The Academic Senate
CITY COLLEGE OF SAN FRANCISCO

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Copies of the Final Agenda, Resolutions, and Materials for the May 7 meeting can be found in the May 7 Meeting Materials folder.

The Academic Senate Executive Council is committed to providing access and accommodation to Executive Council meetings. To make a request connected to a disability or health condition contact the Academic Senate President 48 hours in advance of any Executive Council meeting.

CCSF Academic Senate Executive Council
Final Agenda
Wednesday, May 21, 2025, 2:30-5:00 pm
HBB 140 or Via Zoom

May 21 Meeting Materials | ASEC Zoom Meeting Pro Tips | Community Guidelines | Guide to CCSF Acronyms

The times below are estimates and are subject to change. The agenda is not official until adopted.

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.

2. Adoption of Agenda 2:35

3. Public Comment 2:40
   This portion of the meeting is reserved for persons desiring to address the Senate on matters not on the agenda. No actions will be taken. Public comment is limited to 1 minute per speaker, which is about 150 words. You can submit comments in one of the following ways:
   1. Raise your "hand" in person or the Zoom room to get on the speakers list and deliver a live comment.
   2. Submit your comment through the Zoom meeting chat, to be read by a member of the Executive Council.
   3. Email your comment to alitzky@ccsf.edu 12pm on the day of the meeting, to be read by a member of the Executive Council.

4. Reports 2:50
    a. Officers Reports (15 min)
        i. [President's report](#)
    b. AFT2121 check-in report (5 min)
    c. Budget update with Dr. Yulian Ligioso, VC of Finance and Administration (20 min)
    d. Committee on Committees report (5 min)

5. Consent Agenda   3:35
    a. [Approval](#) of [Minutes from May 7, 2024](#)
    b. [Approval of Committee Appointments](#)
    c. [Appointment of OER Noncredit Coordinator](#)
    d. [Appointment of Faculty Travel Coordinator](#)

6. Unfinished Business 3:40
    a. [Proposed 2025-2027 CPR Process](#) (Discussion and [possible action](#), 15 min)
        i. Resource: [Board Budget Blueprint](#)
    b. Break (5 min)
    c. Endorsing the [California Adult Education Program (CAEP) 3-year Plan](#) - Stephanie Chenard, Director of Contract & Corporate Education, Adult Education, and Extension Programs (Second read and [possible action](#), 15 min)

7. New Business 4:30
    a. Proposal to Include [Rams Resources Student Service Website in Instructional Syllabi Templates](#) (Discussion and [possible action](#), 10 min)

8. Special Order of Business 4:40
    a. Seating of the 2025-2026 Executive Council (procedural)
        i. [CCSF 2025 Final Academic Senate Election Report](#); [Presentation](#)
    b. Celebration of Outgoing ASEC members
        i. List of outgoing and incoming members
    c. Officers Election: Council will determine the officer positions at this meeting. For additional details on the responsibilities of the AS Officers see [ASEC Officer's Duties](#) and [ASCCC Local Senates Handbook](#))
    d. Consent Agenda
        i. Adoption of the [Academic Senate Executive Council Calendar for 2025-2026](#)
        ii. [ASEC and PGC Committee Appointments for 2025-2026](#)

9. Adjournment (5:00 pm)

1st Consent Agenda

5.a. Approval of Minutes: Minutes from May 7, 2025

Resolved, the Executive Council approves the minutes for May 7, 2025.

5.b. Approval of Committee Appointments

Resolved, the Executive Council approves the following appointments:

International Education Advisory Committee
Misha Antonich, BEMA (new appointment)

PGC Planning Committee
Alexis Litzky, Communication Studies (new appointment)

5.c. Appointment of OER Noncredit Coordinator

Resolved, the Executive Council appoints Danielle Nanos Luz as the OER Noncredit Coordinator for AY 2025-26.

5.d. Appointment of Faculty Travel Coordinator

Whereas, the Executive Council updated the Faculty Travel Coordinator job description in April, 2025 to fit the regular process of recruiting and appointing coordinators, after the recommended timeline to notice, recruit, and select a candidate,

Resolved, the Executive Council appoints Kimberly Keenan as the Faculty Travel Coordinator for AY 2025-26, and

Resolved, the Academic Senate President should include the Faculty Travel Coordinator in the next cycle of recruitment for Academic Senate Coordinators in March 2026.

Unfinished Business

6.a. Endorsing the [Proposed 2025-2027 Comprehensive Program Review (CPR) Process](#)

Whereas, CCSF is projected to face ongoing budget deficits while on hold harmless and "Restoration Authority"[1] places unique emphasis on academic year 2025-2026 because it is the last year in which the College can grow and receive credit for unlimited enrollment growth; and

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[1] February 27, 2025 Board of Trustees Meeting Budget Development Update:
After Academic Year 2025-26, FTES growth will be capped at 0.234%

Whereas, the 2022 CPR Summary Report[2] recommends that the district use specific "data and metrics for program health measurement in consultation with the PGC Enrollment Management Committee, the Office of Research and Planning, and the Vice Chancellor of Academic and Institutional Affairs," to provide meaningful and comparable enrollment and completion data, therefore be it

Resolved, the Academic Senate supports proposed updates to the upcoming Comprehensive Program Review cycle that include:
- standardized vitality data provided by the Office of Research and Planning in collaboration with the Office of Instruction with an emphasis on the vitality measures promoted in the Academic Senate enrollment management philosophy of 1. Completion and success rates, 2. Improves student equity & achievement, 3. Enrollment and student demand, and 4. Successful assessment data.
- a time extension from one to two years consisting of two planning phases:
  - Phase 1, AY 2025-26: Action plan and Annual plan resource requests
  - Phase 2, AY 2026-27: CPR including progress and updates to the Phase 1 Action Plan, development of 3-year planning objectives, and Annual plan resource requests, and,

Resolved, the Academic Senate recommends the Program Review Committee review and revise the CPR prompts for Fall 2026 taking into account the new vitality markers, development of the Institutional Education Plan, and focus on 3-year planning objectives.

6.c. Endorsing the San Francisco Adult Education Program (AEP) 3-year Plan

Resolved, the Academic Senate endorses the San Francisco Adult Education Program (AEP) 3-year Plan as presented on May 21, 2025.

New Business

7.a. Proposal to add Student Services Website in Instructional Syllabi Templates

Whereas, we serve students studying as both part-time and full-time, credit, and non-credit and learning across multiple campuses and centers through in-person, online, and hybrid instructional formats and this can create significant challenges in making students aware of the variety of resources and services available to them as students at our college; and

Whereas, connection to student services and other CCSF resources for students can have an enormous retention benefit for students, particularly those from CCSF equity populations; and

Whereas, information about student resources have not always been housed and updated in

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[2] 2022 CPR Summary Report, adopted by ASEC Spring 2025

one easily searchable location; and

Whereas, the Office of Student Equity has undertaken an effort to house a centralized and regularly updated collection of student services and other CCSF resources for students at one website, Ram Resources, a searchable resource hub to help you navigate CCSF programs, services, and resources; therefore be it

Resolved, the Academic Senate recommends adding the Ram Resources to Simple Syllabus as a mandatory component starting in Fall 2025.

2nd Consent Agenda

8.d.i. Adoption of the [Academic Senate Executive Council Calendar for 2025-2026](#)

Resolved, the Academic Senate approves and adopts the [Executive Council Calendar for 2025-2026](#).

8.d.ii. [ASEC and PGC Committee Appointments for 2025-2026](#)

Resolved, the Academic Senate approves the [ASEC and PGC Committee Appointments for 2025-2026](#).