SHARED GOVERNANCE SYSTEM

REPORTS AND RECOMMENDATIONS
1998-1999

CITY COLLEGE OF SAN FRANCISCO

Office of Shared Governance

50 Phelan Avenue, E-207
San Francisco, CA. 94112
Phone 415.239.3812  Fax 415.239.3010
Email: agabor@ccsf.cc.ca.us
http://www.ccsf.cc.ca.us/Services/Shared_Governance/

October, 1999
INTRODUCTION

This is the fifth year that we are collecting and reporting the activities of the committees of the Shared Governance System of City College of San Francisco. The report is divided into three sections reflecting the tripartite division of governance into Collegial, Advisory and Budgeting and Planning Governance Systems. In each of the three sections, a description of the purpose of the committee precedes a summary of the committees’ actions during the 1998/1999 academic year.

For further information about the Shared Governance System, contact:

Attila Gabor
City College of San Francisco
Conlan Hall, E-207
San Francisco, Ca 94112
415.239.3812
agabor@ccsf.cc.ca.us
TABLE OF CONTENTS

CCSF Shared Governance Organization.........................................................1

I. COLLEGIAL GOVERNANCE SYSTEM.................................................2

ACADEMIC POLICIES...............................................................................3

  Beijing College Project
  CCSF Mission Statement Revision
  Information Competency Working Group
  Cal-Works Task Force
  Credit/Non-Credit Application Form
  Distance Learning Advisory Subcommittee
  Grading Policies Subcommittee Report
  Non-Credit Issues Subcommittee Report
  Teaching Learning Technology Roundtable

CURRICULUM COMMITTEE......................................................................8

  Actions of the Curriculum Committee

STAFF DEVELOPMENT COMMITTEE......................................................9

  Staff Development Website
  Flex Database
  Newsletter for the Office of Professional Development
  Flex Guidelines Update
  New Procedures and Forms for AB 1725 Applications

STUDENT PREPARATION/STUDENT SUCCESS COMMITTEE..........10

  Student Complaint Form
  Financial Aid Advisory Subcommittee
  Report from Math Department
  Non-Credit Admission and Enrollment Report
  Non-Credit Matriculation Report
  Banner Implementation
  Student Equity
  Graduation Ceremonies Subcommittee Report
  Matriculation Advisory Subcommittee Report

II. COLLEGE ADVISORY GOVERNANCE SYSTEM..............................13

COLLEGE ADVISORY COMMITTEE......................................................14

  Administrative Reorganization
  Legislative Development Process 2000-2001
  Planning and Budgeting Council
  Teacher Review Website
COMMUNICATION COMMITTEE

CCSF Website
Channel 52
Promotional Videos for the College
Class Schedule

COMPUTER POLICIES COMMITTEE

Revision of CCSF Technology Committees
Revision of Computer Usage Policy

FACULTY AND STAFF DIVERSITY ADVISORY COMMITTEE

CCSF Chancellor Diversity Task Force
Recruitment of Underrepresented Groups
Acquisition of Training Videos
District’s Policies and Procedures on Sexual Harassment and Nondiscrimination
Sexual Harassment Brochures
Sexual Harassment Prevention Subcommittee

HEALTH AND SAFETY COMMITTEE

III. BUDGET AND PLANNING GOVERNANCE SYSTEM

PLANNING AND BUDGETING COUNCIL

CCSF Annual Budget (1999-2000)

FACILITIES REVIEW COMMITTEE

Art Donation Acceptance Policy
5 Year Capital Project Plan
Works of Art Subcommittee Report

PROGRAM REVIEW COMMITTEE
CCSF SHARED GOVERNANCE SYSTEM

Board of

Chancellor

Provost/Academic Senate
- Academic Policies Committee
- Curriculum Committee
- Staff Development Committee
- Student Prep/Success Committee

College Advisory Council
- Communication Committee
- Computer Policies Committee
- Faculty & Staff Diversity
- Health and Safety Committee

Planning & Budgeting Council
- Facilities Review Committee

Collegial Governance

College Advisory Gov.

Budget & Planning Gov.
SECTION I

COLLEGIAL GOVERNANCE SYSTEM
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 or the Student Preparation/Student Success Committee.

- **Beijing College Project**
  
  The Academic Policies Committee (APC) recommended the Beijing College Project proposal to the Academic Senate with the provision that a feasibility study satisfactorily addresses the number of questions and concerns dealing with the implementation of the project.

- **CCSF Mission Statement Revision**
  
  The committee recommended that both the term "credit" and "non-credit" should be included in the City College of San Francisco's Mission Statement.

- **Information Competency Working-Group**
  
  The APC created an Information Competency Working-Group to research needs, strategies and other issues related to graduation requirements for City College of San Francisco students.

- **Credit/Non-Credit Application Forms**
  
  The APC approved the revised Credit/Non-Credit application forms.

---

1. *New Board Policy on Shared Governance* September 27, 1993, Appendix A pg. 2
• **Cal-Work Task Force**

The committee established the Cal-Work Task Force as a subcommittee of the APC, with membership of 10 faculty, 3 administrators, 3 classified and 3 students.

• **Distance Learning Advisory Subcommittee**

The APC renamed the Telecourse Advisory Subcommittee to Distance Learning Advisory Subcommittee.

---

**APC’s Subcommittee Report**

**GRADING POLICIES SUBCOMMITTEE**

• **Issue of Plus/Minus (+/-) Grades**

The Grading Policies Subcommittee studied the feasibility of reintroducing the plus/minus grades at the college. The GPS suggested a survey to receive feedback from faculty and students on the issue.

**NON-CREDIT ISSUES SUBCOMMITTEE**

• **Noncredit Issues for Students, Staff, Faculty, Administration**

  • *Non-Credit Students Survey*
    
    The subcommittee recommended that in order to better serve the non-credit students, most of whom would otherwise be unable to continue their education, more research and follow-up on this student group is necessary.

  • *GED Testing Center*

    The NCI Subcommittee reviewed and supported the effort to improve student services in the GED testing center. These improvements would include hiring more staff and to scheduled testing more frequently, especially for evening students.
• CCSF Mission Statement

The subcommittee proposed to the Academic Policies Committee, that a Non-Credit Instruction statement should be included in the City Mission Statement of the City College of San Francisco.

• Admissions and Records

The NCI subcommittee supported/recommended the following improvements for Non-Credit Admission and Records:

- Non-Credit Data-base
  To develop a research and data-base reporting for noncredit.

- Parent/Guardian Consent Form
  All students in noncredit who are under 18 years of age must have their parent/guardian sign the Parent/Guardian Consent form. Admissions and Enrollment (A & E) staff will contact teachers of these students. No attendance of minor students will be counted unless the student's form is on file with A&E.

- Principal Recommendation Form
  The Principal Recommendation Form is a release form from the student's home school, applicable for concurrent students only.

- New Grade Reporting Sheets
  All noncredit classes will have a single form to use. NIC Subcommittee discussed the future need for plus/minus grading. New forms will have plus/minus grades, but only for the High School program.

- Information Stickers
  The NCS Subcommittee recommended the use of information stickers for student enrollment.

• Basic Skills Certificates

The NCI Subcommittee proposed to develop criteria and processes for awarding Basic Skills Certificates.

• Report from the Joint Task force on Adult Education/Noncredit

This Task force has issued its final report. The proposal of recommendation for equal funding with K-12, is in the Budget Change proposal of the Governor.

• Flex Day
The Noncredit Issues Subcommittee asked that the Third Day of Flex in Fall 1999 should be available for on-campus, in-house meetings.

TEACHING AND LEARNING TECHNOLOGY

• Technology Learning Center

The Teaching and Learning Technology Roundtable (TLTR) reported on the visit of Dr. Charlotte Wolf who assessed Technology Learning Center (TLC) space needs and activities. Dr. Wolf's estimate that CCSF need a 3200 square foot facility for a District our size.

• TLTR Recommendations for the Rosenberg Library

The following TLTR recommendations were implemented at the Rosenberg Library:
• Computer Learning/Orientation Station Was Established.
• Number of workstations Increased.
• TLC hours Increased.

• California Virtual University Regional Center

The TLTR maintained contact and provided input for colleges competing for funding as California Virtual University Regional Center.

• Golden Gate Virtual University

The TLTR viewed a presentation by Dr. Chris Lefferts of Golden Gate Virtual University. The TLTR supported using Golden Gate as a server and trainer for pilots in on-line courses.
• Integrated Technologies Working Group

The Integrated Technologies Working Group submitted a report that documented a need for counseling and coordination of purchase and support of VCR's, television sets, camcorders, etc. in much the same manner that ITS coordinates purchase and support of computers.

• Flashlight Consortium

The TLTR followed the progress of the Flashlight Consortium project, in which Title III pilots helped to develop measurements for the success of on-line teaching.

• Distance Learning Work Group

The Distance Learning Work Group developed a statement of strategic purpose for going ahead with on-line courses. The TLTR, Academic Policies Committee, and the Academic Senate approved this statement.

• Technology Training Advisory Subcommittee

The TLTR approved the expansion of responsibility of the Technology Human Resources Fund Oversight Committee to be the Technology Training Advisory Committee with a mandate to be an advisory body to the Technology Learning Center Coordinator.

• Information Technology Training Committee

The TLTR reviewed and approved a plan to revise the shared governance structure to provide for an Information Technology Training Committee. TLTR would be a subcommittee of this committee.
CURRICULUM COMMITTEE

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

- The Curriculum Committee approved:
  - 97 New Courses
  - 19 Topical Courses
  - 4 Limited Courses
  - 4 Distance Learning Courses
  - 8 Experimental Courses
  - 1 Contract Education Course
  - 14 Community Service Courses (Third Time Course Offerings)
  - 10 Honor Courses

- The Curriculum Committee reclassified 1 course.

- The Curriculum Committee reactivated 1 course.

- The Curriculum Committee approved:
  - 56 course revisions
  - 8 new degree/certificate curriculum
  - 5 revisions in degree/certificate curriculum

- The Curriculum Committee approved 7 course deletions.

- The Curriculum Committee approved 28 course deactivations.

---

**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 collegewide staff development plan.[3]

- **Staff Development Website**
  
  The Staff Development Committee in coordination with the Office of Professional Development has developed a new Staff Development Website.

- **Flex Database**
  
  New Database was created to record Flex credit diversity training.

- **Newsletter for the Office of Professional Development**
  
  The committee acted as an advisory to designing and developing the Newsletter for the Office of Professional Development.

- **Flex Guidelines Update**
  
  The Staff Development Committee worked with the Office of Professional Development to update the Flex guidelines as required by the 1994 Board of Trustees resolution. The update requires that every member of the SFCCD would fulfill four areas of diversity activities -for at least two hours - within a four year period. These areas are:
  
  - Racism.
  - Gender Bias.
  - Homophobia.
  - Disabilities Discrimination.

- **New Procedures and Forms for AB 1725 Applications**
  
  The committee reviewed and approved the new procedures and forms for processing AB 1725 applications.

---

STUDENT PREPARATION/STUDENT SUCCESS COMMITTEE

Purpose:
Recommend 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).

• Student Complaint Form

The Student Preparation/Student Success Committee recommended approval the new student complaint form with minor revisions.

• Financial Aid Advisory Subcommittee

The committee reviewed and approved the recommendations of the Financial Aid Advisory Subcommittee for improving the delivery of financial aid services to students.

• Report from the Math Department

The Chair of the Math Department presented a report on student success, and retention rates of students enrolled in Intermediate Algebra.

• Non Credit Admission and Enrollment Report

A presentation was given to the committee about the number of forms used to enroll students on the satellite campuses. The committee made recommendations for streamlining these forms.

• Non Credit Matriculation Report

The Dean of Matriculation and Assessment reported on the progress of non-credit matriculation on the campuses, as well as responded to questions and concerns from faculty regarding prerequisite checks.

---

4 New Policy on Shared Governance, September 23, 1993, Appendix A pg. 4
• **BANNER Implementation**

The committee discussed faculty staff and administrative concerns about the BANNER Implementation.

• **Student Equity**

The Committee reviewed and approved the Student Equity Plan.

• **Graduation Ceremonies Subcommittee**

The Committee reviewed the Graduation Ceremonies Subcommittee's plan for commencement speakers and accepted it with a few revisions.

**SPC's Subcommittee Report**

**MATRICULATION ADVISORY SUBCOMMITTEE**

• **Credit Issues**

  • Placement Tests – reported on the development of a CCSF Placement Test by the English Department to replace the College Board APS and the anticipated trial of the California Chemistry Diagnostic Test by the Chemistry Department.
  • Reported on high school outreach plan with full matriculation services at seven major high schools.
  • Discussed identification of at-risk students. Matriculation Office will form a work group to come up with a comprehensive early alert intervention plan next semester.
• **Noncredit Issues**

  - ESL Department reported on the use of ESL advisors at the campuses.
  - Transitional Studies reported on the Tutorial and Outreach pilot projects.
  - Child Development and Family Studies reported on working with counseling to reach out to State Preschool program parents who need further education.
  - Counseling presented new orientation materials (Powerpoint presentation and Handbook).
  - Career Development and Placement Center reported on new career counseling services at the campuses.
  - Disabled Student Program and Services also reported on additional services to some of the campuses, including the “Workability” program and job readiness activities.
  - Testing Office reported on establishment of databases at each campus as well as Banner records of noncredit placement tests.
  - Public Information reported on the progress of the four-page noncredit brochure as well as public service announcements.

• **Joint Issues**

  - Office of Research reported and led discussions on *The Impact of Matriculation Services on Student Progress and Success, Progress and Success of English, ESL and Mathematics Students* and the *Matriculation Phone Survey* of students who started the enrollment process but did not finally enroll.
  - Suggestions were made to look at retention of noncredit students.
SECTION II
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 recommendations 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 Trustees.

• Administrative Reorganization

  The College Advisory Council (CAC) reviewed issues concerning the Administrative Reorganization at the college.

• Legislative Development Process 2000-2001

  The Council reviewed and made several recommendations on the "Legislative and Budget Proposal from CCSF for Fiscal Year 2000-2001" which was incorporated in to the document.

• Planning and Budgeting Council

  The CAC reviewed and forwarded the recommendation to the Board of Trustees to create the Planning and Budgeting Council, in accordance with the CCSF Strategic Plan. The Board of Trustees approved the creation of the Planning and Budgeting Council at their October 29, 1998 meeting.

• Teacher Review Website

  The Council reviewed the issues concerning the Teacher Review Website.

---

5 Constitution of the Academic Senate City College of San Francisco, December 1, 1993. pg. 4.
6 Text in parenthesis from Constitution of the Academic Senate City College of San Francisco, December 1, 1993.
7 Ibid., . pg. 5.
COMMUNICATION COMMITTEE

Purpose:
Recommends policies related to college communications; publications and other media including Channel 52.

- Class Schedule

The Communication Committee worked on the continued improvement of the class schedule and made several recommendations.

- CCSF Website

The Communication Committee, based on research of other educational institutional Webpages and an informal survey conducted at the college, revised the CCSF Homepage.

- Channel 52

The Committee continued to be an Advisory Committee to Channel 52. As such, the Communication Committee was regularly updated on the issues concerning Channel 52.

- Promotional Videos for the College

The Communication Committee reviewed and approved the production of recruiting videos and a computer safety video for CCSF.

---

COMPUTER POLICIES COMMITTEE

Purpose:
Develops and recommends policies for all computer-related areas in the institution and evaluates proposals related to computer use or computer services.

• Revision of CCSF Technology Committees

The Computer Policies Committee with other "technology oriented" shared governance committees, such as the TLTR, worked on developing an integrated system that would bring the technology committees under one umbrella.

• Revision of Computer Usage Policy

The Computer Policy Committee continued to revise the Computer Usage Policy.

---

FACULTY AND STAFF DIVERSITY ADVISORY COMMITTEE

Purpose:
Assist the college in developing and implementing the affirmative action plan required by Title V. Affirmative Action regulations. This advisory committee shall include members of all historically underrepresented groups whenever possible.

- CCSF Chancellor Diversity Task Force

The Faculty and Staff Diversity Advisory Committee provided the basis for membership in the CCSF Chancellor’s Diversity Task Force. The committee members who were Task Force members on the employment issues subcommittee were asked to identify and provide recommendations on removing barriers in employment. These recommendations will be provided to the Chancellor.

- Recruitment

The committee recommended continuing general advertisements in selected national magazines to attract more qualified candidates including those from underrepresented groups.

The committee recommended participation in job fairs. The Office of Affirmative Action participated in the following job fairs:

- Asian Pacific Americans in Higher Education.
- Stanford University “Career Expo ‘99”.
- Latina Leadership Network Conference.
- Mayor’s Committee for Employment of Persons with Disabilities.
- San Francisco State University “Centennial Career Expo”.
- Bay Area Urban League, Inc. “Diversity Fair & Small Business Expo”.
- Hispanic Hotline, Black Careers Now, Asian Pacific Careers “10th Annual California Works”.

---

• **Videos**

The Faculty and Staff Diversity Advisory Committee discussed acquisition of training materials on various disabilities including “hidden disabilities. The following tapes were purchased:

- ADHD in Adults.
- Transitions to Postsecondary Learning and Instructional Material for Students with Learning Disabilities and/or Attention Deficit Disorder.

• **District’s Policies and Procedures on Sexual Harassment and Nondiscrimination**

With the agreement of the Committee, the District’s policies and procedures regarding sexual harassment and non-discrimination were re-published in City Currents.

• **Sexual Harassment Brochures**

Sexual harassment brochures for students, including those newly printed in English, Russian, Spanish, Tagalog, and Chinese, have been distributed to various campus sites. The Office of Affirmative Action also will be providing sexual harassment brochures for employees in English, Russian, Spanish, Tagalog, and Chinese.

• **Sexual Harassment Prevention Subcommittee**

The Sexual Harassment Prevention Subcommittee of the Faculty and Staff Diversity Committee accomplished the following:

- Revised Sexual Harassment Brochure for Students.
- Developed Sexual Harassment Brochure for Employees.
Purpose:
Recommends policies pertaining to the safety of student and college employees. This committee is established through collective bargaining agreements with SEIU 790 and AFT 2121\textsuperscript{11}.

No report was received for the 1998-1999 academic year.

\textsuperscript{11} New Board Policy on Shared Governance, September 23, 1993. pg. 7.
SECTION III
BUDGET & 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 unit 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.

  - The Planning and Budgeting Council approved the Annual Institutional Plan which is based primarily on CCSF Strategic Plan and Listening Session Report.

- CCSF Annual Budget (1999-2000)
  The PBC approved the Cost-to-Continue Plus Budget, a moderate budget which includes the funding of the highest order of priorities proposed in the budget planning process and recommended in budget review, and dependent on additional resource availability.
  - Includes $833,663 for strengthened and enhanced academic programs and support services.
  - Includes $100,000 for general items such as faculty/staff travel, classified senate support, and governmental relations activities.
  - Includes $165,000 for strengthened student and support services (see endnote on this item).
  - Includes $685,000 for strengthened operations and administrative support services.
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 act upon short-range facilities issues when exigent circumstances exist. The Chancellor shall also reserve the right to set deadlines for a committee advisory recommendation. The Committee shall report recommendations to the Chancellor, the Master Plan Committee, and the Budget and Planning Committee.12

- Art Donation Acceptance Policy
  The Facilities Review Committee proposed to the Board of Trustees the Art Donation Acceptance Policy and Procedure for approval, which was passed at the Board of Trustees, January 23, meeting.

- 5 year Capital Project Plan
  The Facilities Review Committee reviewed and proposed the 5 year capital project Plan to the Chancellor and Board of Trustees for approval.

FRC's Subcommittee Report

WORKS OF ART SUBCOMMITTEE

- AIDS Quilt Display Proposal
  The Works of Art approved the third annual AIDS Quilt Display.

- Associated Students Mural Project
  The Subcommittee in cooperation with the Associated Students reviewed and approved the A.S. Mural Project.

• **Art Donation Acceptance Policy**

The Subcommittee proposed the Art Donation Acceptance Policy and Procedure to the Facilities Review Committee.

• **Diego Rivera Mural Project**

The Subcommittee worked on the following Diego Rivera Mural projects;
- Reviewed the Legal History of the Mural.
- Created a Brochure.
- Created a Poster.
- Obtained a U.V. Protection for the Glass at the Mural Site.
- Create an Information KIOSK for the Mural.
- Created a Website for the Mural.

• **Display Cases/Piano Enclosure**

The Subcommittee proposed and overviewed the created of the display cases and the piano enclosure.

• **Eileen Downey Art Donation**

Eileen Downey has donated two paintings to the John Adams Campus. The Works of Arts Subcommittee recommended the acceptance of the donation.

• **Exhibits**

The Subcommittee reviewed and recommended several exhibits for display at various locations throughout the District.

• **Information KIOSK**

The Works of Arts Subcommittee recommended a Block Grant for the information KIOSK which was allocated to it.
• **Partnership for Excellence**

The Subcommittee proposed funding from the Partnership for Excellence for the following projects:

- Traveling Art Exhibits.
- Diego Rivera Mural Project.
- Olmsted Mural Restoration.
New Program Review Framework

The Program Review Committee, in collaboration with the Chancellor, the Vice Chancellor for Academic Affairs and the Vice Chancellor for Administration and finance, has developed a revised self-study framework for the second cycle of program review covering the period 1999 through 2004. The new framework requires that all college units submit a program review every six years instead of the current three.

The new self-study framework contains four sections:
1. A restatement of the mission and function of the unit and a status report on the unit’s prior program review plan;
2. Current status of the unit both historical and statistical;
3. Current status of how the unit is aligned with the goals and objectives of the College Strategic Plan; and

The major change in the narrative is in Section 3 which focuses on implementation of key parts of the College Strategic Plan including teaching excellence and student learning outcomes; program improvement; supportive working environment; facilities; technology; and equipment and supplies.

The new framework has been approved by the Department Chairs Council as well as the Vice Chancellors and the Chancellor. Units undergoing program review in 1999/2000 will use the new framework for their self-study.

Summary of Committee Recommendations in 1998/99

Twenty-six college units were either scheduled or addressed by the program review committee in 1998/99, but 15 of them were postponed until the new program review cycle beginning in 1999/00.

<table>
<thead>
<tr>
<th>Unit</th>
<th>1998/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>15</td>
</tr>
<tr>
<td>Student Services</td>
<td>1</td>
</tr>
<tr>
<td>Administration</td>
<td>8</td>
</tr>
<tr>
<td>Campus</td>
<td>2</td>
</tr>
<tr>
<td>Library</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>26</td>
</tr>
</tbody>
</table>
The following table summarizes the decisions of the Program Review Committee and the senior administrators as of this date for units in 1998/99.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>INSTRUCTION</th>
<th>STUDENT SERVICES</th>
<th>LIBRARY SERVICES</th>
<th>ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue</td>
<td>9</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Watch</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Expand</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contract</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Postponed</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

### Status of Units 1998/99

#### Instructional Departments

School of Social/Behavioral Studies

- Transitional Studies: Postponed until 1999/00
- DSPS: Continue
- Asian Studies: Continue

School of Health

- Diagnostic Medical Imaging: Continue
- Medical Assisting: Continue
- Emergency Medical Technician: Continue
- Health Information Technology: Continue

School of Liberal Arts

- Art: Continue
- Telecourses: Postponed

School of Applied Science and Technology

- Hospitality Program: Continue
- Hotel and Restaurant: Postponed until 1999/00
- Labor Studies: Continue
- Apprenticeship Program: Postponed until 1999/00
- Environmental Horticulture/Retail Floristry: Postponed until 1999/00

School of Math and Science

- Engineering and Technology/Welding: Postponed until 1999/00
- Architecture: Postponed until 1999/00
- Physics: Postponed until 1999/00

#### Student Services

<table>
<thead>
<tr>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continue</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>Language Lab</td>
<td>Continue</td>
</tr>
<tr>
<td>Media Center</td>
<td></td>
</tr>
<tr>
<td>Administrative Units</td>
<td></td>
</tr>
<tr>
<td>Staff Development</td>
<td></td>
</tr>
<tr>
<td>Chinatown/North Beach Campus</td>
<td></td>
</tr>
<tr>
<td>Mission Campus</td>
<td></td>
</tr>
<tr>
<td>Instructional Support Services</td>
<td></td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td></td>
</tr>
<tr>
<td>Business Services</td>
<td></td>
</tr>
<tr>
<td>Legal Counsel</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>Custodial Services</td>
<td></td>
</tr>
<tr>
<td>Mail Services</td>
<td></td>
</tr>
<tr>
<td>Information Technology Services</td>
<td></td>
</tr>
<tr>
<td>Admission and Records/Veteran’s Affairs</td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td></td>
</tr>
</tbody>
</table>
Units on Watch Status

During the past four years, a total of twelve units received a Watch status. Five units are currently on Watch status. Transitional Studies’ Watch status was removed in 1995/96, and three departments--Photography, Film and Journalism--were taken off the Watch list in 1996/97. One unit—CDPC—was taken off Watch status in 1997/98. The Counseling Department is the most recent unit removed from Watch Status contingent upon submitting a unit plan during the Fall 1999 semester.

Units currently on Watch status are:

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Year of Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fashion Merchandising</td>
<td>1994/95</td>
</tr>
<tr>
<td>Marketing</td>
<td>1994/95</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>1994/95</td>
</tr>
<tr>
<td>Consumer Arts/Sciences</td>
<td>1995/96</td>
</tr>
<tr>
<td>Channel 52</td>
<td>1996/97</td>
</tr>
</tbody>
</table>

Program Review Committee Members

The Program Review Committee is comprised of four faculty appointed by the Academic Senate, three administrators designated by the Chancellor, one classified staff appointed by SEIU 790 and one student appointed by the Associated Students. They are:

Jim Armstrong (F) (Chair)          Robert Gabriner (A)
Lauri Fried-Lee (F)                Nick Hovland (A-substituting for Clara Starr)
Chris Shaeffer (F)                 Francine Podenski (F)
Manny DeGuia (S)                   Sandra Handler (A)
The following table lists the instructional departments, student service units and administrative units scheduled for program review for the First Cycle of the revised program review for 1999/00.

<table>
<thead>
<tr>
<th>INSTRUCTIONAL DEPARTMENTS</th>
<th>PROVOST OFFICE SUPPORT UNITS</th>
<th>ADMINISTRATIVE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Applied Science &amp; Technology</td>
<td>Instructional Support Services</td>
<td>Legal Counsel/Affirmative Action</td>
</tr>
<tr>
<td>Apprenticeship Program</td>
<td>Chinatown/North Beach Campus</td>
<td>Custodial Services</td>
</tr>
<tr>
<td>Hotel and Restaurant</td>
<td>Mission Campus</td>
<td>Office of Public Information</td>
</tr>
<tr>
<td>Environmental Horticulture/Retail Floristry</td>
<td></td>
<td>Mail Services</td>
</tr>
<tr>
<td>School of Behavioral &amp; Social Sciences</td>
<td></td>
<td>Staff Development</td>
</tr>
<tr>
<td>Transitional Studies</td>
<td></td>
<td>ADMINISTRATIVE UNIT TOTAL: 8</td>
</tr>
<tr>
<td>School of Business</td>
<td></td>
<td>GRAND TOTAL: 19</td>
</tr>
<tr>
<td>Business (all)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Liberal Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Sciences &amp; Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering and Technology/Welding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONAL DEPT. TOTAL:** 11