CCSF Annual Shared Governance Report
2005-2006

Office of Shared Governance
September 2006
Introduction

This report is produced annually by the Office of Shared Governance and provides a summary of the work of eleven of the major committees within the CCSF shared governance system. Committee work includes reports, resolutions and other actions.

For further information about the CCSF shared governance system contact the Office of Shared Governance (agabor@ccsf.edu)

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Committee:  Academic Policies Committee

Committee Chair:  Dr. Fred Teti

Committee Role/Function Statement: 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.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Approved proposed modifications to the Equivalency forms.
2. Urged the Academic Senate to research the Course repetition Policy.

Resolutions
1. Approval of the Basic Skills recommendations for consideration by the Academic Senate.
2. Recommendation of the proposed new Information Competency Requirement for consideration by the Bipartite Committee on Graduation Requirements.
3. Recommended the proposed CalWORKs registration priority and Program Plan for consideration by the Academic Senate.
4. Recommended proposed Study Abroad programs in Costa Rica and Nicaragua, and in South Africa, for consideration by the Academic Senate.
5. Recommended language changes in the CCSF Option B Associate Degree for consideration by the Bipartite Committee on Graduation Requirements.
6. Recommended the Foreign Student Conditional Admission Program for consideration by the Academic Senate.
7. Approved proposed new final exam schedule for consideration by the Academic Senate.

Reports
1. Accreditation Self Study reports.
2. Information Competency Reports.
3. Basic Skills Reports.
4. Review of proposed Academic Freedom Statement from Dean Ellison.
Any other activities relevant to the College
1. Discussion of Academic Majors.
2. Analysis of CCSF Transfer (Option B) Associate Degree.
3. Received presentation on Information and Communications Technology.
Committee: College Advisory Council

Committee Chair: Dr. Philip R. Day, Jr.

Committee Role/Function Statement: 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.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Approved the telephone back up system, proposed by ITPC.
2. Approved the Banner 7 update proposed by ITPC.
3. Reviewed the idea of providing both credit and non-credit students with student I.D. proposed by the ITPC.
4. Reviewed the idea of using District-Wide email for notification instead of flyers presented by the ITPC.
5. Approved the idea to offer selected CCSF works of art on CCSF business cards approved by the Communication Committee.
6. Approved to formalize the College Website Advisory work group and the Publications Advisory work group in to subcommittees of the Communication Committees.
7. Reviewed the updated, revised version of the CCSF web front page proposed by the Communication Committee.
8. Reviewed the proposal from M.S. Media for having outdoor shelters and stand-alone advertisement panels throughout the City College Campus presented by Communication Committee.
9. Reviewed the guideline to require English Translation/Summary of all approved flyers presented by the Communication Committee.
10. Reviewed possible partnership between EATV-CH27 and Link TV presented by the Communication Committee.
11. Oversight the development of the District Communication Plan.
12. Continued update on the Grow Your Own Program from the College Diversity Committee.
13. Update on the Office of Diversity and Equity from the College Diversity Committee.
Committee: College Diversity Committee

Committee Chair: Dr. Philip R. Day, Jr.

Committee Role/Function Statement: 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.

Brief summary bullets of major actions taken during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
Draft Diversity and Equity Statement shined across the District in February, March, and April 2006; Statement to go before the Board of Trustees in Fall 2006.

Any other activities relevant to the College
1. Campus Change Network participation continued for 2005-2006
2. Grow Your Own applicants identified and selected; program refinements continued.
3. Approval of proposal and associated scope of work for the Chancellor’s Office of Diversity and Equity.
Committee: Communication Committee

Committee Chair: Francine Podenski

Committee Role/Function Statement: Recommends policies related to college communications: publications and other media including educational access television, KCSF Radio, and the front page of the college website.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Proposed guideline to require English Translation/Summary of all approved flyers.
2. Reviewed possible partnership between EATV-CH27 and Link TV.
3. Proposed the formation of the following work groups into subcommittees;
   - College Website Advisory
   - EATV-Ch27 Advisory
   - Time Schedule Advisory
   - Catalog Advisory
4. Approved the formation of the following work groups into subcommittees:
   - College Website Advisory
   - Publications Advisory
5. Approved to offer selected CCSF works of art on CCSF business cards.
6. Proposed a weekly, district-wide email with link to the online version of the City Currents.
7. Proposed an updated and revised version of the CCSF web front page.
8. Reviewed the proposal from M.S. Media for having outdoor shelters and stand-alone advertisement panels throughout the City College Campus.
9. Oversaw development of the new college catalog.
Committee: Curriculum Committee

Committee Chair: John Odell

Committee Role/Function Statement: Recommends new course and program offerings and revisions in title, prerequisites, student units, descriptions of existing course.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. The Curriculum Committee approved 104 new permanent courses and 33 new distance learning courses. The committee reviewed and approved 198 course revisions and deleted 19 courses. During the academic year, 17 new degree/certificate programs were approved and 13 programs were revised.
2. John Odell was replaced by Barbara Cutten as the Curriculum Committee Chair beginning with the Fall 2006 semester.

Resolutions
1. Three brochures were created by the Office of Instruction to assist faculty with curriculum development and navigating the approval process. These brochures specifically addressed the fundamentals of a course outline, creating a major and the review and approval process employed by the Curriculum Committee.
2. The Curriculum Committee in conjunction with the Office of Instruction developed new language designed to integrate course outline and program review into program review. This new language was approved by the Academic Senate and additional language pertaining the student learning outcomes will be reviewed during Fall 2006.
3. New language was reviewed and approved by the Curriculum Committee and included in the handbook which encourages faculty to consider integrating a multicultural perspective into the development of new curriculum.
4. New language regarding information competency was also reviewed and approved by the Curriculum Committee. This language is intended to assist faculty developing curriculum designed to fulfill the information competency requirement.
Committee:  Facilities Review Committee

Committee Chair:  Peter Goldstein

Committee Role/Function Statement:  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.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions
1. Task Forces created: Car Share; District Sustainability Plan; ADA; Total Cost of Ownership.
2. Review and accept the original Campus Improvement Form, to be used to request new projects or facility renovation.

Resolutions
1. Support the November 2005 CCSF Bond measure.
2. FRC to assume role of the Projects Committee; Dept. Chairs should bring requests for new facilities or facility renovation to the PC/FRC.
3. Support recommendation from Parking & Transportation Subcommittee to increase daily and semester parking fees.
4. Support recommendation from Parking & Transportation Subcommittee to proceed with RFP for a car share vendor.
5. Support recommendation from Health & Safety Subcommittee to proceed with cell phone antennae RFP.
6. Recommend bond project budget reallocations as proposed by the administration.
7. Recommend revised order of Five Year Construction Plan projects as proposed by the Chancellor.
8. Recommend landscape proposal to plant Monterey Cypress trees at the Judson/Phelan corner.
9. FRC strenuously rejected the S.F. Metropolitan Transportation Authority proposal to remove traffic lanes from Phelan Avenue and to replace them with bicycle lanes.

Any other activities relevant to the College
1. Works of Art Subcommittee recommendations: John Adams mural restoration; CCSF business cards with art; identify temporary and permanent locations for art stored in the Carroll St. Warehouse; creation of an Art Guide/Tour for the Ocean Campus
2. Projects Subcommittee received requests from: Campus Police for facility renovation and additional space; Business Dept. request for a computer lab service counter; Culinary Arts program request for renovation of Cafeteria & Statler Rms. 12 & 14

3. Parking & Transportation Subcommittee recommendations: additional bicycle racks for Ocean Campus; motorcycle parking near Science; sidewalk, red curbs and yellow line for Havelock Street; use parking revenue to pay crossing guard on Phelan (unresolved); parking signage at 700 bungalows

4. Health & Safety Subcommittee recommendations: earthquake/evacuation drill for all CCSF buildings and campuses

5. Special meeting with the Chancellor to clarify program for proposed Advanced Technology building.
Committee: Information Technology Policies Committee

Committee Chair: David Yee

Committee Role/Function Statement: 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.

Brief summary bullets of major actions taken during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Supported Student ID Card for credit students
2. Consulted with Academic Senate about Electronic Privacy Statement
3. Support minor changes to CCSF homepage

Resolutions
1. Including CCSF Foundation data to Banner system

Reports
1. Concerning Banner 7 Upgrade dates
2. About proposed Technology projects under 2005 Proposition A Bond
3. On utilizing Wide Distribution email
4. On securing data on district owned computers
5. About Telephone upgrade during Summer 2005
Committee: Planning and Budgeting Council

Committee Chair: Dr. Philip R. Day, Jr.

Committee Role/Function Statement: 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.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Approved proposed cost-saving measures.
5. Encouraged administration to pursue certain cost-saving measures.
6. Approved portions of the Program Profile Review outline.
7. Authorized the District to do fact-finding and develop criteria for the next phase of review.

Resolutions
1. Recommended Student Health Fee increase for consideration by the Board.
2. Approved FPAC recommendations.
3. Recommended Student Wage Increase for consideration by the Board.
4. Recommended Public Policy Partners resolution for consideration by the Board.
5. Recommended the draft 2006–2007 CCSF Budget for Board consideration.

Reports
1. Budget Reports.
2. FPAC Report.
5. Enrollment Reports.
7. Mid-Year Assessment Report.
8. College Performance Indicators report.
9. Instructional Program Profile review report.
10. Student Services Program Profile review report.
12. Finance and Administration Program Profile Review report.

**Any other activities relevant to the College**
1. Discussion of modifying the assessment cycle.
2. Introduction of Program Profile and Budget Review Process.
4. Program Profile and Budget Review Process discussion continues.
5. Review Chancellor’s documents outlining review process.
Committee: Program Review Committee

Committee Chair: Kimberly Wilson

Committee Role/Function Statement: To develop criteria for judgment of reports. To review reports and recommendations. To review and refine Program Review process.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Awarded a Continue rating to the following departments: Astronomy; Continuing Student Counseling Department; English; Health Science; International Student Counseling Department; New Student Counseling Department.
2. Awarded a Continue and Expand rating to the following departments for the indicated reasons: Art: classified support (currently resolved); Biology: refrigeration; EOPS: faculty (is being addressed); Graphic Communications: four-color printer; Library: request for a department chairperson (currently resolved); Public Safety: remodeled Ocean facility; International Education: administrative and faculty positions; Transfer Student Counseling Department: faculty.
3. Did not award a Watch rating to any departments.

Any other activities relevant to the College
1. Reviewed and revised the Program Review Framework in collaboration with the Curriculum Committee and the Academic Senate. The Academic Senate will review several of the requested modifications during the upcoming academic year.
2. Modified the program review process to include a conversation with the department about the report and the committee’s findings.
3. The Chairperson and the resource member, Vice Chancellor of Institutional Advancement Robert Gabriner conversed with a member of the WASC visiting team about the program review process and the alignment of the committee’s findings with College budgeting.
Committee: Staff Development Committee

Committee Chair: Clara Starr

Committee Role/Function Statement: 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.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:
1. Solicit more diversity speakers
   a. Contact colleges, speaker forums, and attend diversity conferences to solicit qualified speakers
2. Survey faculty and staff on Staff Development needs
   a. Survey sent and received
   b. majority gave positive feedback
   c. suggestions are compiled and taken into account for future event planning
3. Continue to focus on IT updates and effects on staff
   a. offer workshops pertaining to computer training
4. Coordinated two successful flex events (Fall & Spring)
5. Conducted well attended employee orientation

Reports
1. Annual Staff Development Evaluation Report
2. Annual State Chancellor’s Report
Committee: Student Preparation and Success Committee

Committee Chairs: Josephine Loo and Sharon Nunley

Committee Role/Function Statement: 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).

Brief summary bullets of major actions taken during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Reports
1. Gave report to Basic Skills Committee concerning their recommendations to create coordinated programs and services for basic skills students and to create the “Collaborative for Teaching, Learning, and Student Success in Basic Skills”

Any other activities relevant to the College
1. We spent much of our time recruiting and doing outreach to the campus community in order to boost the numbers of our Committee members. We were successful in recruiting one student representative, Karen Kinney. In addition, we recruited one faculty person from DSP&S, Counselor Anne Vanderslice. Unfortunately, one faculty person from Learning Assistance, Shaun Rowley, resigned in Fall 2005 and one Administrator, Kristin Hershbell Charles, left on maternity leave for the Spring 2006 semester. Due to all of this coming and going, our Committee had a quorum only once.