



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council Final Minutes

Wednesday, October 23, 2024, 2:30-5:00 pm
Mission Campus, 1125 Valencia St. Room 109
or Via [Zoom](#)

[October 23 Meeting Materials](#) | [ASEC Zoom Meeting Pro Tips](#) | [Community Guidelines](#) | [Guide to CCSF Acronyms](#)

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

Councilmembers absent: Miguel Galarza

Other Senators present: Megdi Abebe, Abigail Bornstein, Amy McLanahan

Guests: Pam Mery, Gregoria Cahill, Cynthia Dewar, Jennifer Kienzle, Andrew King

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 related the Land Acknowledgement to the indigenous people who suffered and died during the construction of Mission Dolores, of which the name of the Mission campus was imbued.

2. Adoption of Agenda

The Agenda was adopted by a roll call vote with 16 voting members.

3. Public Comment

A. Mitra Sapienza launched the Equity Speaker series. Next speaker will be Tuesday, October 29, 12pm-2pm at Ocean campus. Further information on this series can be found in the November *Equity Times* newsletter.

B. Alex Leyton encouraged use of Zoom at all meetings to encourage

- accessibility for those otherwise unable to attend in-person and to increase inclusivity of all council members and guests.
- C. Pablo Rodriguez noted that part-timers are a large part of the college and would love to attend events but also work other jobs. More full-time employees are needed at CCSF.
 - D. Jessica Buchsbaum acknowledged Dean Gregoria Cahill's hosting ASEC at Mission campus. She noted the history of welcoming immigrant students at this location and the continued need for students to access our services and classes.

4. Reports

- A. Guest speaker - Dean Gregoria Cahill, Mission campus
 - 1. The seven core student services and programs at Mission are needed and valued by students
 - 2. Enrollment numbers continue to increase
 - 3. Dean Cahill shared an anecdotal story of a student coming to Mission campus, engaging with services, and enrolling as a new student with the support of a friend
 - 4. Several council members and the Student Chancellor shared their support for Mission campus and its services and programs.
- B. Officers Reports
 - 1. [President's report](#) (see Appendix 1) - Alexis Litzky
 - a) Alexis noted the helpfulness and assistance of Mission faculty, staff, and administration to host ASEC at this location
 - b) Three faculty participants in the Chancellor search committee: Michele Alaniz (LIT), Mary Bravewoman (Math/AFT), Lisa King (English)
 - c) Next Chancellor budget workshop will be Nov 14th and will be about personnel expenses
 - d) PGC committee is looking for volunteers to ride and support the final AIDS/Lifecycle ride
 - 2. 1st Vice-President - Lillian Marrujo-Duck
 - a) Attending a variety of meetings including Student Association to explore improvement to students joining ASEC committees. Committees are asked to update their webpages with current information and to use Google Workspace tools to include CCSF students in electronic documentation and communication, as students do not have access to Microsoft accounts. She noted the need to identify and help support mentorship in committee work, particularly

in languages other than English. Language Line was noted as a translation service for the college. Additionally, mentorship handbooks are being developed at the State level.

3. 2nd Vice-President - Katia Fuchs

- a) The Enrollment Management Committee is working to clarify differences with the Enrollment Management Plan workgroup via their website
- b) October 24th Strategic Enrollment Management Plan workgroup will meet to look at the preliminary draft of the Strategic Enrollment Plan. The deadline is October 31 for draft completion, please see the committee website for updated drafts and meetings
- c) ASCCC Area B meeting and Chancellor Budget Workshops has been fruitful

4. Secretary - Chad Stephenson

- a) Appreciation for ASEC in attendance at Mission campus as a reflection of inclusion and support for locations beyond Ocean campus where most ASEC meetings are held; the regrowth of the college enrollment is made difficult by loss of noncredit programs and instructors pre-pandemic and will need encouragement for regrowth

C. AFT2121 check-in report - Robin Pugh, Vice President AFT

1. Board of Trustees meeting will be addressed on the issue of long-term financial health of the college
2. COPE (Committee on Political Engagement) met to discuss final endorsements for upcoming elections which are forthcoming

D. Student Chancellor report - Mallinali Villalobos

1. Participation in ASEC committees is welcomed by students
2. Students are feeling welcomed by faculty during mid-term exams
3. AS meetings are in Student Union Room 208 at 1pm on Fridays and members are encouraged to attend

E. Committee on Committees report - Lillian Marrujo-Duck

5. Consent Agenda

2024.10.23.5.A. Approval of Minutes: Minutes from October 9, 2024

Resolved, the Executive Council approves the minutes for October 9, 2024.

Adopted by consent

2024.10.23.5.B. Approval of Committee Appointments

Resolved, the Executive Council approves the following appointments:

Scholarship

Stephanie Cano, DSPS (new appointment)

Open Educational Resources

Susan Schall, Noncredit ESL (new appointment)

PGC Enrollment

Karen Cox, English (new appointment)

Adopted by consent

6. Unfinished Business

A. [Constitution and By-laws update](#)

1. Three proposals for adjustments to the Constitution were shared by the President to meet the current needs of representation in the ASEC.
2. Council members shared support and concerns for term-limits, noting a change to 3 consecutive 2-year terms, departmental concerns about suspending limits during non-competitive elections. A ratio or lessening number of members was suggested to meet the current need of membership. CCSF membership encouraged members from part-time as equals to full-time faculty.

B. [Textbook adoption and ZTC Grant update](#) - Megdi Abebe, & Amy McLanahan, OER Co-Coordinator & Cynthia Dewar, Dean of Library, Academic Resources, Educational Technology, and Online Programs

1. Team effort including librarians, classified, department chairs, and the Bookstore
2. OER is interconnected with ZTC, Library services, and Bookstore textbook adoption
3. Textbook adoption for Spring 2025 is November 1 using MS Forms; some departments are piloting the Follett app in the faculty MyCCSF RAM Portal
4. ZTC grant process includes collaboration cohorts which apply for grant funding

5. ZTC support for CCSF faculty can be found at <https://sites.google.com/mail.ccsf.edu/freetextbooks>
7. The Senate took a break for 5 minutes
8. New Business
 - A. [Adding Title IX language to Syllabi](#) - President Litzky (see Appendix 2)
 1. New blocks to include specific standardized language in Canvas via Simple Syllabus - should this be automated or faculty-editable?
 2. Friendly amendment from Councilmember Fred Teti submitted for review by ASEC
 3. Councilmembers commented on several items including a need for simplified/accessible language, a need to meet faculty obligations, what is possible for faculty-editing, and a recommendation to refer language on veterans to the Veteran's Resource Center.
 4. Motion to table this item: Jessica Buchsbaum, seconded by Tom Kennedy
 - B. [Proposed Institution-Set Standards and Stretch Goals](#) - Pam Mery, Dean of Institutional Effectiveness
 1. Description of new stretch goals and institution set standards
 2. Several next steps were proposed including a Planning Committee recommendation, ASEC consideration and possible recommendation, PGC discussion and possible recommendation, connecting to College-Wide plan, or use for annual reporting
 3. Council members commented on gaps needing to be addressed in equity populations, need for more current data, and how CCSF compares to other community colleges
 - C. [Proposed Timeline for Mission and Vision Statement Review](#) - Pam Mery, Dean of Institutional Effectiveness
 1. Review of timeline: Fall 2024 start and completion by Spring 2026 - see attached file
9. The Senate adjourned at 5:07pm moved by Monica Bosson, seconded by Tom Kennedy.

Appendices

Appendix 1: President's Report slide deck



October 23, 2024

- a. Welcome to Mission Center
- b. Faculty PD fund
- c. Coordinator updates
- d. Chancellor search committee
- e. Budget Workshop & Chancellor visit
- f. [Equity talks flyer](#)
- g. [CCSF team for AIDS/Lifecycle ride](#)
- h. Clara Starr's retirement: 10/25, \$25

Upcoming events

1. [Credit for Prior learning \(CPL\) Summit](#). Virtual. Fri, November 1, 8:30am-12pm
2. [OERI Regionals](#). Chabot College. Fri, November 1, 8:30am-3:30pm.
3. CCSF Budget workshop series #2. MUB 140. Nov 12, 5-6:15pm
4. [Curriculum Regionals](#). Merritt College. Sat, November 16, 9am-3pm.

Appendix 2: Proposed Title IX Language to be Added to Syllabi

Whereas, in [Resolution 2020.12.16.6B Reporting of Syllabus Information to Canvas for Accreditation Purposes](#) the Academic Senate recommended "to the College that Canvas be the official central repository for course syllabi" and the college adopted Simple Syllabus as a way to standardize the submission, format, and student services information to meet accreditation requirements and provide consistent communication with students, and

Whereas, [Title IX regulations](#) require students be made aware of new protections for students related to pregnancy related conditions and faculty have requested sample syllabus language, therefore be it

Resolved, the Executive Council recommends that Human Resources add a Title IX section to the list of syllabus elements in the Faculty Handbook, and

Resolved, the Executive Council recommends the following language be added in Simple Syllabus for all courses beginning in Spring 2025:

CCSF adheres to all Title IX regulations that prohibit discrimination on the basis of sex and gender in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex-based discrimination prohibited by Title IX. CCSF does not discriminate against any student based on their current, potential, or past pregnancy or related conditions.

Students may contact the CCSF's Title IX Coordinator for more information on its sex discrimination policies and a student's right to equal access to the College's education program and activities. The Title IX Coordinator's contact information is noted below and more information can be found on the Title IX webpage (<https://www.ccsf.edu/about-ccsf/administration/human-resources/title-ix>).

Tony Brown, J.D.

Compliance Officer/Title IX Coordinator/Section 504 Coordinator

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