

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](#)

DRAFT

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; GHJH'k]''\WUb[Y'f\c'X\Ufa `Yggj 'hc'f a]b]a i a 'f 'f a bb]

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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 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.

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Adopted by consent.

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. Discussion ensued. Council members expressed mixed concerns and support.
- iii. 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

