



# The Academic Senate

## CITY COLLEGE OF SAN FRANCISCO

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### CCSF Academic Senate Executive Council

#### Draft Minutes

Wednesday, December 18, 2024, 2:30-5:00 pm

MUB 140 or Via [Zoom](#)

[December 18 Meeting Materials](#) | [ASEC Zoom Meeting Pro Tips](#) | [Community Guidelines](#) | [Guide to CCSF Acronyms](#)

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

**Councilmembers absent:** Miguel Galarza (on leave)

**Other Senate members present:** Nathan Steele, Kevin Sherman, Matthew Duckworth, Gina Hector, Abigail Bornstein

**Guests:** Mallinali Villalobos, Alex Hosmer, Andrew King, Richard Velasquez, Gerard Layung, JC O'Donnell, Jennifer Kienzle

#### 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 read the acknowledgement and recognized the newly opened STEAM building is on the unceded land.

#### 2. Adoption of Agenda

- a. The Agenda was adopted by roll-call vote with 12 voting members present.

#### 3. Public Comment

- a. Katia Fuchs: Fall 2025 Math offerings will be adjusted to implement State policy for enrollment and offer sections Math 90 and Math 95.
- b. Fred Teti: Ed Policies Committee met and will come back in February for

- field trips and excursions, definition of legitimate educational interest, and AP for student records to address FERPA
- c. Jessica Buchsbaum: PGC Budget Committee met to discuss future revenue; State will change “hold harmless” to “minimum revenue commitment”; there no longer will be a “fiscal cliff” and adjust SCFF to match this revenue going forward; will outreach to DCC and other committees to inform the college
  - d. Alex Leyton: expressed appreciation for Math Department updates

#### 4. Reports 2:50

- a. Officers Reports (15 min)
  - i. [President's report](#): - Submit textbook requests to the Bookstore immediately; Program Review Committee is creating summary report on last comprehensive review (2022) - two reads are forthcoming; new program health metrics are being developed; Spring 2025 will include Mission and Vision review; questions to be developed for VC of Academic Affairs interviews for HR—a form will be developed to gather feedback; the Chancellor will hold the Personnel budget workshop at the Board of Trustees special meeting on Thursday, 12/21, 5-6pm online and in MUB 140; ASEC Sunrise Plenary will be Jan 13 at 8am; Dream Center fundraiser will be held January 26, 2025; CCSF will host the Noncredit ASCCC Regional Meeting on March 1, 2025
  - ii. Vice-President Marrujo-Duck: End-of-Year breakfast with Associated Student leadership was a pleasure; she learned the challenges of students getting classes due to impacts of “ghost” student registration; committee renewals are ongoing
  - iii. Second Vice-President Fuchs: End-of-year breakfast with AS leaders was part of the “reconnecting process” –all faculty should feel encouraged to reconnect through these types of gatherings; Student Enrollment Management Plan form is open until Friday, 12/20 and all are encouraged to submit comments; requests and changes are being applied in real-time with the final version coming to the Senate in January; next meeting is Thursday, 12/19 from 1-3pm and all items are posted to their website; “City at 90” events continue to be planned, including VMD student-designed logo
  - iv. Secretary Stephenson: Feb 5, 2025 ASEC meeting will be at Chinatown/North Beach; CCSF will host ASCCC Noncredit North Regional Meeting Saturday, March 1, 2025, 9am-3pm at CCSF, free registration has begun and all faculty are welcome to attend; printed

Spring 2025 class schedules are available

- b. AFT2121 check-in report - Robin Pugh
  - i. AFT will be joining Unite2 (local hotel workers) on strike for health care and living wages; support for other workers on strike is reciprocal
- c. Student Chancellor report - Malinalli Villalobos
  - i. Acknowledged many student challenges from Fall 2024, outside and inside the college, and commended them for hard work and dedication to their educational journey, as well as faculty who are supporting them; final AS council meetings are being held for the semester (Ocean, Downtown, Mission); VC Academic Affairs candidate forums are helpful for student engagement; challenges in student registration due to fraudulent “bots” continues; shared appreciation of ASEC officers attending student breakfast to improve communications; Toy Drive continues through Student Health and Student Resource center
- d. Committee on Committees report
  - i. New appointments were brought to the council for approval.

5. Consent Agenda

- a. Approval of [Minutes from December 4, 2024](#)

**2024.12.18.5.A. Approval of Minutes: Minutes from December 4, 2024**

Resolved, the Academic Senate approves the minutes for December 4, 2024.

Approved by consent.

- b. [Approval of Committee Appointments](#)

**2024.12.18.5.B. Approval of Committee Appointments**

Resolved, the Academic Senate approves the following appointments:

**CTE Steering Committee**

Carin Zimmerman, Biotech (reappointment)

Guillermo Luzardo, Engineering (reappointment)

**SLO Committee**

Natalie Smith, Fashion (reappointment)

Nathan Lawless Steele, Communication (reappointment)

**Scholarship**

Kirstin Williams, PE/Dance (reappointment)

Consuelo Cervantas, World Languages (reappointment)

**Noncredit Adult Education**

Nuala Sheetz, Noncredit ESL (reappointment)

**Teaching and Learning with Technology**

Alex Leyton, English (reappointment)

Dayamudra Dennehy, ESL (reappointment)

**Works of Art**

Eileen Aidaman, ESL (reappointment)

Kinneret Alexander, IDST (reappointment)

Christa Lewis, ESL (reappointment)

**Student Equity Strategies**

Wendy Owens, Library (reappointment)

**Distance Learning Advisory Committee**

Alex Leyton, English (reappointment)

**Curriculum Committee**

Dayamudra Dennehy, ESL (new appointment to Area D, 3 years)

**Registration and Enrollment**

David Pieper, Social Science (reappointment)

**Faculty Professional Development**

Kinneret Alexander, Interdisciplinary Studies (new appointment)

**PGC Budget Committee**

Lillian Marrujo-Duck, Social Science (new appointment, regular member)

Doug Orr, Retired Economics (reappointment, alternate)

**PGC Enrollment Committee**

Lillian Marrujo-Duck, Social Science (new appointment, alternate member)

c. [Updated Noncredit Adult Education Committee Description](#)

- i. Motion to pull NCAE Committee description by Lillian Marrujo-Duck, seconded by Mitra Sapienza; roll call vote, 13 in favor

6. Unfinished Business

a. [Constitutional Amendments Menu](#) - Alexis Litzky, AS President

- i. Proposal included to 1) suspend limits in non-competitive election with no majority department represented or 2) expand 2- to 3-year term
- ii. "No department should constitute a majority of the Council" was added
- iii. Discussion ensued. Councilmembers expressed mixed concerns and support.
- iv. First and second reading will be brought before the next election cycle begins.

7. New Business

a. Spring 2025 Student Rosters

- i. The council discussed current issues with student rosters
- ii. Academic Senate officers held collegial consultation meetings with the Chancellor and Office of Admissions and Records to discuss faculty concerns. Early registration went well; fraudulent registrations began during open registration (Dec 6). This issue is happening across the state and in the CCCApply system, and a statewide fix is needed. CCSF response will include changes for students' response time to 3 days from 7 days and a planned targeted communication to students, faculty and staff
- iii. Questions and concerns from council members included why bot detection is not being applied, how fake students are able to claim financial aid, and how in-person registration being involved in verification; part-timers are experiencing this as a labor issue; administrative staff are being involved to help support in this issue

b. The council took a 5-minute break

c. [Distance Education Handbook](#) - Gina Hector, DLAC chair & Kevin Sherman, DE Coordinator

- i. DE Handbook development process included a literature review of other college handbooks. The team shared highlights of the CCSF DE Handbook and noted that it is a living document and will continually be updated.
- ii. Council members shared comments including the need for minimum computer skills and equipment expectations for students (similar to

“Digital Literacy” section), the ability for non-DE instructors to view this document, and address how required texts and materials can better match DE requirements and student expectations

d. Artificial Intelligence Roundtable

- i. The council discussed the topic of where AI is in use at the college
- ii. A living document was created which captures the [ongoing CCSF Academic Senate discussion about Artificial Intelligence](#). Anyone can leave a comment at any time. Sections include:
  1. [Where is AI being used at the college?](#)
  2. [What excites us about AI?](#)
  3. [What are our concerns about AI?](#)
  4. [What should we be doing \(if anything\) about AI?](#)
- iii. Council members shared their practices and experiences using AI-administrative support, improving teaching and learning processes, improving communications, advancing equitable access, support and success—as well as their ongoing concerns—language development and use, critical thinking and writing; many areas of the college continue to experiment with its use and feeling its impacts

8. The council adjourned at 5:04pm.