



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council Final Minutes

Wednesday, January 22, 2025, 2:30-5:00 pm
MUB 140 or Via [Zoom](#)

[January 22 Meeting Materials](#) | [ASEC Zoom Meeting Pro Tips](#) | [Community Guidelines](#) | [Guide to CCSF Acronyms](#)

Councilmembers present: Monica Bosson, Jessica Buchsbaum, Katia Fuchs (remote voting), Fanny Law, Alex Leyton (remote voting), Alexis Litzky, Lillian Marrujo-Duck, Craig Persiko, Jonathan Potter, Robin Pugh, Lisa Romano, Mitra Sapienza (remote voting), Chad Stephenson, Richard Taha

Councilmembers absent: Miguel Galarza (on leave), Mike Greenberg, Tom Kennedy, Pablo Rodriguez

Other Senate members present: Kevin Sherman

Guests: Fred Teti, Jennifer Kienzle, Megan Sweeney, David Yee

1. Call to Order 2:32pm

[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.

2. Adoption of Agenda

- a. President Litzky removed the Bi-annual report from Maureen Harrington, Dean of Grants from the agenda
- b. The amended agenda was adopted by roll-call vote with 12 members present

3. Public Comment

- a. No public comment

4. Reports

- a. Officers Reports (15 min)
 - i. President Alexis Litzky - Fred Teti has been appointed the acting Dean of STEM and Dean of Evans campus and Kevin Sherman has

been appointed the acting chair of Distance Education; Noncredit accounting hours have been adjusted and Curriculum Committee is discussing this and will possibly present a formal resolution later in Spring; Academic Senate Executive Council is currently down to 18 members and election season is forthcoming; several upcoming events were shared (see slide in Appendix)

- ii. First Vice-President Lillian Marrujo-Duck - continued changes to online classes and Canvas were impactful to online instructional faculty; she expressed gratitude for ongoing classified support; budget revisions from PGC Budget Committee continue and committees should be involved in regular communication; budget projection was shared
- iii. Second Vice-President Katia Fuchs - "City at 90" events begin on Unity Day (Feb 26, 12pm-2pm) and a photo shoot of college students, faculty, staff and administration will be held on Tuesday, March 11 on football field and all are invited; renaming of Multi-Use Building to Harry Britt building will occur in Spring; PAC groundbreaking and opening of Student Success building will happen in Spring; she continues in her active ASCCC Legislative role with updates forthcoming
- iv. Secretary Chad Stephenson - no report at this time
- b. AFT2121 check-in report - Robin Pugh, Vice-President of AFT2121
 - i. Sunday, January 26 "CityDream" support event at El Rio
 - ii. CFT March 14-16 event in San Diego—all faculty are able to be nominated to attend
 - iii. AFT2121 continues to work on enrollment; next contract negotiation will be in 2027 and increasing enrollment will be key; connection between class schedule, budget, and enrollment planning continues to be needed; and very impressed with current college budgeting—more transparency will continue to be needed for strategic enrollment and growth; see the Budget Digest in the AFT newsletter to continue to be updated
- c. Student Chancellor report
 - i. No report at this time
- d. Committee on Committees report
 - i. See item 5.B below

5. Consent Agenda

- a. Approval of [Minutes from December 18, 2024](#)
- b. [Approval of Committee Appointments](#)

c. [OLET Coordinators in Spring 2025](#)

2025.01.22.5.a. Approval of Minutes: Minutes from December 18, 2024

Resolved, the Academic Senate approves the minutes for December 18, 2024.

Approved by consent.

2025.01.22.5.b. Approval of Committee Appointments

Resolved, the Academic Senate approves the following appointments:

Teaching and Learning with Technology

Lisa King, English (new appointment)

Liam Clickenger, Photography (new appointment)

Curriculum Committee

David Palaita, IDST (renewal, 3-year term)

Education Policies

Alexandra Nickliss, Social Sciences (new appointment)

PGC Facilities

Madeline Mueller, Music (reappointment)

Alan D'Souza, Library (move from alternate to regular member)

Approved by consent.

2025.01.22.5.c. OLET Coordinators in Spring 2025

Whereas, the appointment of an Acting Chair in the Educational Technology department has created the need to rearrange duties for the Spring 2025 semester, therefore be it

Resolved, the Academic Senate recommends the following changes to the Distance Education Coordinator and Distance Learning and Teaching Specialist appointments for Spring 2025:

1. The [Distance Education Coordinator position](#) will be split between Megan Sweeney (80%) and Kevin Sherman (20%)
2. The [Distance Learning and Teaching Specialist position](#) will be filled by Kate Gougoutas (100%)

Approved by consent.

6. Unfinished Business

- a. [Constitutional amendments for Spring 2025](#) - Alexis Litzky, AS President
- i. President Litzky reviewed statistics and shared comments from January 10 AS plenary session on adoption of amendments
 - ii. Open discussion from the council
 1. Craig Persiko - we should bring forward the resolution of the majority
 2. Robin Pugh - could both items be voted on separately? President Litzky noted they could be voted on independently or together
 3. Mitra Sapienza - motioned to move the resolution as-is as this will open the door for more/all faculty participation; Monica Bosson seconded the motion
 4. Fred Teti - clarification for Article V Term of Office is needed
 5. Lillian Marujo-Duck spoke in favor of three terms

2025.01.22.6.a. Constitutional Amendments for Spring 2025

Whereas, in [Resolution 2024.04.24.6A Constitution and Bylaws Membership](#) the Academic Senate recommended the 2024-25 Council review and recommend constitutional amendments and/or bylaws updates to increase participation in the Academic Senate Executive Council elections and “finalize proposed changes to the constitution in early Spring in order to meet the Spring ‘25 elections timeline,” and

Whereas, in Fall 2024 the Executive Council reviewed and discussed options to increase participation and access to membership, therefore be it

Resolved, the Academic Senate recommends adding the following constitutional amendments presented on January 22, 2025 for inclusion in the Spring 2025 Academic Senate Executive Council election:

1. Article III Membership - Add the language *“In an election where the number of candidates is smaller than Council seats available, these department limits shall be suspended. No department should constitute a majority of the Council. Members so elected will remain on Council for a single year.”*
2. Article V Term of Office - Increase the number of consecutive Council terms from two terms to **three** terms

Approved by roll-call vote with 10 in favor, 2 against.

- iii. Election and Leadership Development Committee
 - 1. Chad Stephenson - spoke in favor of the development of this type of committee as an antidote to the issue of Senate participation as well as diversification of the council membership
 - 2. Katia Fuchs - spoke to leveraging committee chairs to participate in this development process
 - 3. Monica Bosson - proposal is responsive to faculty poll
 - 4. Alexis will bring this back and encourages comments as this will apply, at the earliest, to elections starting 2026-27
- b. Break - the Senate took a 7 minute break
- c. [Strategic Enrollment Management Plan](#) - David Yee, Interim Vice Chancellor of Academic and Institutional Affairs
 - i. Katia Fuchs presented version 2 with tracked changes accepted from form submissions; many comments were very thoughtful—all was implemented into the document
 - ii. Comments from ASEC
 - 1. Robin Pugh - appreciated the openness to this collaborative work; she continued to share the concern that the college does not have a clear path to connect budget decisions with enrollment management and scheduling; Katia noted that an Office of Finance resource member has been added; how are the choices to focus on certain populations (dual enrollment, formerly incarcerated, etc) and less on others; David reported that SCFF funding is directing/guiding enrollment planning, in part, through funding;
 - 2. Fanny Law - the dynamic planning element is helpful, yet needs regular updates and reporting back;
 - 3. Jessica Buchsbaum - noted the need to return to integrating budgeting planning and schedule development; Katia noted Section 6 addresses this
 - 4. Craig Persiko - connection to planning and goals are separate from “must do’s” --how to achieve the goals to exit from Hold Harmless is the work of the committee going forward including a multi-year projection
 - 5. Lillian Marrujo-Duck - appreciated the transparency of the plan to help refine strategy; reminded the group of the ASEC role in 10+1 portions of the plan
 - 6. Monica Bosson - need to account for “ghost” students
 - 7. Chad Stephenson - “geographic attraction” across the City; hiring of governmental interface and engagement with City particularly in

“under enrolled neighborhoods” (e.g. Tenderloin, Bayview, Marina) as centers continue to close; linguistic diversity continues to be part of the need for outreach

- iii. Richard Taha motioned to endorse the resolution, Fanny Law seconded; Robin Pugh proposed friendly amendments to the resolution

2025.01.22.6.c. Endorsement of the Strategic Enrollment Management Plan

Resolved, the Academic Senate endorses the Strategic Enrollment Management Plan as presented on January 22, 2025, and

Resolved, the Academic Senate recommends the PGC Enrollment Management Committee reports back to Executive Council with updates about specific concerns regarding:

1. Data utilized for decision-making and SEMP recommendations, including multi-year budget and enrollment projections, for this and all future SEM plans
2. Reports that outline the specific enrollment, schedule, SCFF and budget impacts of the selected SEMP strategies

Approved by roll-call vote with 13 members in favor.

- d. [Distance Education Handbook](#) - Kevin Sherman, Distance Education Coordinator
 - i. Kevin (acting chair of Educational Technology) brought back substantive discussion; Megan Sweeney will take on DE Coordinator duties for Spring 2025
 - ii. Managed by DE Coordinator, not needing ASEC approval for incremental changes to Handbook; substantial changes would be brought to ASEC when alignment support is needed for state requirements (e.g. course design rubric, course design processes, FERPA, etc)
 - iii. Comments from ASEC
 1. Lillian Marujo-Duck - section noting the handbook is to support teaching, not evaluating teachers is part of the document; Kevin concurred this should remain
 2. Moved by Monica Bosson, seconded by Jonathan Potter
 3. Mitra Sapienza appreciated the work of Kevin Sherman

2025.01.22.6.d. Distance Education Handbook

Resolved, the Academic Senate recommends the adoption of the Distance Education Handbook, as presented on December 18, 2024 and January 22, 2025.

Approved by roll-call vote with 13 members in favor.

7. New Business

- a. Stanback-Stroud Award Nomination - Fanny Law, Awards & Recognition committee
 - i. Fanny received four letters of nominations, two are brought forward
 - ii. Shella Cervantes will represent CCSF for the Stanback-Stroud Award - the resolution was moved by acclamation; moved by Lilian Marrujo-Duck, seconded by Mitra Sapienza

2025.01.22.7.a. 2025 Stanback Stroud Award Nomination

Resolved, the Academic Senate recommends nominating Shella Cervantes for the ASCCC 2025 Stanback Stroud Award.

Approved by acclamation.

- b. Ed Policies action items - Monika Liu & Fred Teti, Ed Policies
 - i. [BP 5.04 Student Records and Directory Information](#) - Updated, AP 5.04 to follow
 1. General points of clarification were asked by Senate members and clarified by Monika Liu about updated language around current law
 - ii. [BP 6.27 Academic Renewal](#) - No changes
 1. General points of clarification were asked by Senate members and clarified by Monika Liu about accepting transfer and completion units from other colleges
 - iii. [AP 6.27 Academic Renewal](#) - Updated
 1. No comments or questions from Senate
 - iv. Moved by Monica Bosson, seconded by Jonathan Potter; passed with 12 votes

2025.01.22.7.b. Ed Policies updates to BP 5.04 and AP 6.27

Resolved, the Academic Senate accepts the Ed Policies Committee recommendation that the District adopt the updates to BP 5.04 Student Records and Directory Information and

AP 6.27 Academic Renewal.

Approved by roll-call vote with 12 members in favor.

8. Adjournment at 5:02pm

Appendix

President's report slide



January 22, 2025

1. Sunrise Plenary, Jan 10, 2025: <https://bit.ly/Spring2025Plenary>
2. [January 2025 Equity Times Newsletter](#)
3. VCAIA Forum Questions
4. OLET update
5. Curriculum Committee updates
 - a. Noncredit accounting hours
 - b. ASCCC visit in February
6. AS Elections in Spring 2025
 - a. EC down to 18
 - b. Parliamentary interest?

Upcoming events

1. Dream Center Fundraiser. El Rio. Sun, Jan 26, 3pm.
2. ASCCC Webinar - [Empowering Educators: Navigating AI in the Community College Classroom](#). Wed Feb 12, 12-1pm.
3. ASCCC Noncredit Regional meeting. Ocean campus. Sat Mar 1, 9am-3pm.