The Academic Senate

*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 Office
Wednesday, January ± pm
Ocean Campus Rosenberg Library

± **Council Members Present:** Anita Ashton, Monica Bosson, Steven Brown, Dayo Diggs, Matthew Duckworth, Donna Hayes, Vivian Ikeda, Lancelot Kao, Wendy Kaufmyn, Kimberly Keenan, Lillian Marrujo-Duck, Carole Meagher, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Carol Reitan, Karen Saginor, Lou Schubert, Fred Teti, Rosario Villasana, Ellen Wall, Laura Walsh, Debra Wilensky

± **Council Members Absent:** Jenette Cook, Beth Ericson, Suzanne Lo, Suzanne Pugh, Lisa Romano

Other Senate Members Present: Eric Blischak, Hal Huntsman, Ray Gamba, Craig Kleinman, Dana Jae Labrena

I. **Call to Order**

(2:40)

II. **Adoption of Agenda**

Agenda adopted.

III. **Public Comment**
 x Faculty were encouraged to read a positive article about CCSF in the SF Chronicle.
 x An announcement was made that Nanette Asimov is looking for ten current students at CCSF to highlight.
 x Difficulties caused by students being dropped for lack of payment were shared.
 x Faculty were encouraged to read two publically available memos from Barbara Beno to Brice Harris.

IV. **New Business**
    A. **Scheduling and Enrollment Management**
Vice Chancellor of Academic Affairs Susan Lamb gave a presentation on Enrollment Management:

    x Students should not be dropped at this time for nonpayment of fees. That policy

- x A message will be sent to Vice Chancellor of Student Affairs Dr. Naples to confirm, and distribute to faculty, the policies regarding dropping students.
- x Enrollment Management (EM):
  - x We need to ensure that everyone has correct information.
  - x We need to begin taking student success factors into account when creating our schedules.
  - x We need to protect certificate pathways so that students can complete their coursework.
  - x EM is not all about cutting courses, we need to focus on maintaining a core of courses for our programs while creating the flexibility to offer additional sections and courses in areas with greater student demand.
  - x During economic downturns enrollment increases and there is greater demand for courses.
  - x During economic upturns we need to protect our core programs and reach out to new students.
  - x We need to be able to shift Full Time Eq-2 (th)-5 (e12 Tf -18 -14.64 Td <o)-5 (t)-3le6 (t)ollFa

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students. We put the non-resident students into the calculation to ensure we build a schedule large enough to include both resident and non-resident students.

- x Our State goal for noncredit is 9,411.
- x There is sometimes a way to borrow from these categories.
- x To calculate how many classes we need to schedule: divide the enrollment goal by productivity.
  - x CCSF used to have a productivity of about 19. It has been hovering at 18. The CA State watermark is 17.5. Because enrollment is down, CCSF is aiming for a productivity number of 17.3. Because this is below the State watermark, this plan will mean that we have fewer monies for computers and technologies. Productivity of 17.3 which creates about 7500 class sections. These sections will be distributed proportionally based on each departments enrollment over the past year.
    - x We need to raise our enrollment, possibly by capturing more Summer enrollment.
- x Based on these calculation, we build a schedule. Our next schedule should be built by March of this year. Based on those numbers, we can estimated if we are ahead of target or behind target for annual FTES.
- x Strategies:
  - x We need to maintain our offerings of the breadth of General Education courses.
  - x The responsibility to add or shift and eliminate classes in the best interest of all City College students is bigger than our individual areas. We need to be able to balance out the course offerings based on student demand.
  - x Roll it Forward: if there are reduced enrollments we need to cut classes and roll tha-3 (d)-3 ((s)8 l (t)8 (h)-y (n)-3 (sibili)4 ((e)6hu)-3 (l)12 nd)-3 (t)6Our n (t)6 ens (m)-6 (in)

2. Course Outlines of Record (COR)

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