

CITY COLLEGE OF
SAN FRANCISCO

*SHARED GOVERNANCE
HANDBOOK
- 2011 -*

OFFICE OF SHARED GOVERNANCE

OCTOBER 2011



*CCSF SHARED GOVERNANCE
SYSTEM*

*COLLEGIAL GOVERNANCE
SYSTEM*

*COLLEGE ADVISORY
GOVERNANCE SYSTEM*

*PLANNING AND BUDGETING
GOVERNANCE SYSTEM*

ORGANIZATIONAL CHART

*DIRECTORY OF
COMMITTEE CHAIRS*

*DIRECTORY OF
APPOINTING BODIES*

*GUIDELINES FOR
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BUDGET & PLANNING GOVERNANCE SYSTEM

----- Policy recommendation in respect to academic and professional matters as defined in Title 5.

-·-·-·- Section IV. Subsection H of the "CCSF Shared Governance System".

Org Chart by Attila J. Gabor — Office of Shared Governance

BACKGROUND

CCSF Shared Governance System

In September of 1993, the Board of Trustees of the San Francisco Community College District established the City College of San Francisco Shared Governance System, in accordance with Assembly Bill 1725 (AB 1725). The CCSF Shared Governance organization consists of three systems, each with a set of permanent committees. All members of the City College community – students, faculty, classified and administrators -- are represented in these committees. The committees may establish sub-committees and task forces, wherever needed and appropriate.

Collegial Governance System

Four main committees address issues related to academic policies, student preparation and success, curriculum and staff development. All recommendations from these committees go to the Vice Chancellor of Academic Affairs and the Executive Council of the Academic Senate for review and approval before going to the Chancellor and ultimately to the Board.

College Advisory Governance System

Policies and recommendations from the committees in this system go the College Advisory Council comprised of senior administrators and representatives from the major student, faculty and classified organizations. The recommendations are advisory to the Chancellor and the Board.

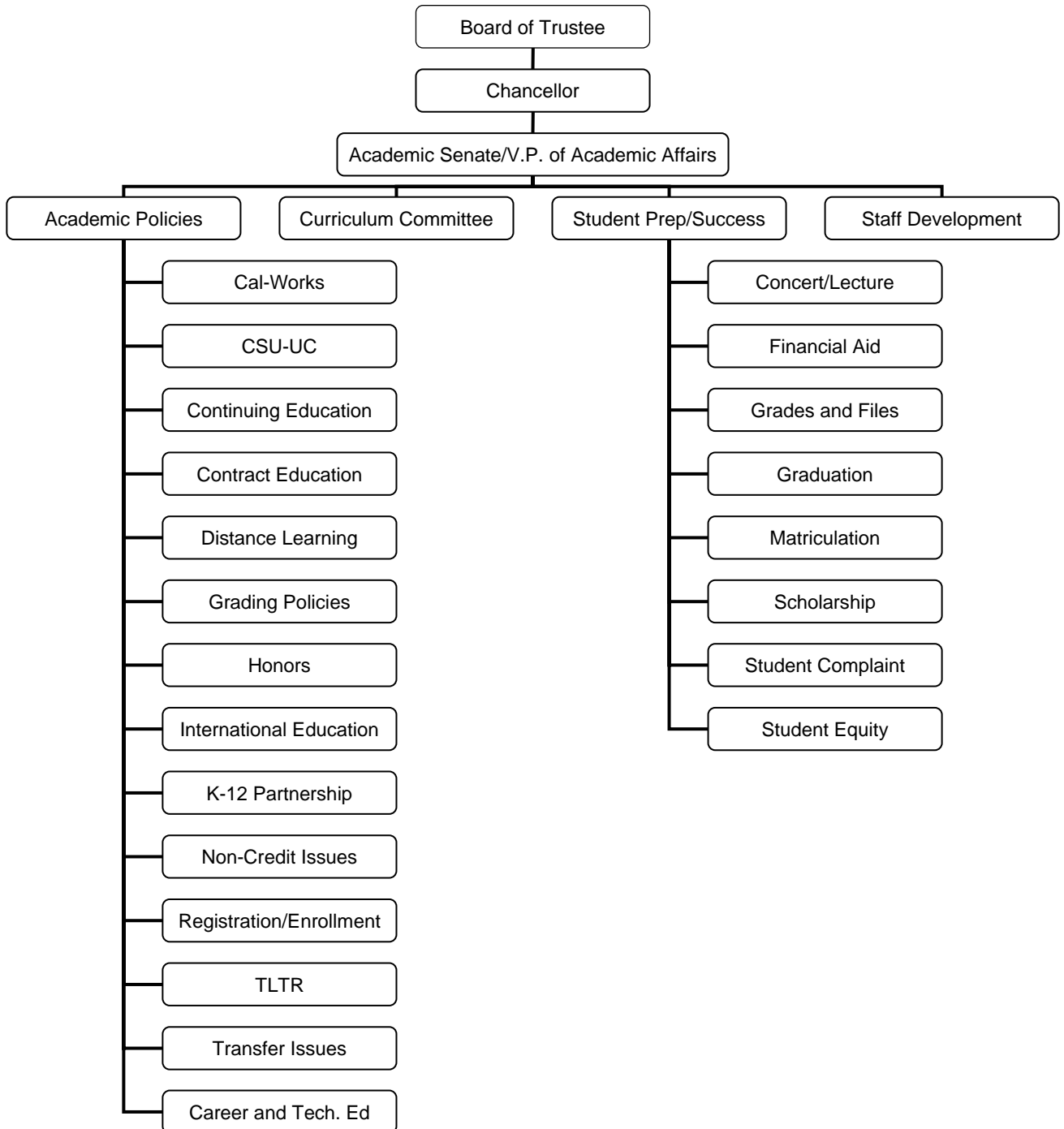
Budget and Planning Governance System

The main committee in this system is the Planning and Budget Council. All recommendations are advisory to the Chancellor and the Board.

Appointments to the committees, subcommittees and task forces are made by the appropriate appointing body of the four constituent groups (*See page 33*). Over 400 members of the college constituent groups participated in the work of the CCSF Shared Governance System.

COLLEGIAL GOVERNANCE SYSTEM

COLLEGIAL GOVERNANCE SYSTEM



ACADEMIC SENATE EXECUTIVE COUNCIL**PURPOSE**

The purpose of the Council shall be, as the representative of the Senate, to make recommendations to the Administration, the Board of Trustees, and to other appropriate individuals and bodies regarding academic and professional matters; and, as provided by law and agreement, to make joint decisions with the Board of Trustees with respect to academics and professional matters; and to inform the Senate of current issues and hold meetings for discussion.

MEMBERSHIP

The Council shall consist of 29 members elected at large, subject to the following provision: that no more than three Senate members from a department, as defined by the Bylaws, shall serve on the Council at one time, except ESL, which shall have no more than six. The election of Council members shall be by secret ballot, and shall be conducted each year by an Election Commission appointed by the Council. Council members shall serve for a two-year term beginning on the day of the last Council meeting of the semester in which the election was held.

Senate President: Karen Saginor (F) 452-5058

ACADEMIC POLICIES COMMITTEE**PURPOSE:**

Recommends policies related to degree and certificate requirements: development of new instruction programs including vocational education, contract education, community services international education, grading articulation agreements between City College and other education institutions, CSU-UC breadth requirements, graduation requirements, telecourses and distance learning, and other academic and professional issues not directly within the purpose and function of the Curriculum Committee, Staff Development Committee of the Student Preparation/Student Success Committee.

Committee Chair: Fred Teti (F) 239-3357

Committee Membership:

Administrators	5
Classified	1
Faculty	9
Students	2

SUBCOMMITTEES OF THE ACADEMIC POLICIES COMMITTEE

BASIC SKILLS**PURPOSE:**

To provide leadership in basic skills by researching, evaluating, and promoting best practices in basic skills with the purpose of forming recommendations on organizational structure, program comprehensiveness, and classroom practices that will improve the teaching and learning of basic skills content.

Committee Co-Chair: Mary Bravewoman (F) 239-3362
Co-Chair: Maria Rosales-Uribe (F) 241-2376

Committee Membership: Unlimited

CSU-UC BREADTH**PURPOSE:**

Applies established criteria for transferability of CCSF courses and informs departments about criteria.

Committee Chair: Deanna Abma (A) 239-3583

Committee Membership: Administrators 2
Classified 1
Faculty 3 (1 from the Curriculum Committee)
Students 1

CAL-WORKS ADVISORY**PURPOSE:**

To advise on matters concerning the Cal-Works Program.

Committee Chair: Jane Sneed (F) 920-6042

Committee Membership: Administrators 5
Classified 3
Faculty 10
Students 3

CAREER & TECH EDUCATION**PURPOSE:**

Develops/promotes Vocational Educational Master Plan. Furthermore, reviews, recommends, and acts on matters regarding Vocational Education, including VATEA.

Committee Chair: Andrea Speraw (F) 550-4424

Committee Membership: Unlimited

CONTINUING EDUCATION**PURPOSE:**

Oversees classes and activities under community services and advises Dean in charge of community services.

Committee Chair: Vacant

Committee Membership:

Administrators	2
Classified	1
Faculty	4
Students	1

CONTRACT EDUCATION**PURPOSE:**

To establish goals, objectives and guidelines. To assist in marketing of contract education internally and externally. To advise Dean in charge of contract education.

Committee Chair: Vacant

Committee Membership:

Administrators	1
Classified	1
Faculty	8
Students	1

DISTANCE LEARNING ADVISORY**PURPOSE:**

Recommends policies related to distance learning instruction and issues. Seeks and disseminates information regarding distance learning. Establishes the criteria and procedures involved in the selection of courses for distance learning and recommends distance learning courses for development.

Committee Chair: Vacant

Committee Membership:

Administrators	1 (Dean of School of Liberal Arts/Resource)
Classified	1
Faculty	6
Students	1

GRADING POLICIES**PURPOSE:**

Recommends changes in grading per Title V. and recommends grading policies.

Committee Chair: Vacant

Committee Membership:

Administrators	3
Classified	1
Faculty	6 (1 from APC, 1 from Reg/Enr 1 N/C)
Students	1

HONORS**PURPOSE:**

To Supervise implementation of Honors plan and to advise on honor courses.

Committee Chair: Sam Kudsi (F) 239-3376

Committee Membership: Administrators 2
Classified 1
Faculty 5
Students 2

INTERNATIONAL EDUCATION**PURPOSE:**

Recommends policies and discusses issues related to international educations.

Committee Co-Chairs: Ana Rita Garcia (F) 452-7105
Kimoyoshi Inomata (F) 452-5449

Committee Membership: Unlimited

K-12 PARTNERSHIP**PURPOSE:**

The subcommittee recommends policies as they relate to K-12 Partnership functions such as: Articulation, Outreach, Concurrent Enrollment, Faculty Collaboration, Community Service, Parent Outreach, Professional Development, Information Sharing, Shared Facilities and Joint Research.

Committee Chair: Laurie Scolari (A) 239-3310

Committee Membership: Administrators 4
Classified 1
Faculty 8 (1 credit, 1 noncredit counseling)
Students 1

NONCREDIT ISSUES**PURPOSE:**

Recommends policies related to noncredit instruction and issues. Seeks information regarding noncredit and informs faculty.

Committee Co-Chairs: Vivian Ikeda (F) 920-6042
Jane Sneed (F) 241-2280

Committee Membership: Unlimited

REGISTRATION/ENROLLMENT**PURPOSE:**

Recommends policies on all aspects of registration, including add/drop and enrollment priorities.

Committee Chair:	<i>Darlene Alioto</i>	<i>(F)</i>	<i>239-3330</i>
Committee Membership:	<i>Administrators</i>	<i>2</i>	<i>(From the Provost office)</i>
	<i>Classified</i>	<i>1</i>	
	<i>Faculty</i>	<i>8</i>	<i>(1 credit, 1 noncredit counseling)</i>
	<i>Students</i>	<i>2</i>	

TEACHING, LEARNING AND TECHNOLOGY ROUNDTABLE**PURPOSE:**

Recommends policies for the use of technology in instructional support and student services.

Committee Co-Chair:	<i>Carmen Lamha</i>	<i>(F)</i>	<i>239-3396</i>
	<i>Terry Hall</i>	<i>(A)</i>	<i>239-3363</i>
Committee Membership:	<i>Administrators</i>	<i>4</i>	
	<i>Classified</i>	<i>4</i>	
	<i>Faculty</i>	<i>10</i>	
	<i>Students</i>	<i>2</i>	

TRANSFER ISSUES ADVISORY**PURPOSE:**

Implements Educational Code Regulations concerning City College of San Francisco's Transfer Center. In addition, the subcommittee will address all transfer issues recommendations contained in the Transfer Enhanced Plan.

Committee Chair:	<i>Donna Hayes</i>	<i>(F)</i>	<i>239-3313</i>
Committee Membership:	<i>Administrators</i>	<i>3</i>	
	<i>Classified</i>	<i>1</i>	
	<i>Faculty</i>	<i>10</i>	
	<i>Students</i>	<i>3</i>	

CURRICULUM COMMITTEE**PURPOSE**

Recommends new course and program offerings and revisions in title, prerequisites, student units, descriptions of existing course.

Committee Chair: Melinda Wiel (F) 239-3242

Committee Membership:

Administrators	6
Classified	1
Faculty	18
Students	2

STAFF DEVELOPMENT COMMITTEE**PURPOSE**

Develops guidelines for the appropriate expenditure of monies allocated to the committee for the staff development needs of all segments of the college. Solicits input regarding content of flex day program, helps plan program, and recommends flex calendar policies. Develops and recommends college-wide staff development.

Committee Chair: Clara Starr (A) 241-2249

Committee Membership:

Administrators	4
Classified	4
Faculty	4
Student	1 (Non-voting)

STUDENT PREPARATION/SUCCESS COMMITTEE**PURPOSE**

Recommends policies related to student preparation and success and policies that concern the offices reporting to Student development deans, and promotes student success within and beyond the classroom by increasing awareness of, and access to, resources across all campuses while recognizing the range of talents, experiences and backgrounds that students bring to City College of San Francisco.

Committee Chair: Kristina Whalen (F) 452-4842

Committee Membership:

Administrators	4
Classified	2
Faculty	7
Students	2

SUBCOMMITTEES OF THE STUDENT SUCCESS/PREPARATION COMMITTEE**CONCERT & LECTURE****PURPOSE:**

To develop programs and respond to proposals which will enhance the students experience at the College. To fund programs which will meet the diverse needs of the College Community.

Committee Chair: Stephanie Lyons (F) 239-3580

Committee Membership:

Administrators	2
Classified	2
Faculty	3 (1 credit, 1 noncredit counseling)
Students	3

FINANCIAL AID ADVISORY**PURPOSE:**

To provide planning and to advise the Student Preparation/Success Committee in the area of financial aid.

Committee Chair: Maria Pena (F) 239-3961

Committee Membership:

Administrators	2
Classified	2
Faculty	2
Students	4

GRADES & FILES**PURPOSE:**

To hear student petitions for change of grades. The Subcommittee forwards its recommendation to the Chancellor.

Committee Chair: Mary Adams (F) 239-3284

Committee Membership:

Faculty	2
Students	6

GRADUATION**PURPOSE:**

To oversee the planning and coordination for the Annual Graduation Exercises.

Committee Chair: Veronica Hunnicutt (A) 239-3762

Committee Membership:

Administrators	2
Classified	2
Faculty	3
Students	4

MATRICULATION ADVISORY**PURPOSE:**

To monitor and insure that Matriculation funds are spent to meet the needs of our students and in accordance to the requirements of the State Chancellor's Office.

Committee Chair: Carl Jew (A) 239-3853

Committee Membership: Administrators 5
 Classified 4
 Faculty 8 (4 Counselors – 1 EOPS, 1 CDPC,
 1 Phelan, 1 Campuses / 4 Instructors –
 1 English, 1 Math, 1 ESL, 1 Voc. Ed)
 Students 3

SCHOLARSHIP**PURPOSE:**

To review, assess and make recommendations to applications from students for scholarships.

Committee Chair: Ellen Wall (F) 239-3394

Committee Membership: Unlimited

STUDENT COMPLAINT**PURPOSE:**

To develop procedures to address student grievances.

Committee Chair: Vacant

Committee Membership: Unlimited

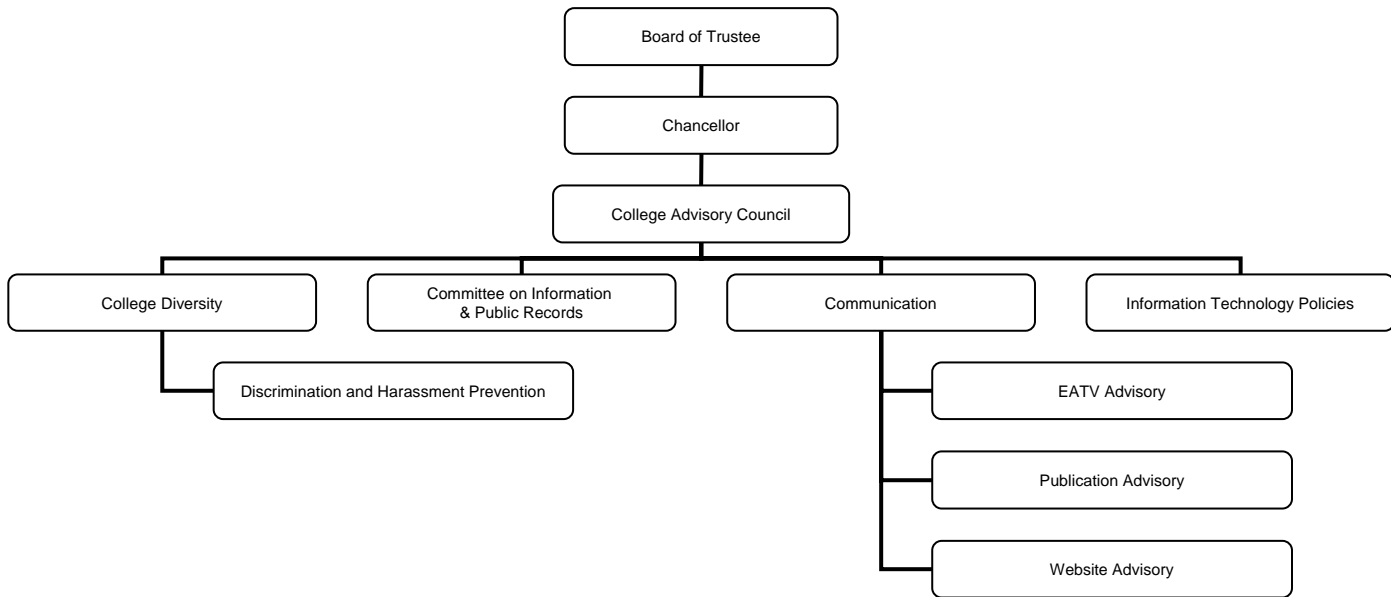
STUDENT EQUITY**PURPOSE:**

Committee Chair: Vacant

Committee Membership: Administrators 2
 Classified 2
 Faculty 7
 Students 2

COLLEGE ADVISORY GOVERNANCE SYSTEM

COLLEGE ADVISORY GOVERNANCE SYSTEM



COLLEGE ADVISORY COUNCIL**PURPOSE**

The College Advisory Council will coordinate policy development and make recommendations in areas not under the leadership of the Academic Senate. The College Advisory Council shall receive and review all recommendation from the college standing committees (of the College Advisory Governance System). The Council's recommendations shall be forwarded to the Chancellor who shall make final recommendations to the Board of Trustee.

Committee Chair: Dr. Don Q. Griffin (A) 239-3303

Committee Membership:

Administrators	4
Classified	3
Faculty	3
Students	3

COLLEGE DIVERSITY COMMITTEE**PURPOSE**

The exploration and identification of key curriculum/across-the-curriculum issues that relate to the issues of diversity and advise the Curriculum Committee accordingly. Identify key faculty and staff development issues, ideas and training opportunities related to diversity and advise the Staff Development Committee accordingly. Identify potential resources that can be utilized to assist the district in achieving its goals and objectives related to diversity. Identify diversity issues that impact negatively on student success and retention and advise the Student Preparation/Success Committee accordingly.

Committee Chair: Dr. Don Q. Griffin (A) 239-3303

Committee Membership:

Administrators	4
Classified	4
Faculty	4
Students	4

SUBCOMMITTEES OF THE COLLEGE DIVERSITY COMMITTEE**DISCRIMINATION & HARASSMENT PREVENTION SUBCOMMITTEE****PURPOSE**

To prevent unlawful discrimination and harassment at all City College of San Francisco campuses through education and intervention.

Committee Chair: Guillermo Romero (F) 550-4470

Committee Membership:

Administrators	3
Classified	6
Faculty	12
Students	2

COMMITTEE ON INFORMATION AND PUBLIC RECORDS**PURPOSE**

The Committee on Information and Public Records shall have oversight responsibility for reviewing level of access to and the dissemination of information about the activities and decisions of the CCSF Shared Governance councils, committees and sub-committees. The committee shall conduct periodic reviews of the work of the Office of Shared Governance and the various shared governance committees to ensure that the agendas are posted in a timely fashion, minutes are recorded and minutes are made available to CCSF internal and external constituencies through the College's website and publications.

This committee will make an annual report to the College Advisory Council on the activities and actions of the College's Shared Governance system. This annual report will also be distributed to the CCSF college community.

Committee Chair: Attila Gabor (C) 239-3812

Committee Membership:

Administrators	3
Classified	3
Faculty	3
Students	3

COMMUNICATION COMMITTEE**PURPOSE**

Recommends policies related to college communications, publications and other media including educational access television, KCSF Radio, and the front page of the college website.

Committee Chair: Francine Podenski (F) 239-3351

Committee Membership:

Administrators	3
Classified	3
Faculty	3
Students	3

SUBCOMMITTEES OF THE COMMUNICATION COMMITTEE

EATV ADVISORY SUBCOMMITTEE

PURPOSE

Reviews and recommends programming improvements for EAtv-Ch27.

Committee Chair: Vacant

Committee Membership: Unlimited

PUBLICATION ADVISORY SUBCOMMITTEE

PURPOSE

Reviews and recommends improvements for college printed publications such as City Currents, the College Catalog, the College Class Schedule, business cards, and promotional materials such as brochures.

Committee Chair: Tom Blair (F) 239-3223

Committee Membership: Unlimited

WEBSITE ADVISORY SUBCOMMITTEE

PURPOSE

Reviews and recommends improvements for the college website front page and the transitional pages that link the front page info to websites for offices, services, and departments.

Committee Chair: Beth Cataldo (F) 452-5107

Committee Membership: Unlimited

INFORMATION TECHNOLOGY POLICIES COMMITTEE**PURPOSE**

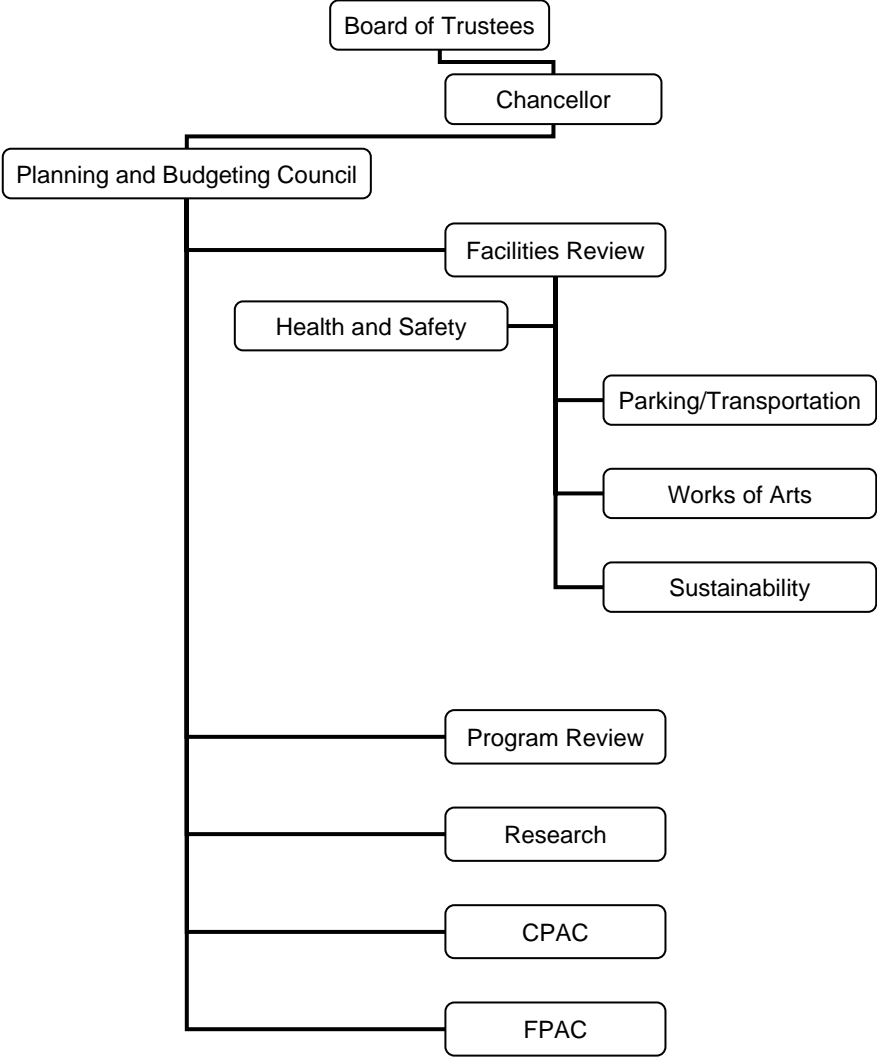
The ITPC is the central planning and policy coordination committee established within the framework of the College Governance System and serving as the focal point for administrative and academic technology issues.

Committee Chair: David Yee (A) 239-3467

Committee Membership: Administrators 3
 Classified 3
 Faculty 3
 Students 2

BUDGET AND PLANNING GOVERNANCE SYSTEM

BUDGET AND PLANNING GOVERNANCE SYSTEM



PLANNING AND BUDGETING COUNCIL

Purpose:

The council shall serve as a standing committee within the CCSF shared governance system with the specific charge to provide guidance in the overall planning system for CCSF, participate in the development of plans (including the strategic plan and annual plans), review and recommend the annual budget (including unity and plans and budgets), and participate in the semi-annual assessment of accomplishments and outcomes. The Council makes planning and budgeting recommendations directly to the Chancellor, who makes decisions on final plans and budgets to be recommended to the Board of Trustees for adoption. The Council also may make recommendations on the overall policies and procedures for the development of plans and budgets at CCSF.

Committee Chair: Dr. Don Q. Griffin (A) 239-3303

Committee Membership:

Administrators	5
Classified	4
Faculty	7 (4 by Academic Senate, 2 from DCC, 1 by AFT 2121)
Students	4

BUDGET AND PLANNING GOV. SYSTEM SUBCOMMITTEES

CLASSIFIED POSITION ALLOCATION COMMITTEE

PURPOSE

Allocates according to set priority criteria of all new and upgrade classified position requests. Requests and evaluates the distribution of Classified positions, district wide. Post facto review of Personal Service Contracts. If position becomes vacant during the year, are placement can be hired without first being processed by the subcommittee. However, Post Facto review will occur of all existing classified positions, which are filled under these criteria.

Committee Chair: Vacant

Committee Membership:

Administrators	2
Classified	2
Faculty	2

FACULTY POSITION ALLOCATION COMMITTEE**PURPOSE**

Allocates according to set priority criteria of all faculty position requests

Committee Chair: Alice Murillo (A) 239-3322

Committee Membership: Administrators 3
Faculty 3

RESEARCH

-- Inactive --

PURPOSE

Reviews and revises the draft Accountability Atlas in order to establish an annual accountability report to the State Chancellor's Office. The Atlas will be then periodically reviewed by the subcommittee and the Master Plan Committee. Establishes a set of local accountability indicators specific to the needs of City College. Data and information on such indicators will also be published annually and utilized in the College's budgeting and planning system, and program review. Establishes and annual research project agenda for the College and review and provide feedback on research projects throughout the academic year.

Committee Chair: Vacant

Committee Membership: Administrators 2
Classified 2
Faculty 2
Students 2

FACILITIES REVIEW COMMITTEE**Purpose:**

The Facilities Committee makes recommendations on both long-range and short-range facilities plans for all college campuses based upon the College's priorities. The Chancellor shall reserve the right to set deadlines for a committee advisory recommendation. The Committee shall report recommendations to the Chancellor and the Planning and Budgeting Council.

Committee Chair: Peter Goldstein (A) 241-2229

Committee Membership: Administrators 4
Classified 3
Faculty 4
Students 2

HEALTH AND SAFETY

PURPOSE:

Recommends policies pertaining to the safety of students and college employees. This committee is established through collective bargaining agreements with SEIU 790 and AFT 2121.

Committee Chair: Peter Goldstein (A) 241-2229

Committee Membership: Administrators 2
 Classified 2
 Faculty 2
 Students 2

PROGRAM REVIEW COMMITTEE

PURPOSE:

To develop criteria for judgment of reports. To review reports and recommendations. To review and refine Program Review process.

Committee Co-Chairs: Alice Murillo (A) 239-3322
 Loren Bell (F) 239-3409

Committee Membership: Administrators 3
 Classified 3
 Faculty 5 (1 DCC)
 Students 2

COMMITTEE CHAIRS DIRECTORY

DIRECTORY OF SHARED GOVERNANCE COMMITTEE CHAIRS

Committee	Chair	Phone	E-mail	Mail Box
-- A --				
Academic Senate	Karen Saginor	452-5058	ksaginor@ccsf.edu	E-202
Academic Policies	Fred Teti	239-3357	fteti@ccsf.edu	L-254
-- B --				
Basic Skills (Co-Chair)	Mary Bravewoman Maria Rosales-Uribe	239-3362 241-2376	mbravewo@ccsf.edu marosale@ccsf.edu	L-103 Gough
-- C --				
CSU-UC Breadth	Deanna Abma	239-3583	dabma@ccsf.edu	C-308
Cal-WORKs	Jane Sneed	920-6042	jsneed@ccsf.edu	MIS
Career & Tech Education	Andrea Speraw	550-4424	asperaw@ccsf.edu	EVANS
Classified Position Allocation	David Gallerani	452-5452	dgaller@ccsf.edu	R-501
College Advisory Council	Don Q. Griffin	239-3303	dgriffin@ccsf.edu	E-200
College Diversity	Don Q. Griffin	239-3303	dgriffin@ccsf.edu	E-200
Communication	Francine Podenski	239-3351	fpodenks@ccsf.edu	A-6
Concert & Lecture	Stephanie Lyons	239-3580	slyons@ccsf.edu	L-230
Continuing Education	Vacant			
Contract Education	Vacant			
Curriculum	Melinda Weil	239-3242	mweil@ccsf.edu	S-405
-- D --				
Discrimination/Harassment	Herb Green	452-7072	hgreen@ccsf.edu	MIS
Distance Learning Advisory	David Dore	239-3709	ddore@ccsf.edu	C-106
-- E --				
EATV Advisory	Vacant			
-- F --				
Facilities Review	Peter Goldstein	241-2229	pgoldste@ccsf.edu	GOUGH
Faculty Position Allocation	Alice Murillo	239-3322	amurillo@ccsf.edu	C-308
Financial Aid Advisory	Maria Luz Pena	239-3961	lpena@ccsf.edu	FAO

DIRECTORY OF SHARED GOVERNANCE COMMITTEE CHAIRS

Committee	Chair	Phone	E-mail	Mail Box
-- G --				
Grades and Files	Mary Adams	239-3284	madams@ccsf.edu	L-141
Grading Policies	Vacant			
Graduation	Veronica Hunnicutt	239-3211	vhunnicu@ccsf.edu	E-106
-- H --				
Health and Safety	Peter Goldstein	241-2229	pgoldste@ccsf.edu	GOUGH
Honors	Sam Kudsi	239-3376	skudsi@ccsf.edu	L-221
-- I --				
Information & Public Records	Attila Gabor	239-3812	agabor@ccsf.edu	E-208
Information Tech. Policies	David Yee	239-3467	dyee@ccsf.edu	S-16
International Education (Co-Chair)	Ana Rita Garcia Kimiyoishi Inomata	452-7105 452-5449	argarcia@ccsf.edu kinomata@ccsf.edu	A-67 A-48
-- K --				
K-12 Partnership	Laurie Scolari	239-3310	scolari@ccsf.edu	E-205
-- M --				
Matriculation	Carl Jew	239-3853	cjew@ccsf.edu	E-204
-- N --				
Noncredit Issues (Co-Chair)	Vivian Ikeda Jane Sneed	241-2280 920-6042	viked@ccsf.edu jsneed@ccsf.edu	GOUGH MIS
-- P --				
Parking & Transportation	Shaw Yee	452-5726	sbyee@ccsf.edu	SU-205
Planning/Budgeting Council	Don Q. Griffin	239-3303	dgriffin@ccsf.edu	E-200
Program Review Co-Chairs	Alice Murillo Loren Bell	239-3322 239-3409	amurillo@ccsf.edu lbell@ccsf.edu	C-308 L-231
Publication Advisory	Tom Blair	239-3223	tblair@ccsf.edu	A-74

DIRECTORY OF SHARED GOVERNANCE COMMITTEE CHAIRS

Committee	Chair	Phone	E-mail	Mail Box
-- R --				
Registration Enrollment	Darlene Alioto	239-3330	dalioto@ccsf.edu	L-136
Research	Vacant			
-- S --				
Scholarship	Ellen Wall	239-3394	ewall@ccsf.edu	L-183
Staff Development	Clara Starr	241-2249	cstarr@ccsf.edu	GOUGH
Student Complaint	Vacant			
Student Equity	David Yee	239-3477	dyee@ccsf.edu	S-16
Student Prep/Success	Kristina Whalen	452-4842	kwhanel@ccsf.edu	L-193
Sustainability	Erika Delacorte	550-5504	yhunnic@ccsf.edu	MUB-101
-- T --				
TLTR (Co-Chair)	Carmen Lamha Terry Hall	239-3396 239-3363	clamha@ccsf.edu thall@ccsf.edu	S-98 C-308
Transfer Issues Advisory	Donna Hayes	239-3313	dhayes@ccsf.edu	A-64
-- W --				
Website Advisory	Beth Cataldo	452-5107	bcataldo@ccsf.edu	C-339
Works of Art	Julia Bergman	452-5553	jbergman@ccsf.edu	R-413

DIRECTORY OF APPOINTING BODIES AND OTHER CONTACTS

APPOINTMENTS

Appointments to the committees, subcommittees and task forces are made by the appropriate appointing body of the four constituent groups.

ADMINISTRATORS

Office of the Chancellor and the Chair of the Administrators' Association

(Co-Chair) [Tom Boegel](#) 239-3360 C-308

(Co-Chair) [Kristin Charles](#) 239-33377 C-306

CLASSIFIED

SEIU 1021 local

(President) [Athena Steff](#) 239-3920 B-306

FACULTY

Academic Senate

(President) [Karen Saginor](#) 239-3611 E-202

(1st Vice President) [Fred Teti](#) 239-3357 L-254

STUDENTS

Associated Students

(President) [Bobby Arenas](#) 239-3108 SU-205

OFFICE OF SHARED GOVERNANCE

For additional information on shared governance contact Attila Gabor at 239-3812 or by e-mail at agabor@ccsf.edu

Our Web Address is: <http://www.ccsf.edu/NEW/en/about-city-college/shared-governance.html>

GUIDELINES FOR COMMITTEE & SUBCOMMITTEE CHAIRS

Congratulations on being elected chair! Being a (sub)committee chair does not have to be a terrible burden. Here are some guidelines for running a committee smoothly.

ARCHIVE

You will probably inherit from the previous chair(s) the committee's archive. This can range from a binder (typical), to a folder of computer files (for the technophiles), to the contents of a storage facility on campus (rare).

- Unless the committee elects a separate archivist, you are responsible for the materials in the archive.
- The previous chair(s) should brief you on the most important parts of the archive.

MEMBERSHIP ROSTER

Keep the committee roster up to date. Browse the Shared Governance website (http://www.ccsf.edu/Offices/Shared_Governance) and check that the information there is accurate.

- You should receive notices from the appropriate appointing body when a faculty, classified staff, administrator or student is appointed as a new member. The notice should include the length of the member's term, and the member's status as voting member or as resource member.
- Has someone been absent for three meetings in a row? Contact the appropriate appointing agent to see whether a new appointment is appropriate. Meanwhile, you may act as if the committee has one less member for purposes of quorum.

NEW MEMBERS

You (or your designee) are responsible for orienting all new members to the work of the committee. New members should receive information on at least the following items:

- Role and function of the committee
- Past minutes
- List of committee members
- Background on current issues in front of the committee
- Schedule of meeting dates, times, and places
- Protocols for conduct of meetings (useful for large committees)

MEETING SCHEDULE

You set the meeting schedule (dates and times) and reserve the rooms.

- Try to be as accommodating as possible to your committee members.
- Email the schedule to Attila Gabor at the Shared Governance Office for posting on the website (agabor@ccsf.edu) and the City Currents Master Calendar.
- If a change in the schedule is necessary, announce this as broadly and quickly as possible.

AGENDAS

You set the meeting agendas.

- Usually we place items on the agenda about anything requested, but you have the option of setting specific rules (e.g., an agenda item must be submitted by a committee member at least a week in advance).
- Email the meeting agendas to Attila Gabor at the Shared Governance Office (agabor@ccsf.edu) so that he can post it on the website 72 hours before the meeting.
- Near the start of each academic year, each committee should read the CCSF Mission Statement (<http://www.ccsf.edu/Catalog/Admin/mission.html>) and the committee's purpose statement (http://www.ccsf.edu/Offices/Shared_Governance). Try to adhere to the philosophies expressed in these statements. If your committee wants to change its purpose statement, consult the chair of your parent committee/council.

MINUTES

Unless the committee elects a separate secretary, you are responsible for minutes. *The minutes don't have to be an epic transcript of the meetings.* The minutes only need

- attendance (members present and absent)
- issues discussed
- outcomes/recommendations/resolutions

The committee should decide which of these two options it will follow:

- (1) The committee can authorize the secretary to write and publish the minutes without further review.
- (2) Otherwise, the committee can require that the secretary circulate the draft minutes before or at the next meeting for suggested edits and approval.

In either case the official minutes should be sent to the Shared Governance Office (agabor@ccsf.edu) and to the chair of the parent committee/council within a week.

POLICY RECOMMENDATIONS

Committees are not empowered to change policy, but they can *recommend* changes in policy. Here's how:

- Pass a resolution recommending the change.
- Ask the chair of your parent committee/council to put your recommendation on the next agenda.
- Attend that meeting and speak to your recommendation.

ANNUAL REPORT

At the end of each academic year, the Office of Shared Governance will send out the Annual Report Template. Fill in the fields for issues you discussed and recommendations you passed. This should take only a few minutes if you have a set of minutes to work from.

COMMITTEE OR SUBCOMMITTEE

The **subcommittee chair** has the responsibility to assure that the subcommittee:

- The proposal(s) from the subcommittee is forwarded to the committee for approval.
- Gives regular (at least once a semester) report on its activities to their parent committee (in person). If the chair is not available, another person can fill in. If the subcommittee did not meet, that should be communicated to the parent committee.

The **committee chair** has the responsibility to assure that:

- The subcommittee's report is put on the committee's agenda at least once a semester.
- The subcommittee's report is included in the minutes. If a subcommittee did not meet, that shall be reflected in the minutes.

ELECTION

Have you been chair for a year? It's time to elect a new one, or to be re-elected if you are willing.

- Prepare to mentor the incoming chair or co-chairs. Turn over to them the committee's archive.
- Notify Attila Gabor at the Shared Governance Office (agabor@ccsf.edu) and the chair of the parent committee/council of the change.

APPOINTING BODIES

The CCSF Shared Governance system has four constituent groups and accordingly four appointing bodies. They are the following;

- Faculty- Academic Senate (Karin Saginor at x5058, Fred Teti x3357).
- Administrators' Association for administrators (Tom Boegel at x3360, Kristin Charles at x3377).
- SEIU 1021 for classified staff (Athena Steff at x 3920).
- Associated Students for students (Bobby Arenes at x3108).

Additional Formalized Customary Practices of Shared Governance Committees¹.

1. The rules for committees and subcommittees will be the same, except:

- a. Membership Limitation (See Section 2.)
- b. Approval of Minutes (See Section 3.)

2. Limited/Unlimited and Open/Closed Membership² and Quorum.

- a. *Limited membership* refers to a restricted number of members³.

Quorum for a limited membership committee is the simple majority of the appointed members - not the available number of appointments.

Unlimited membership refers to unrestricted number of members.

However additional rules apply:

- i. Only subcommittees can have unlimited membership.
- ii. Members still have to be appointed by the appropriate appointing body.
- iii. Quorum is established by consensus of those present at the first meeting of each academic year.

- b. *Closed membership* refers to a committee where there is delineation on membership within a constituent group.

For example; CSU-UC Breadth – 3 faculty (1 also has to be a member of the Curriculum Committee).

Open membership refers to a committee where there is no delineation on membership within a constituent group.

3. Minutes

Minutes are required for both committees and subcommittees.

The minutes of a committee meeting has to be approved at the following meeting of the committee (if there is a quorum).

The minutes of the subcommittee **can be** approved by email consensus of the members within an agreed timeline before the following meeting of the subcommittee.

4. Reappointment

Appointed members whose terms have expired may continue to serve in full capacity until they are reappointed or replaced.

5. Resignation

A member who decides to resign may leave the committee immediately. However, that member needs to notify both the committee chair and the appointing body.

6. Resource Person

A resource person:

- a. Has to be appointed by the appropriate appointing body.
- b. Does not vote.
- c. Is not part of the quorum.
- d. Can be elected as a chair of a committee. However, first consideration must be given to members of the committee.

¹ The committee designation is interchangeable with subcommittee unless differently noted.

² All appointments are expected to be in good faith.

³ Example of a limited (number) committee would be: 2 administrators 2 classified, 2 faculty and 2 students.

7. Placing Items on the Agenda

It is the responsibility and the right of the Chair to place an item on the agenda. In order to place an item on the agenda against the objection of the chair, a quorum of the members is required.

8. Quorum

Quorum for a limited membership committee is the simple majority of the appointed members - not the available number of appointments.

Quorum for an unlimited membership subcommittee is established by consensus of those present at the first meeting of each academic year.

9. Participate via Phone or Videoconference

Members can participate via phone or videoconference with prior approval of the chair.

10. Designee⁴ Vote

Designee vote is allowed only in College Advisory Council delivered by a designee of the organization represented⁵.

11. Guests

All shared governance meetings are open to the public. However, a guest can be part of a discussion only by being recognized by the chair.

12. Seating of Guests

Whenever possible, committee members should be seated in a first tier circle and guests in second tier circle

⁴ Designee vote is also known as proxy vote.

⁵ For example, the designee vote for the President of the DCC can only be delivered by another member of the DCC.

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