should contribute to this, and recommended to do so
5. Councilmember Law noted that college-wide plans talk about goals and outcomes yet misses “how to achieve goals”
6. Councilmember Stephenson noted the need to remember our community college includes adult education and lifelong learners which have been heavily cut and may not conform to “completion of student goals” in a similarly measurable fashion under the term “enrollment management”
7. Councilmember Potter noted the need for data to understand enrollment; 2nd VP Fuchs noted the need for qualitative data in addition to quantitative data; Councilmember Bucshbaum noted noncredit data continues to be needed to be current, relevant, and updated and that FTES and apportionment funding affects these programs but that fresh data in Argos is now available

## 8. New Business

### A. Faculty travel - Kimberly Keenan, Faculty Travel Coordinator

#### 1. [Faculty travel final report 2023-24](#)

Kimberly Keenan reported there were more requests and expenditures after implementing the pilot program than expected. This is a move toward codification of past practices. The pilot success was shared with the Chancellor who recommended continued focus on professional development for faculty

#### a. Questions and comments

1. Councilmember Teti noted there are separate positions by name (adding “Travel Coordinator”); use the term “district’s digital service” instead of mentioning AdobeSign software by name to allow flexibility in choosing services
2. Councilmember Stephenson expressed concern about the “first-come, first-served” nature of funding prioritization. What about faculty applying later in the year when funds may be out? This happened to him in this pilot year.
3. Councilmember Buchsbaum noted that reminding departments to look to other funds in addition to faculty travel funds is a key element to this process.
4. Pres. Litzky asked about the possibility of a front-facing dashboard to describe allocations. Is there an equity assessment such as which

- departments, identities, or other demographics? Kimberly responded there is reporting on how many people used the full \$4K
5. Landi Ehnli asked how we can prioritize those who did not take advantage previously?
2. Draft [Faculty PD & Travel Guidelines Fall 2024](#)

#### **2024.09.25.8.A.2. Faculty Professional Development Guidelines**

Whereas, in Fall 2023 a pilot process was implemented changing faculty professional development and travel funds from departmental allocations to individual allocations to help increase the quality of professional development opportunities for faculty by offering higher individual allocations and exhausting more of the fund, and

Whereas, this pilot process led to using 95% of the available funds to enrich faculty from across the college,

Resolved, the Academic Senate Executive Council recommends adoption of the updated Faculty Professional Development Guidelines in Fall 2024 that continues the use of individual allocations.

Moved: Monica Bosson; Seconded: Tom Kennedy  
Adopted by roll call vote with 12 votes.

- B. [ACCJC Distance Education Pilot Rubric](#) - Kevin Sherman, DE Coordinator ([Discussion](#))
- Feedback will be through November 15, 2024, with Spring 2025 rollout of rubric. Kevin noted the rubric's focus on information not on instruction evaluation, is entered RSI (Regular and Substantive Interaction) as key to success, analysis is centered on teacher-student interactions and doesn't include student-to-student interactions; "predictable" and "regular" basis of interactions; IOTL is aligned with OEI rubric at CCCO level; an RSI module is being developed along with DE Handbook
1. Questions and feedback
    1. Councilmember Kennedy asked what is the threshold to meet exactly, and how is the 85% threshold measured? Kevin answer that it is still being developed
    2. 1st VP Marrujo-Duck asked what are the consequences of not meeting the threshold? Kevin noted the definition of DE and "correspondence" is being defined by ACCJC; Councilmember Teti noted this will impact student financial aid, as well as possible accreditation of online learning; Standard 2.6 ensures we have policies to meet standards - how are we meeting this? IOTL training rubric and training meets this standard (and was grounded in OEI by ASEC resolution)
    3. Dean Cynthia Dewar noted that Dept of Ed will audit RSI to ensure compliance with federal financial aid

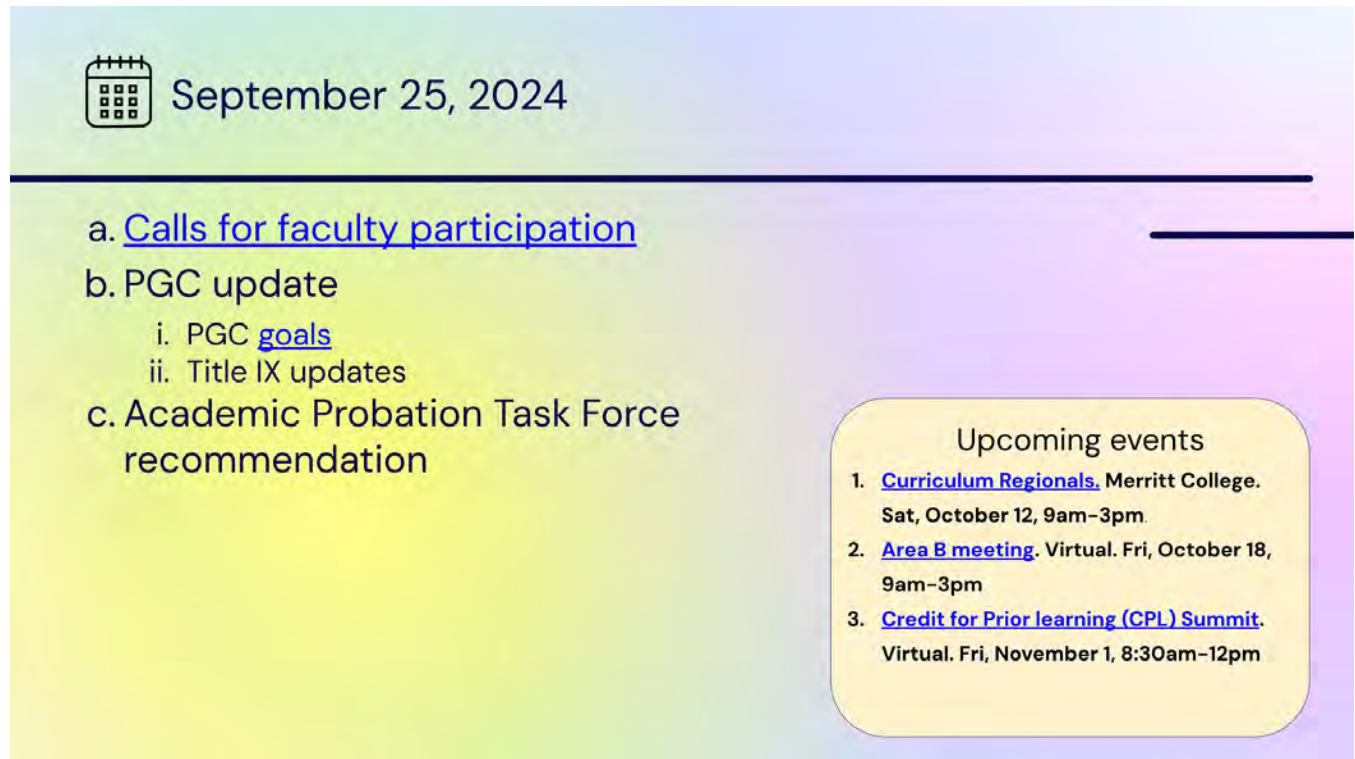
4. Councilmember Kennedy asked are these measured regularly or by modality for audits? The rubric is the method for this in the next accreditation cycle by ACCJC peer review team
5. Councilmember Taha - how does this affect current courses? All online instructors should be trained to meet the RSI standards; perhaps training support for legacy online courses should be reviewed as part of OLET
6. Councilmember Buchsbaum - is or will there be retraining or assessment of online instructors to help avoid risk during an audit? Faculty peer-review for in-person for online courses should be changed and adjusted and reviewed by AFT
7. Councilmember Marrujo-Duck - what was the result of the internal audit? Each visiting team of ACCJC had requested random classes to audit and we were commended, however ACCJC has reviewed other colleges for RSI and found areas of concern

9. Council adjourned at 5:03pm



Appendices

Appendix 1: President's Report slide deck



The slide features a header with a calendar icon and the date "September 25, 2024". Below the header, there is a list of agenda items: "a. [Calls for faculty participation](#)", "b. PGC update" (with sub-items "i. PGC [goals](#)" and "ii. Title IX updates"), and "c. Academic Probation Task Force recommendation". To the right, a yellow rounded rectangle titled "Upcoming events" lists three items: "1. [Curriculum Regionals](#), Merritt College. Sat, October 12, 9am-3pm.", "2. [Area B meeting](#). Virtual. Fri, October 18, 9am-3pm", and "3. [Credit for Prior learning \(CPL\) Summit](#). Virtual. Fri, November 1, 8:30am-12pm".

Appendix 2: Fan5 presentation slide deck



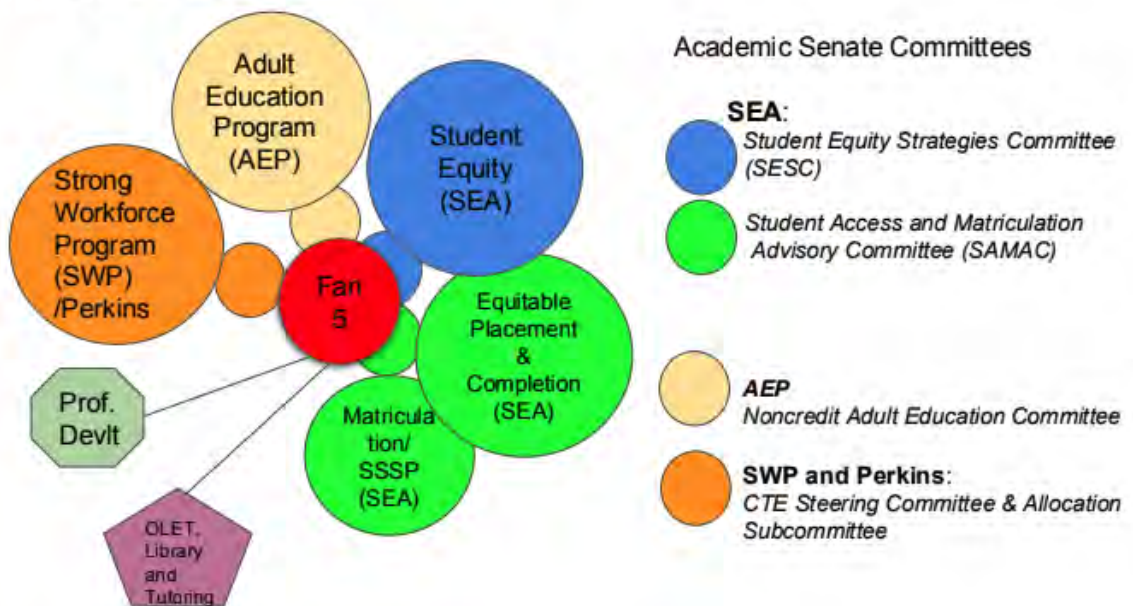
The slide features a vertical red bar on the left with the text "CITY COLLEGE OF SAN FRANCISCO" and a circular logo. The main content is centered and reads: "Fan5 Update", "Presentation to the Academic Senate", "Executive Council", and "September, 2024".



## What is Fan5?

- Fan5 is CCSF's nickname for the internal resource allocation workgroup that helps coordinate across categorical allocations with College-wide mandates.
  - Adult Education Program (AEP) [AEP Plan \(2022-2025\)](#)
  - Student Equity and Achievement Program (SEA) [Student Equity Plan \(2022-2025\)](#)
  - Strong Workforce Program (SWP) and Perkins CTEA [SWP Strategic Plan \(2024-2028\)](#)
  
- Common goals include:
  - student access and success,
  - promoting student equity,
  - committing to ongoing professional development,
  - streamlining student services, and
  - improving assessment and evaluation.

## What is Fan5?



## Fan5 categorical allocations

- Academic Senate front-end involvement
  - Academic Senate Committees and other constituency groups participate in plan development, and review final draft before adoption by the college
  - Funding supports ongoing positions and other costs needed to carry out activities specified in the plans
- Academic Senate ongoing involvement
  - Some funds are available annually to support new projects and innovations that align with plan goals and are likely to help move the needle on metrics
  - Academic Senate committees review and prioritize new projects and initiatives for funding. Final funding decisions are made by the respective Vice Chancellors
- Commitment to giving reports each fall and spring semester

## Fan5 categorical allocations - timeline

Requests made via Program Review / Annual Plan and prioritized:

- Fall 2022 / Spring 2023
  - [\*Funding priorities \(shared with Academic Senate May 2023\)\*](#)
  - [\*Awarded funding \(shared with Academic Senate, September 2023\)\*](#)
  - [\*Retrospective review, September 2024\*](#)
- Fall 2023 / Spring 2024
  - [\*Funding priorities shared with Academic Senate May 2024\*](#)
  - [\*Funding awards, September 2024\*](#)
  - Retrospective review will be available September 2025