# TABLE OF CONTENTS

**CCSF Shared Governance System**
- Organizational Chart: i
- Background Information: ii

**Collegial Governance System**
- Organizational Chart: 1
- Academic Senate: 3
- Academic Policies: 3
- Curriculum: 8
- Staff Development: 8
- Student Preparation/Success: 8

**College Advisory Governance System**
- Organizational Chart: 13
- College Advisory Council: 15
- College Diversity: 16
- Communication: 16
- Information Technology Policy: 17

**Budget and Planning Governance System**
- Organizational Chart: 21
- Planning & Budgeting Council: 23
- Facilities Review: 25
- Health and Safety: 26

**Committee Chairs Directory**: 29

**Directory of Other Related Contacts**: 33

**Guidelines for Committee Chairs**: 35

**Index**: 39

*SHARED GOVERNANCE HANDBOOK – 2006*
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 to the Provost 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 31). Over 400 members of the college constituent groups participated in the work of the CCSF Shared Governance System.
COLLEGIATE GOVERNANCE SYSTEM
COLLEGIAL GOVERNANCE SYSTEM

Board of Trustee

Chancellor

Academic Senate/V.P. of Academic Affairs

Academic Policies

- Cal-Works
- CSU-UC
- Continuing Education
- Contract Education
- Distance Learning
- Grading Policies
- Honors
- International Education
- K-12 Articulation
- Non-Credit Issues
- Registration/Enrollment
- TLTR
- Transfer Issues
- Vocational Education

Curriculum Committee

Student Prep/Success

- Concert/Lecture
- Financial Aid
- Grades and Files
- Graduation
- Matriculation
- Scholarship
- Student Complaint
- Student Equity

Staff Development

SHARED GOVERNANCE HANDBOOK – 2006
ACADEMIC SENATE

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: Fred Teti (F) 239-3611

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) 239-3273

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: Hal Huntsman (C) 452-5261
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 (F) 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 Snead (F) 239-3462

Committee Membership: Administrators 5
Classified 3
Faculty 10
Students 3
CONTINUING EDUCATION

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

Committee Chair: Judy Teng  (A)  267-6523
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: Judy Teng  (A)  267-6523
Committee Membership:
Administrators 1
Classified 1
Faculty 8
Students 1

DISTANCE LEARNING ADVISORY

PURPOSE:
To advise on selection of courses and establish procedures for selection of courses.

Committee Chair: David Dore  (F)  267-6577
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: Patty Chong-Delon  (F)  239-3867
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 Chair: Leslie Pahl (F) 452-5578
Committee Membership: Unlimited

K-12 ARTICULATION
-- Inactive --
PURPOSE:
Articulates and cooperates with SFUSD in providing courses and delineate courses offered by SFUSD and CCSF. Furthermore, maintains Delineations of Function Agreement between the two district.

Committee Chair: Gary Tom (A) 561-1875
Committee Membership: Administrators 4
Classified 1
Faculty 8 (1 credit, 1 non-credit counseling)
Students 1

NON-CREDIT ISSUES
PURPOSE:
Recommends policies related to non-credit instruction and issues. Seeks information regarding non-credit and informs faculty.

Committee Chair: Carol Dent (F) 701-2767
Committee Membership: Unlimited
REGISTRATION/ENROLLMENT

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

Committee Chair: Darlene Alioto (F) 239-3330

Committee Membership:
Administrators 2 (From the Provost office)
Classified 1
Faculty 8 (1 credit, 1 non-credit counseling)
Students 2

TEACHING, LEARNING AND TECHNOLOGY ROUNDTABLE

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

Committee Co-Chair: Carol Reitan (F) 239-3554
Terry Hall (A) 239-3363

Committee Membership:
Administrators 4
Classified 4
Faculty 10
Students 2

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: Donna Hayes (F) 239-3313

Committee Membership:
Administrators 3
Classified 1
Faculty 10
Students 3

VOCATIONAL EDUCATION

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

Committee Chair: Kelley Karandjeff (F) 550-4418

Committee Membership: Unlimited
CURRICULUM COMMITTEE

PURPOSE

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

Committee Chair: Barbara Cutten (F) 452-5178

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 regarding college matriculation, counseling, and other student support services including Transfer Center, EOPS, and DSPS. Also receives regular reports from Student Grade and File Review on its activities (but not the content of its recommendations).

Committee Co-Chair: Josephine Loo (F) 452-5518
Committee Co-Chair: Annie Vanderslice (F) 452-5449

Committee Membership:
- Administrators: 4
- Classified: 2
- Faculty: 7
- Students: 2
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 non-credit 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 (A) 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: Mark Robinson (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) 239-3751
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 Co-Chair: Jack Sparks (F) 239-3934
Diana Verdugo (F) 452-5703
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: Faculty 8
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. Philip R. Day, Jr. (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. Philip R. Day, Jr, (A) 239-3303

Committee Membership:
- Administrators 4
- Classified 4
- Faculty 4
- Students 4

SUBCOMMITTEES OF THE COLLEGE DIVERSITY COMMITTEE

SEXUAL HARASSMENT/GENDER BIAS PREVENTION

PURPOSE:
To end sexual harassment and gender bias at all City College of San Francisco campuses through education and intervention.

Committee Chair: Camille Hoffman (F) 452-5814

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
### EATV ADVISORY SUBCOMMITTEE

**PURPOSE**
Reviews and recommends programming improvements for EAtv-Ch27.

**Committee Chair:** Vacant

**Committee Membership:** Open

### 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:** Open

### 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:** Vacant

**Committee Membership:** Open
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 (F) 239-3437

Committee Membership:
- Administrators 3
- Classified 3
- Faculty 3
- Students 2
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. Philip R. Day, Jr., (A) 239-3303

Committee Membership:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>5</td>
</tr>
<tr>
<td>Classified</td>
<td>4</td>
</tr>
<tr>
<td>Faculty</td>
<td>7 (4 by Academic Senate, 2 from DCC, 1 by AFT 2121)</td>
</tr>
<tr>
<td>Students</td>
<td>4</td>
</tr>
</tbody>
</table>

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: David Gallerani (C) 452-5452

Committee Membership:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>2</td>
</tr>
<tr>
<td>Classified</td>
<td>2</td>
</tr>
<tr>
<td>Faculty</td>
<td>2</td>
</tr>
</tbody>
</table>
FACULTY POSITION ALLOCATION COMMITTEE

PURPOSE
Allocates according to set priority criteria of all faculty position requests

Committee Chair: Don Griffin (A) 452-5100
Committee Membership: Administrators 3
 Classified 3

PROGRAM REVIEW
-- Limited Activity During 2006/7 Academic Year --

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

Committee Chair: Vacant
Committee Membership: Administrators 3
 Classified 2
 Faculty 4
 Students 2

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: Robert Gabriner (A) 239-3014
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

SUBCOMMITTEES OF THE FACILITIES REVIEW COMMITTEE

PARKING AND TRANSPORTATION

PURPOSE
To advise on parking and public and other forms of transportation relevant to the College District.

Committee Chair:  
Muriel Parenteau  (F)  452-5485

Committee Membership:  
Administrators  3  
Classified  3  
Faculty  3  
Students  3

WORKS OF ART

PURPOSE
Implementation of selection process under the guidance of the art coordinator. Participate fully in the art program process. Make exhibition recommendations. Ensure that the goals and objectives of the program are met.

Committee Chair:  
Julia Bergman  (F)  452-5494

Committee Membership:  
Unlimited
HEALTH AND SAFETY COMMITTEE

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
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Phone</th>
<th>E-mail</th>
<th>Mail Box</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>-- A --</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Senate</td>
<td>Frederick Teti</td>
<td>239-3611</td>
<td><a href="mailto:fteti@ccsf.edu">fteti@ccsf.edu</a></td>
<td>E-202</td>
</tr>
<tr>
<td></td>
<td>Academic Policies</td>
<td>Frederick Teti</td>
<td>239-3273</td>
<td><a href="mailto:fteti@ccsf.edu">fteti@ccsf.edu</a></td>
</tr>
<tr>
<td><strong>-- B --</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Skills</td>
<td>Hal Huntsman</td>
<td>452-5261</td>
<td><a href="mailto:hhuntsma@ccsf.edu">hhuntsma@ccsf.edu</a></td>
<td>L-328</td>
</tr>
<tr>
<td>(Co-Chair)</td>
<td>Maria Rosales-Uribe</td>
<td>241-2376</td>
<td><a href="mailto:marosale@ccsf.edu">marosale@ccsf.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>College Advisory Council</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU-UC Breadth</td>
<td>Deanna Abma</td>
<td>239-3583</td>
<td><a href="mailto:dabma@ccsf.edu">dabma@ccsf.edu</a></td>
<td>C-308</td>
</tr>
<tr>
<td>CAL-WORKS</td>
<td>Jane Snead</td>
<td>239-3462</td>
<td><a href="mailto:jsnead@ccsf.edu">jsnead@ccsf.edu</a></td>
<td>L-207</td>
</tr>
<tr>
<td>Classified Position Allocation</td>
<td>David Gallerani</td>
<td>452-5452</td>
<td><a href="mailto:dgallera@ccsf.edu">dgallera@ccsf.edu</a></td>
<td>R-501</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Philip R. Day, Jr.,</td>
<td>239-3303</td>
<td><a href="mailto:pday@ccsf.edu">pday@ccsf.edu</a></td>
<td>E-200</td>
</tr>
<tr>
<td>College Diversity</td>
<td>Philip R. Day, Jr.,</td>
<td>239-3303</td>
<td><a href="mailto:pday@ccsf.edu">pday@ccsf.edu</a></td>
<td>E-200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Francine Podenski</td>
<td>239-3351</td>
<td><a href="mailto:fpodenks@ccsf.edu">fpodenks@ccsf.edu</a></td>
<td>A-6</td>
</tr>
<tr>
<td>Concert &amp; Lecture</td>
<td>Stephanie Lyons</td>
<td>239-3580</td>
<td><a href="mailto:slyons@ccsf.edu">slyons@ccsf.edu</a></td>
<td>L-230</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Judy Teng</td>
<td>267-6523</td>
<td><a href="mailto:iteng@ccsf.edu">iteng@ccsf.edu</a></td>
<td>DTN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Judy Teng</td>
<td>267-6523</td>
<td><a href="mailto:iteng@ccsf.edu">iteng@ccsf.edu</a></td>
<td>DTN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barbara Cutten</td>
<td>452-5178</td>
<td><a href="mailto:bcutten@ccsf.edu">bcutten@ccsf.edu</a></td>
<td>C-106</td>
</tr>
<tr>
<td><strong>-- D --</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distance Learning Advisory</td>
<td>267-6577</td>
<td><a href="mailto:ddore@ccsf.edu">ddore@ccsf.edu</a></td>
<td>DTN</td>
</tr>
<tr>
<td><strong>-- E --</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EATV Advisory</td>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>-- F --</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peter Goldstein</td>
<td>241-2229</td>
<td><a href="mailto:pgoldste@ccsf.edu">pgoldste@ccsf.edu</a></td>
<td>GOUGH</td>
</tr>
<tr>
<td></td>
<td>Faculty Position Allocation</td>
<td>452-5100</td>
<td><a href="mailto:dgriffin@ccsf.edu">dgriffin@ccsf.edu</a></td>
<td>E-207</td>
</tr>
<tr>
<td></td>
<td>Financial Aid Advisory</td>
<td>Maria Pena</td>
<td>239-3961</td>
<td><a href="mailto:lpena@ccsf.edu">lpena@ccsf.edu</a></td>
</tr>
<tr>
<td>Committee</td>
<td>Chair</td>
<td>Phone</td>
<td>E-mail</td>
<td>Mail Box</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>----------</td>
<td>----------------------</td>
<td>----------</td>
</tr>
<tr>
<td>-- G --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades and Files</td>
<td>Mary Adams</td>
<td>239-3284</td>
<td><a href="mailto:madams@ccsf.edu">madams@ccsf.edu</a></td>
<td>L-141</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Patty Chong-Delon</td>
<td>239-3122</td>
<td><a href="mailto:pchongde@ccsf.edu">pchongde@ccsf.edu</a></td>
<td>A42</td>
</tr>
<tr>
<td>Graduation</td>
<td>Mark Robinson</td>
<td>239-3762</td>
<td><a href="mailto:mrobinso@ccsf.edu">mrobinso@ccsf.edu</a></td>
<td>E-106</td>
</tr>
<tr>
<td>-- H --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Peter Goldstein</td>
<td>241-2229</td>
<td><a href="mailto:pgoldste@ccsf.edu">pgoldste@ccsf.edu</a></td>
<td>GOUGH</td>
</tr>
<tr>
<td>Honors</td>
<td>Sam Kudsi</td>
<td>239-3376</td>
<td><a href="mailto:skudsi@ccsf.edu">skudsi@ccsf.edu</a></td>
<td>L-221</td>
</tr>
<tr>
<td>-- I --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information &amp; Public Records</td>
<td>Attila Gabor</td>
<td>239-3812</td>
<td><a href="mailto:agabor@ccsf.edu">agabor@ccsf.edu</a></td>
<td>C-306</td>
</tr>
<tr>
<td>Information Tech. Policies</td>
<td>David Yee</td>
<td>239-3036</td>
<td><a href="mailto:dyee@ccsf.edu">dyee@ccsf.edu</a></td>
<td>S-16</td>
</tr>
<tr>
<td>International Education</td>
<td>Leslie Pahl</td>
<td>452-5578</td>
<td><a href="mailto:lpahl@ccsf.edu">lpahl@ccsf.edu</a></td>
<td>R-205</td>
</tr>
<tr>
<td>-- K --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K-12 Education</td>
<td>Gary Tom</td>
<td>561-1875</td>
<td><a href="mailto:gtom@ccsf.edu">gtom@ccsf.edu</a></td>
<td>ALE</td>
</tr>
<tr>
<td>-- M --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matriculation</td>
<td>Carl Jew</td>
<td>239-3751</td>
<td><a href="mailto:cjew@ccsf.edu">cjew@ccsf.edu</a></td>
<td>E-204</td>
</tr>
<tr>
<td>-- N --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Credit Issues</td>
<td>Carol Dent</td>
<td>701-2767</td>
<td><a href="mailto:cdent@ccsf.edu">cdent@ccsf.edu</a></td>
<td>ALE</td>
</tr>
<tr>
<td>-- P --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking &amp; Transportation</td>
<td>Muriel Parenteau</td>
<td>452-5485</td>
<td><a href="mailto:mparente@ccsf.edu">mparente@ccsf.edu</a></td>
<td>R-323</td>
</tr>
<tr>
<td>Planning/Budgeting Council</td>
<td>Philip R. Day, Jr.</td>
<td>239-3303</td>
<td><a href="mailto:pday@ccsf.edu">pday@ccsf.edu</a></td>
<td>E-200</td>
</tr>
<tr>
<td>Program Review</td>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication Advisory</td>
<td>Tom Blair</td>
<td>239-3223</td>
<td><a href="mailto:tblair@ccsf.edu">tblair@ccsf.edu</a></td>
<td>C-126</td>
</tr>
<tr>
<td>-- R --</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Enrollment</td>
<td>Darlene Alioto</td>
<td>239-3330</td>
<td><a href="mailto:dalio@ccsf.edu">dalio@ccsf.edu</a></td>
<td>L-136</td>
</tr>
<tr>
<td>Research</td>
<td>Robert Gabriner</td>
<td>239-3014</td>
<td><a href="mailto:rgabrine@ccsf.edu">rgabrine@ccsf.edu</a></td>
<td>C-306</td>
</tr>
<tr>
<td>Committee</td>
<td>Chair</td>
<td>Phone</td>
<td>E-mail</td>
<td>Mail Box</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------</td>
<td>----------</td>
<td>-----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Diana Verdugo</td>
<td>452-5703</td>
<td><a href="mailto:dverdugo@ccsf.edu">dverdugo@ccsf.edu</a></td>
<td>B-402</td>
</tr>
<tr>
<td>(Co-Chair)</td>
<td>Jack Sparks</td>
<td>239-3561</td>
<td><a href="mailto:jsparks@ccsf.edu">jsparks@ccsf.edu</a></td>
<td>A-57</td>
</tr>
<tr>
<td>Sexual Harassment Prevention</td>
<td>Camille Hoffman</td>
<td>452-5814</td>
<td><a href="mailto:choffman@ccsf.edu">choffman@ccsf.edu</a></td>
<td>ALE</td>
</tr>
<tr>
<td>Staff Development</td>
<td>Clara Starr</td>
<td>241-2249</td>
<td><a href="mailto:cstarr@ccsf.edu">cstarr@ccsf.edu</a></td>
<td>GOUGH</td>
</tr>
<tr>
<td>Student Complaint</td>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Equity</td>
<td>Diana Verdugo</td>
<td>239-3561</td>
<td><a href="mailto:dverdugo@ccsf.edu">dverdugo@ccsf.edu</a></td>
<td>B-402</td>
</tr>
<tr>
<td>Student Prep/Success</td>
<td>Josephine Loo</td>
<td>452-5518</td>
<td><a href="mailto:jsloo@ccsf.edu">jsloo@ccsf.edu</a></td>
<td>R-231</td>
</tr>
<tr>
<td>(Co-Chair)</td>
<td>Anne Vanderslice</td>
<td>452-5449</td>
<td><a href="mailto:avanders@ccsf.edu">avanders@ccsf.edu</a></td>
<td>R-323</td>
</tr>
<tr>
<td>TLTR</td>
<td>Carol Reitan</td>
<td>239-3554</td>
<td><a href="mailto:creitan@ccsf.edu">creitan@ccsf.edu</a></td>
<td>LB-2</td>
</tr>
<tr>
<td>(Co-Chair)</td>
<td>Terry Hall</td>
<td>239-3363</td>
<td><a href="mailto:thall@ccsf.edu">thall@ccsf.edu</a></td>
<td>C-308</td>
</tr>
<tr>
<td>Transfer Issues Advisory</td>
<td>Donna Hayes</td>
<td>239-3313</td>
<td><a href="mailto:dhayes@ccsf.edu">dhayes@ccsf.edu</a></td>
<td>A-64</td>
</tr>
<tr>
<td>Vocational Education</td>
<td>Kelley Karandjeff</td>
<td>550-4418</td>
<td><a href="mailto:kkarandj@ccsf.edu">kkarandj@ccsf.edu</a></td>
<td>EVANS</td>
</tr>
<tr>
<td>Website Advisory</td>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works of Art</td>
<td>Julia Bergman</td>
<td>452-5494</td>
<td><a href="mailto:jbergman@ccsf.edu">jbergman@ccsf.edu</a></td>
<td>R-519</td>
</tr>
</tbody>
</table>
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) Steve Herman  241-2327  Gough

CLASSIFIED
SEIU 790
(President) Athena Steff  239-3920  B-307

FACULTY
Academic Senate
(President) Fred Teti  239-3611  E-202

STUDENTS
Associated Students
Dorothy Mak  239-3108  SU-205

OFFICE OF SHARED GOVERNANCE

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

Our Web Address is: http://www.ccsf.org/Services/Shared_Governance
GUIDELINES FOR COMMITTEE CHAIRS

Congratulations on being elected chair! Being a 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.
**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;
- Academic Senate for faculty (Lisa Romano x3675 or Fred Teti at 3611).
- Administrators’ Association for administrators (Steve Herman at x2327).
- SEIU 790 for classified staff (Athena Steff at x3920 or David Gallerani at x 5452).
- Associated Students for students (Dorothy Mak at x3108).
## INDEX

**-- A --**
- Academic Senate 3
- Academic Policies Committee 3
- Appointing Bodies 33

**-- B --**
- Basic Skills 4

**-- C --**
- CSU-UC Breadth Subcommittee 4
- Cal-Works Subcommittee 4
- Classified Position Allocation 23

**College Advisory Council**
- College Diversity Committee 15
- Committee on Information 16
- Communication Committee 16
- Concert & Lecture Subcommittee 9
- Continuing Education Subcommittee 5
- Contract Education Subcommittee 5
- Curriculum Committee 8

**-- D --**
- Directory of Appointing Bodies 33
- Directory of Chair 29
- Distance Learning 5

**-- E --**
- EATV Advisory Subcommittee 17

**-- F --**
- Facilities Review Committee 25
- Faculty Position Allocation 24
- Financial Aid Subcommittee 9

**-- G --**
- Grades and Files Subcommittee 9
- Grading Policies Subcommittee 5
- Graduation Subcommittee 9
- Guidelines for Committee Chairs 35

**-- H --**
- Health and Safety Committee 26
- Honors Subcommittee 6

**-- I --**
- Information Technology Policy 18

**-- K --**
- K-12 Articulation Subcommittee 6

**-- M --**
- Matriculation Subcommittee 10

**-- N --**
- Non-Credit Issues Subcommittee 6

**-- P --**
- Parking & Transportation 25

**Planning & Budgeting Council**
- Program Review Subcommittee 24
- Publications Advisory Subcom. 17

**-- R --**
- Registration Enrollment 7
- Research Subcommittee 24

**-- S --**
- Scholarship Subcommittee 10
- Shared Governance, Office of 31
- Sexual Harassment Prevention 15
- Staff Development Committee 8
- Student Complaint Subcommittee 10
- Student Equity Subcommittee 10
- Student Prep/Success Committee 8

**-- T --**
- TLTR 7
- Transfer Issues Subcommittee 7

**-- V --**
- Vocational Education Subcommittee 7

**-- W --**
- Website Advisory Subcommittee 17
- Works of Art Subcommittee 25