## The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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Curriculum • Degree Requirements • Grading Policies • Program Development • Student Prep & Success • Governance Accreditation • Professional Development • Program Review • Planning & Budgeting Processes • Others as agreed

## CCSF Academic Senate Executive Council Minutes Wednesday, 2014 August 20th, 2:30–5:00pm Ocean Campus, MUB 140

**2014–2015 Council Members Present:** Anna Asebedo, Monica Bosson, Steven Brown, Cynthia Dewar, Todd Rigg Carriero, Lawrence Edwardson, Donna Hayes, Wendy Kaufmyn, Kimberly Keenan, Dana Jae Labrecque, Lillian Marrujo-Duck, Ghislaine Maze´, Carole Meagher, Francine Podenski, Stanford Rappaport, Carol Reitan, Fred Teti, Rosario Villasana, Debra Wilensky

**2014–2015 Council Members Absent:** Susan Berston, Dayo Diggs, Matthew Duckworth, Mandy Liang, Kitty Moriwaki, Lisa Romano, Laura Walsh

Other Senate Members Present: Tracy Burt, Erin Denney, Simon Hanson, Sue Homer, Madeline Mueller, Karen Saginor, Ellen Wall

**Guests:** Lidia Jenkins, Susan Lamb, Gohar Momjian, Virginia Parras, Becky Perelli, Winnie Phung, Kristina Whelan

- **I.** Call to Order (2:42)
- II. Adoption of Agenda Agenda adopted

## III. Introduction of President Virginia Parras

- Her official duties are to oversee services and overall operation of Ocean and Centers' Building and Services.
- She has just been informed about class cancellations at Chinatown. Susan Lamb is working on it.
- The challenges at the bookstore(s) are on her radar screen and she will move forward to work out the scheduling with Don Newton and Robert Gibson, with whom she has a meeting next week.
- Her door is unlocked and open. Stop by to say "hello".
- Please forward bookstore comments to Lillian for President Parras to take to the meeting

- Kristina gave a summary of the reporting from the Spring 2014 semester
- Our CQI Continuous Quality Improvement is heading in the right direction. 75% of the courses are at stage 5. Programs are showing 44% in CQI. Counseling at 100% CQI. Administration is now up to 52% CQI.
- The college needs to be better informed about the 3-year benchmark.
- The challenges: SLO committee would like more robust assessment at the Program Level.
- Some faculty are incorrectly writing stage 5 completion in one semester and then stage 2 in the next semester for the same SLO. You can't GO BACK once you reach stage 5.
- PLOs are due every semester.
- "Get It Done Day" will return and the workshops helped to get reporting numbers up.
- Assessment websites should be updated.
- SLO Programs that do not have Degrees nor Certificates do not need PLOs.

## B. Enrollment Management – Susan Lamb

- We are currently at 17 20% down in student enrollment.
- Other colleges are experiencing enrollment issues. Some are down 15%; the average is 5 10% down.
- Her office checks numbers on a daily basis.
- She is going by the contract with courses that are less than 20 students, she is leaving it to the discretion of the School Deans as to whether they will be cancelled. There are 1200 sections that have less than 20 students. Trying to look at the courses in terms of 5 or 10 students pedagogical issues to be looked at. Other sections offered and other seats available? Is it the last course in the sequence?
- We are cancelling only a tiny percentage of course offerings. We try to look at courses individually. They look at special situations: Honor classes, CTE, pathway courses, etc.

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