

CITY CURRENTS



A NEWSLETTER FOR THE CITY COLLEGE COMMUNITY

VOLUME XV • ISSUE THREE

AUGUST 27-SEPTEMBER 2, 2001

August 27–31 is Financial Aid Week

CCSF Chancellor Dr. Philip R. Day, Jr., has announced that August 27 through August 31 will be CCSF Financial Aid Week. During Financial Aid Week, students from the mentoring program Students Supporting Students will be going to classrooms requesting to speak to your students about Financial Aid, Extended Opportunity Programs and Services (EOPS) and the Career Development and Placement Center (CDPC). Dr. Day requests that you give these students the opportunity to inform your classes about these services. Presentations in your classrooms should take no more than six minutes of your class time. Thank you for your cooperation. Please turn to Page 3 for information about Cal Grant and scholarship workshops.

Contact your state legislator about the impact of Gov. Davis' budget cuts on your area of responsibility

Members of the California Legislature need to know the impact Governor Gray Davis' \$126 million in budget cuts for academic year 2001-02 are having — and will have — on community college campuses statewide.

That's what City College of San Francisco Chancellor Dr. Philip R. Day, Jr., and his counterparts at community colleges throughout the state are urging faculty and staff to tell their legislative representatives by phone, fax, letter and email.

The college officials feel they were blindsided because Governor Davis made the cuts without advance warning just before he signed the state's \$100 billion budget for fiscal 2001-02.

Chancellor Day points out that the major impact to City College of San Francisco is the delay of preparing preliminary drawings for the long-awaited new home of the Chinatown/North Beach Campus. By excising \$1.33 million for the drawings, Governor Davis has delayed the start of construction for at least one year, Dr. Day points out.

"We had a planning committee all ready to go and now it's 'Whoops, time out.' If

you don't think it's taken the wind out of our sails, I don't think Gov. Davis wants to spend time in Chinatown for the next few years," Chancellor Day said in a story about the governor's blue penciling in the San Jose Mercury News on August 13. He added, "There's no guarantee the state's going to come in and build you a building. You have to go in and fight for it. Every step of the way."

Also, Dr. Day points to the Governor's elimination of all community colleges' 2001-02 Scheduled Maintenance Program, a decision that for City College of San Francisco will mean no replacements to the Fire Alarm System that had been scheduled for the Child Care Center, North Gym, South Gym Smith Hall/Statler Wing, Science Building, Arts Extension Building and Science Hall, all on the Phelan/Ocean Campus, and similar replacement fire alarm systems on the John Adams, Alemany and Gough Street campuses. That project is budgeted at \$3.326 million, one-half of which is matching funds from the college. Hazardous substance program funds of \$159,900 also were deleted.

Also deleted at CCSF will be Block Grant Instructional Equipment funding to buy computer hardware and software, lab materials, library supplies and other equipment for 53 instructional departments, the Alemany, Castro/Valencia, Chinatown/North Beach, Downtown, Evans and John Adams campuses, the Schools of Science & Math, Liberal Arts and Behavioral & Social Sciences, as well as the Career Development and Placement Center, EOPS, Learning Assistance Center and Student Health Center. This year's Instructional Equipment and Library Materials Fund for City College of San Francisco would have been \$1,473,933.

Currently, Senator **Jack Scott** and Senator **Bruce McPherson** are expected to introduce legislation to restore \$98 million of the community college funds cut by the Governor.

On the Assembly side, Assembly member **Robert Pacheco** has also introduced legislation to be planned to introduce a bill to restore the \$98 million, as has Assembly member Elaine Alquist. Neither bill

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CITY CURRENTS

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City Currents welcomes submissions from all members of the City College of San Francisco Community.

**Please note that the deadline is 10 AM
Monday one week prior to the issue date.**

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Governor's budget cuts

Continued from Page 1

would restore the \$15 million for funding major building projects such as the preliminary drawings for CCSF's North Beach/Chinatown campus cut by the Governor.

Pacheco has stated that "(Community colleges) are the workhorse of California in terms of education and yet they have been underfunded."

Dr. Day already has met with representatives of the newspaper and broadcast media in San Francisco to outline the extent of the Governor's budget vetoes.

The San Francisco Examiner editorialized on August 17: "Every year, City College of San Francisco and other community colleges in the state fight for crucial funding, often losing out to more prestigious four-year schools. It's a shame. Community colleges are the places where new immigrants learn English, obtain job skills and assimilate into their new culture. They are also places where residents can firm up their skills in preparation for admission to four-year schools and entrance into the work force. But community colleges get less respect than the four-year schools, perhaps because state senators, assembly members and governors are usually products of four-year universities. They tend to be oblivious to the importance of community colleges, which often represent the only educational choice for lower-income residents.

"The governor still has time to reverse his ill-advised decision, but it will require him to make cuts in other places that can more easily absorb them," the Examiner said.

The San Francisco Chronicle, in an editorial on August 21, stated, "On education, the Legislature should push the governor to restore \$126 million in cuts to the community colleges used by 2.6 million residents. Budget-balancing should not come down to punishing this widely used workhorse educational system."

The state's three higher education systems — the community colleges, the University of California and the California State University system — compete each year to get shares of state bond money for capital improvements.

The telephone numbers of San Francisco legislators are:

Senate President Pro Tempore
John Burton (916) 445-1412

Senator **Jackie Speier** (916) 445-0503

Assembly Majority Leader **Kevin Shelley**
(916) 319-2012

Assembly Member **Carole Migden**
(916) 319-2013

**August 30 board meeting
to be held at Gough Street**

The location of the regular August meeting of the City College of San Francisco Board of Trustees has been changed. It will be held Thursday, August 30 at 33 Gough St. The public session will begin at 6 P.M.

Please note that all CCSF Board meetings are videotaped for delayed broadcast on San Francisco Cable Channel 27. The meetings can be viewed on Wednesdays from 9 P.M. to 12 MIDNIGHT.

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Students should apply for these new scholarships

Please let your students know that the Scholarship Office has announced these new scholarships for CCSF students.

Laurine K. Bergin Memorial Scholarship provides a \$500 transfer scholarship to a woman who plans a career in physical education, recreation or health services. **Deadline: October 5.**

Dr. Antonio Paz Memorial Scholarship provides a \$250 scholarship to a CCSF student who is enrolled in a health science program. **Deadline: October 5.**

John Adams Student Council G.E.D. Scholarship Program provides five \$50 awards to John Adams students who recently have taken the G.E.D. examination. **Deadline: First come, first served.**

Indonesian Student organization-Kartini Scholarship awards two scholarships of \$100 each to CCSF students who are actively involved in the CCSF Indonesian Student Organization. **Deadline: October 5.**

Employers Advisory Council Scholarship awards three \$500 scholarships to CCSF students who intend to earn a degree in Business Administration or Human Resources. **Deadline: October 5.**

California Unemployment Insurance Council Scholarship awards one \$500 scholarship to a CCSF student who intends to earn a degree in Business Administration or Human Resources. **Deadline: October 5.**

Mathematics Opportunity Scholarship provides one \$500 renewable scholarship to a U.S. born African-American or Native American (American Indian). **Deadline: October 5.**

To obtain applications and/or further information, students should visit the Scholarship Office, Batmale Hall, Room 366, or telephone (415) 239-3339. Office hours are Tuesdays, Wednesdays and Thursdays from 9 A.M. to 5 P.M.

Scholarship workshops announced

More than 170 scholarships totaling in excess of \$58,000 will be awarded by the City College of San Francisco Scholarship Committee, academic departments and campus organizations in fall 2001.

Please let your students know that information about these awards and how to apply for them will be presented at three one-hour-long workshops to be held on

Tuesday, September 4 at 2 P.M.,
Wednesday, September 5 at 3 P.M. and
Thursday, September 6 at 12:30 P.M. All workshops will be held in Room 301 of the Louise and Claude Rosenberg, Jr., Library and Learning Resource Center.

For further information, students should call the Scholarship Office at (415) 239-3339.

Workshops will explain newest details about Cal Grant Program

Please advise your students they may be eligible for a financial aid from the Cal Grant program. Students can learn about the requirements and how to apply at a series of one-hour-long workshops to be held from August 27 through August 31.

Students should bring income information for the year 2000 to the workshop they plan to attend.

The workshops, which are hosted by the Financial Aid Office and Students Supporting Students, are scheduled as follows.

Monday, August 27, 9 A.M., Student Union Conference Room

Monday, August 27, 2 P.M., Cloud Hall, Room 334

Tuesday, August 28, 8:30 A.M., Student Union Conference Room

Tuesday, August 28, 1 P.M., Student Union Conference Room

Wednesday, August 29, 10 A.M., Student Union Conference Room

Wednesday, August 29, 3 P.M., Cloud Hall, Room 334

Thursday, August 30, 10 A.M., Student Union Conference Room

Thursday, August 30, 1 P.M., Student Union Conference Room

Friday, August 31, 12 NOON, Student Union Conference Room

There will be free snacks and refreshments at these workshops.

All application materials are available in the Financial Aid Office Information Center, Cloud Hall, Room 331.

For additional information on the workshops, students should call Mike or Guilio at (415) 239-3660.

Communications panel to review publications

The City College Communication Committee has set up an ad hoc working group to review the Catalog, Class Schedule, Student Handbook and outreach publications to try to make them more user-friendly and informative for the college community. The task is expected to take about a year and a half. There will be four subsets of the main working group, one to look at each publication. Tom Blair will coordinate the effort. Members will meet about once a month on Tuesday afternoons. If you are interested in joining this ad hoc working group, please email the Chairperson of the Communications Committee, Francine Podenski, at fpodensk@ccsf.org or call (415) 239-3351. The first general meeting of the working group will be Tuesday, September 4.

CCSF Policy on Sexual Harassment

It is the policy of the San Francisco Community College District (SFCCD) to:

A. Prohibit any person in the work or academic setting from sexually harassing any other person in the work or academic setting. The District will not tolerate or condone sexual harassment by or towards its employees or by or towards its students. It is the intention of the district to take appropriate actions to prevent, correct, and if necessary, to discipline behavior which violates this policy.

B. Provide a work and academic environment free of sexual harassment.

C. Investigate allegations of sexual harassment in a timely and thorough way.

D. Take appropriate and timely corrective action with respect to information or allegations that employees or students are being subjected to sexual harassment in the work or academic environment.

E. Provide on-going education and awareness regarding sexual harassment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

F. Provide information about how to pursue claims of sexual harassment.

If someone at City College of San Francisco is making sexual advances towards you or is engaging in other forms of sexual harassment and you want that behavior to stop, you can contact one of the following for advice or information about your options:

• Associate Dean of Student Rights and Responsibilities (415) 239-3145

• Affirmative Action Office (415) 241-2281

Or you can file a complaint directly with:

• Affirmative Action Office, 31 Gough St., San Francisco, CA 94103, telephone (415) 241-2281.

The District now has a supply of Sexual Harassment, Employee Information brochures available in the Office of Affirmative Action. The brochures are printed in English, but soon will also be available in Spanish, Chinese, Tagalog and Vietnamese.

As a reminder, the District has a supply of Sexual Harassment, Student Information brochures available in the Office of Affirmative Action. The student information brochures are printed in English, Spanish, Tagalog and Russian.

The Sexual Harassment brochures also contain an insert listing Sexual Harassment Advisors. The function of Sexual Harassment Advisors is to provide information to students and staff regarding district policies and procedures and to immediately refer matters which come to their attention to the Office of Affirmative Action for appropriate response. If you are interested in being trained as a Sexual Harassment Advisor, contact the Office of Affirmative Action at (415) 241-2281 to reserve your space at the next training. There is a particular need for Sexual Harassment Advisors from campuses other than the Ocean Avenue Campus.

For more information, please contact the Office of Affirmative Action at (415) 241-2281.

CCSF's Equal Opportunity Statement

The San Francisco Community College District is committed to providing a workplace and an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the San Francisco Community College District to provide all persons with equal employment and educational opportunities in all of its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran.

Further, the District does not tolerate retaliation against any employee or student for making a valid complaint or charges under the provisions of its nondiscrimination procedures, or for cooperating in an investigation.

The San Francisco Community College District complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135 et. seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds.

The compliance officer/coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco, CA 94103, (415) 241-2281. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Affirmative Action Officer.

City Currents publishes CCSF's Equal Opportunity Statement and Policy on Sexual Harassment

Editor's note: To acquaint new faculty and staff members with CCSF policy, each semester City Currents publishes the CCSF Equal Opportunity Statement. City Currents also publishes an excerpt from the college's Policy on Sexual Harassment; for a copy of the complete policy, see the 2001-2002 CCSF Catalog.

Fall Flex 2001 — a Photo Essay



Chancellor Dr. Philip R. Day, Jr., (left) and Academic Senate President Ophelia Clark (right) welcome participants to the Enhanced Self-Study update session on August 15.



CCSF Chancellor, Dr. Philip R. Day, Jr., (right) wields the scissors to cut the ribbon to open the new Technology Learning Center (TLC) on the third floor of Batmale Hall. Pictured with Dr. Day are (left to right) Vice Chancellor of Academic Affairs Frances Lee, Director of the Education Technology Office Mamie How and Stephen Levinson, former chair of the Teaching and Learning Technology Roundtable. The ceremony was held August 16.



Dr. Kenneth C. Green of Campus Computing (above) was keynote speaker on August 16 concerning the role of information technology on college and university campuses. Following Dr. Green's talk, members of the CCSF community weighed in with their own ideas in a "response panel." They were (left to right) Nicholar Chang, Dr. Michael Solow, Douglas Re, Dr. Robert Gabriner, Ophelia Clark, William Beaver and Mamie How.



Noted author Chin-Ning Chu was the keynote speaker for August 15 on the topic "Diversity for the Bottom Line."

LIBRARY RESEARCH SKILLS WORKSHOPS:

Helping Your Students Succeed

By **Bonnie Gratch-Lindauer**

Coordinator of Library Instructional Services

For students to be successful at CCSF, for the workplace, or for transfer to other higher education institutions, it's essential that they become competent using information technology to search for and evaluate information, to use and manage e-mail, and to effectively word process, use spreadsheets and other computer applications. Helping students develop and improve their information competency skills directly benefits their academic and vocational success.

The Academic Senate for the California Community Colleges also supports information competency. At its Plenary Session on Saturday, April 21, 2001 it approved a resolution (9.01 S01) that states the Senate will "recommend to the Board of Governors that information competency be a locally designed graduation requirement for degree and Chancellor's Office approved certificate programs." The resolution also states that each college "be empowered to use its local curriculum processes to determine how to implement the information competency requirement, including the possibilities of developing stand-alone courses, co-requisites, infusion in selected courses with or without additional units, and/or infusion in all general courses with or without additional units."

Fortunately, CCSF librarians and some faculty, along with the Academic Policies Committee, have been working for several years to clearly define what information competencies our graduates should possess and to plan for a variety of ways that students can obtain and improve their information seeking and evaluating skills. The following competencies have been approved by the Academic Policies Committee (these are based on the

national "Information Literacy Standards for Higher Education, which are endorsed by the American Association for Higher Education (January 2000):

Information competency, also known as **information literacy**, is the ability to define a research need; formulate a research strategy; select and use effectively print and electronic resources; and acquire, interpret, organize, evaluate and communicate information.

An information competent student is able to:

1. Articulate a research question and plan a research project;
2. Evaluate and select a variety of print and electronic information access tools (e.g. online catalog, periodical databases/indexes, Web search engines);
3. Use effectively print and electronic information access tools to find appropriate sources of information;
4. Evaluate the results of a search based on criteria including the authority/credibility of the author, publisher, editor; the accuracy of the information; point of view or bias; relevance to the research question; and the currency of the information when applicable.
5. Analyze and organize the retrieved information;
6. Synthesize and communicate the information in an appropriate format, such as traditional research papers, multimedia presentations, web-based projects;
7. Recognize certain ethical and legal issues surrounding information such as copyright and the responsibility to properly credit information sources.

Librarians in partnership with faculty at all campuses help students acquire and refine these skills. These skills, similar to writing, critical thinking and oral communication skills, are essential for students to be successful as transfer students

and in the workplace. In fact the research-based assignments required in some CCSF courses help our students become more proficient with information technology search tools. When these assignments require students to critically evaluate their information sources they get more practice sharpening their critical thinking skills. Librarians offer customized workshops to specific classes so that students will be prepared to do research papers/projects or other assignments.

In addition to course assignments there are other learning opportunities available:

- Drop-in workshops at the Phelan/Ocean Ave. campus — three different research skills workshops are provided by reference librarians throughout the semester at various times, including evenings and Saturdays. The Learning Assistance Center offers several computer applications workshops also. Some faculty have even revised their syllabus to require one or more of these workshops. To obtain a verification of attendance and to demonstrate application of the library workshops, students are required to complete a written exercise which is corrected by librarians. (See the Schedule of Workshops on Page 7.)
- Credit courses, such as Library Information Skills (LIS) 10, a one-credit online course that fulfills the San Francisco State University information competence requirement. This online course is available to students at all CCSF campuses and sites. Other credit courses offered by the Library Information Technology Program that cover these skills include LIBR 51, "Introduction to Libraries and Research" and LIBR 57 "Internet Research Strategies."
- A relatively new 1/2 credit course jointly offered by the Learning Assistance Center and Library & Learning Resources is

See Library Research, Page 7

Schedule of Research Skills Workshops — Fall 2001

Please let your students know about these Research Skills workshops being held throughout the Fall semester. They are coded as follows:

“A” Workshop covers the use of the library online catalog to find books, videos and more.

“B” Workshop teaches the use of several periodical databases to find, print, or e-mail magazines and newspaper articles.

“C” Workshop is NOT for beginners to the Web. It covers more advanced uses of search engines for academic research and how to evaluate websites. 60 minutes.

All workshops are conducted in Rosenberg 414. A and B workshops are 50 minutes long; C workshops are 60 minutes in length.

For guaranteed space students should sign up at Reference West desk.

Wednesday	September 5	10:10 A.M.	B
Wednesday	September 5	11:10 A.M.	A
Thursday	September 6	11 A.M.	C
Thursday	September 6	12:10 P.M.	A
Friday	September 7	1:10 P.M.	A

Friday	September 7	2:10 P.M.	B	Thursday	October 4	12:10 P.M.	B
Monday	September 10	1:10 P.M.	B	Thursday	October 4	7:10 P.M.	B
Monday	September 10	2:10 P.M.	A	Tuesday	October 9	7:10 P.M.	A
Tuesday	September 11	10:10 A.M.	A	Wednesday	October 10	10:10 A.M.	A
Tuesday	September 11	11:10 A.M.	B	Wednesday	October 10	11:10 A.M.	B
Tuesday	September 11	7 P.M.	C	Thursday	October 11	1 P.M.	C
Wednesday	September 12	10 A.M.	C	Thursday	October 11	2:10 P.M.	B
Wednesday	September 12	11:10 A.M.	B	Friday	October 12	10 a.m.	C
Wednesday	September 12	12:10 P.M.	A	Friday	October 12	11:10 A.M.	B
Friday	September 14	1 P.M.	C	Friday	October 12	12:10 P.M.	A
Friday	September 14	2:10 P.M.	B	Monday	October 22	2 P.M.	C
Saturday	September 15	12:10 P.M.	B	Monday	October 22	3:10 P.M.	A
Monday	September 17	12:10 P.M.	B	Thursday	October 25	1 P.M.	C
Monday	September 17	1:10 P.M.	A	Thursday	October 25	2:10 P.M.	B
Tuesday	September 18	3 P.M.	C	Thursday	October 25	3:10 P.M.	A
Thursday	September 20	2 P.M.	C	Friday	October 26	2 P.M.	C
Thursday	September 20	3:10 P.M.	B	Saturday	October 27	12:10 P.M.	A
Friday	September 21	10 A.M.	C	Friday	November 2	10 A.M.	C
Friday	September 21	11:10 P.M.	B	Friday	November 2	11:10 A.M.	B
Friday	September 21	12:10 P.M.	A	Wednesday	November 7	1 P.M.	C
Monday	September 24	2 P.M.	C	Wednesday	November 7	2:10 P.M.	B
Monday	September 24	3:10 P.M.	A	Wednesday	November 14	1:10 P.M.	A
Monday	September 24	7:10 P.M.	B	Wednesday	November 14	2:10 P.M.	B
Thursday	September 27	3 P.M.	C	Thursday	November 29	10:10 A.M.	A
Thursday	September 27	5:10 P.M.	A	Thursday	November 29	11:10 A.M.	B
Friday	September 28	11:10 A.M.	B	Tuesday	December 4	10:10 A.M.	B
Monday	October 1	2:10 P.M.	B	Tuesday	December 4	11 A.M.	A
Monday	October 1	3:10 P.M.	A	Friday	December 7	1:10 P.M.	B
Tuesday	October 2	4 P.M.	C	Friday	December 7	2:10 P.M.	A
Wednesday	October 3	10:10 A.M.	A	Monday	December 10	3 P.M.	C
Wednesday	October 3	11:10 A.M.	B	Saturday	December 15	12 P.M.	C
Thursday	October 4	11 A.M.	C				

LIBRARY RESEARCH

Continued from Page 6

Learn 52A or 52B. This flexible approach to learning basic computer and information skills allows students to attend 8 workshops from an approved list which includes the three library research workshops and several computer applications workshops.

For more information about these curricular and co-curricular offerings you can call **Bonnie Gratch-Lindauer** in the Rosenberg Library, 452-5545, or **Nadine Rosenthal** in the Learning Assistance Center, 452-5505. Information is also available at these websites:

<http://www.ccsf.org/Library/instruct/index.html> and

http://www.ccsf.cc.ca.us/Services/Learning_Assistance/

Deadline for Sabbatical requests

Sabbatical leave requests for the 2002-2003 academic year must be filed no later than Thursday, September 6 for both instructors and administrators. Completed forms need to be submitted to Human Resources, 33 Gough Street; staff at that office will issue a receipt. If you have questions, telephone Brian Ellison, Dean of Instruction, Curriculum and Tenure Review, at (415) 239-3360.

October 15 is deadline to apply to Fulbright Exchange Program

Frances Lee, Vice Chancellor of Academic Affairs, encourages CCSF faculty members and administrators to apply to the Fulbright exchange programs.

Sponsored by the U.S. Department of State, the Fulbright Teacher and Administrator Exchange Program arranges direct one-to-one exchanges. In most cases, both teachers secure a leave of absence with pay from their home institutions and then trade classrooms for the school year. The program is open to educators from two- and four-year colleges and K-12 schools.

Requirements include:

- U.S. citizenship
- Fluency in English
- Bachelor's degree or higher
- Three years full-time teaching experience
- Current full-time teaching or administrative position

In addition to the general eligibility

requirements, the applicant must also meet country specific subject, level and language requirements detailed in the application. There is no age limit. Educators with families are encouraged to apply and bring their families along on the exchange.

Most exchanges occur for an academic year. Argentina, Mexico and Peru offer fall-semester exchanges. Brazil and Morocco offer six-week exchanges. In addition to the teacher exchanges, there are administrative exchange opportunities in Argentina, Bulgaria, Canada, Estonia, Mexico, Peru, Thailand, Turkey and the United Kingdom. The program also offers an eight-week seminar in Italy for teachers of Latin, Greek or the Classics.

The application deadline is **October 15, 2001** for the 2002-2003 program year. The Fulbright Teacher and Administrator Exchange program strives to reflect the ethnic diversity of the U.S. teaching population. All country programs are tentative, subject to the availability of funds.

To receive an application telephone (800) 726-0479, fax (202) 479-6806 or email fulbright@grad.usda.gov

Child Development Dept. orientation and workshops set

The Child Development and Family Studies Department has scheduled a Department Orientation **Thursday, August 30** for new and returning students and interested members of the public. Participants will learn about licensing requirements, permit requirements, job qualifications, resources, coursework available, degree information and department updates.

Topics to be covered will include:

- How To Obtain a Child Development Permit, 2-3 P.M., Bungalow 213
- California Early Childhood Mentor Program & Teacher Prep Center Open House, 2-3 P.M., Bungalow 213
- Becoming an Elementary School Teacher, 3-4 P.M., Bungalow 213
- Job Fair, sponsored by the SFEEC Professional Development Project, 3-6 P.M., Diego Rivera Theatre
- Child Development Department Orientation, 4:30-6 P.M., Diego Rivera Theatre

For more information, call (415) 239-3172.

ADMINISTRATIVE OPENING

Associate Vice Chancellor for Facilities Planning and Management

(Re-opened)

Application Deadline: 4:00 P.M., Friday, September 14, 2001

VOLUNTEER FOR HIRING COMMITTEE

Faculty are needed to serve on the hiring committee for the above administrative position.

Interested faculty should contact **Ophelia Clark, President, Academic Senate** immediately at 239-3611, Campus Mail E202.

Jennifer Biehn to teach Tai Chi Chih

An eight week professional development class in Tai Chi Chih, open to all faculty and staff, will be held Mondays from 5:35 to 6:20 P.M. in Cloud Hall 117. It will be taught by **Jennifer Biehn**, Business Instructor and Certified Tai Chi Chih Instructor.

Classes begin **Monday, September 10**, and will continue on September 17 and 24, and October 1, 15, 22, and 29; and conclude on November 5.

Wear comfortable clothing and flat shoes (or be in stocking feet or go barefoot). Tai Chi Chih consists of simple, non-

strenuous movements that emphasize a soft, flowing continuity of motion. Contact jbiehn@ccsf.org to sign up for the class and/or if you have questions.

WANT AD

CAR FOR SALE - Saturn '97, SL2, 4-door sedan, automatic, AC, silver, 79K miles (fwy mi), new tires/brakes, good maintenance (all records), very clean, very good condition, \$7,800. Call (415) 241-2278 (day), (415) 841-8577 eve or wkend.

Join Friends of the Library (FOL)

As a new academic year begins, the Friends of the Library (FOL) are once again soliciting your membership in our organization. Membership includes faculty, staff, administrators, retirees and community members who recognize that a library is the heart of an academic institution and that, in the era, a library needs outside support if it is to serve its function.

The FOL supports the CCSF Library, at all its sites, in its mission to provide the entire CCSF community with the best of materials and services. The FOL assists in and augments the purchase of print materials, slide and tape collections, software and hardware not covered by existing budgets, as well as aiding in the acquisition of supplementary materials; it also provides monetary assistance when the library experiences emergencies or when special needs rise. For example, this past year, the FOL funded over \$5700 in purchases and payments. We spent over \$1000 on books for the Delancy Street telecourse program, over \$2500 on titles for the circulating collection, and about \$700 for the reference collection, and we paid for all interlibrary loan charges.

Where does this money come from? Most of it is raised from the \$10 membership fees and the added donations that frequently accompany those membership fees. The second major source of income comes from the used bookstore that the FOL maintains and operates in room 404 of the Louise and Claude Rosenberg, Jr., Library and Learning Resource Center on the Phelan/Ocean Campus. And the third source of income is the annual Spring Book Sale the FOL hosts on Level 1 of the Rosenberg Library.

Please complete the Membership Form below and return it with a check to the FOL Treasurer, Vinh Vuong, Box R403, CCSF, 50 Phelan Ave., San Francisco CA 94112. If possible, please include a donation with your membership. We rely on your generosity to help us support the library.

Jim Cagnacci
President, FOL

Marian Gallerani
Vice President/Secretary, FOL

Friends of the Library Membership Application

Name _____

Address _____ City, State, Zip _____

Home Phone _____ Office Phone _____

Please check one of the following:

- | | | |
|--|--|---|
| <input type="checkbox"/> Governing Board | <input type="checkbox"/> Student | <input type="checkbox"/> Faculty/Staff |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Retired Faculty/Staff | <input type="checkbox"/> Community Friend |

Please make your check payable to: Friends of the CCSF Library

_____ \$10 Membership Fee

_____ \$10 Membership Fee with additional donation

Please send your tax-deductible check with this completed form to:

Friends of the Library
City College of San Francisco
50 Phelan Ave., #R403F
San Francisco, CA 94112
Attn: Vinh Vuong, Treasurer

BUSINESS CARDS

The Graphic Communications Department is now accepting orders from City College employees for business cards. The type will be printed in black and CCSF logo or seal will be in red. There is a \$20.00 charge for 200 cards, to cover the cost of supplies.

If you are interested, please **legibly print** the necessary information on this form. Do not add lines or characters beyond what is indicated below.

Send this form, with payment to Graphic Communications, Attention Production Coordinator, Box V49, Phelan Campus. Please make check payable to **Graphic Communications** and include your social security number.

Orders are due by Friday, Sept. 21 and will be returned to you via campus mail by Monday, Oct. 29. **Orders received after the Sept. 21 deadline will be refused. Illegible orders will be returned with a request for you to resubmit your information.**



Sample Card.
This is how your card will look.
All cards are of vertical format.
Horizontal format is not available.

Note:

We will need your campus mail box for the purpose of delivery. If you did not include it on your card, please put it here. _____
We cannot list home addresses or outside work on CCSF business cards.

Please fill out the information indicated below. **Bold items are mandatory;** italic items are optional. Again, please **print very clearly, preferably in ink and all capital letters** (except for email addresses; these must be printed **exactly** as you want it to appear on your card). Remember to indicate whether you want a seal or a logo.

Logo  Seal 

NAME _____
 TITLE _____
 DEPARTMENT _____

CITY COLLEGE OF SAN FRANCISCO
 CAMPUS _____
 ADDRESS _____
 BOX _____ OFFICE _____
 SAN FRANCISCO, CALIFORNIA _____ - _____

WORK PHONE _____ - _____ - _____ EXT _____
 FAX _____ - _____ - _____
 HOME PHONE _____ - _____ - _____
 EMAIL _____
 WEBSITE WWW. _____

MENUS — WEEK OF SEPTEMBER 3 – 7, 2001

BREAKFAST – TASTE BUDS — 7:30–9:50 A.M.

Eggs • Breakfast Meats • Pancakes • Waffles • French Toast • Cereals • Pastries • Juices • Coffee • Tea

LUNCH — PIERRE COSTÉ ROOM (PCR) — 11:15 A.M.–12:30 P.M.

Monday, September 3

Closed for Labor Day Holiday.

Tuesday, September 4

Luncheon Plate Du Jour: Chicken Saute Toscana • Buttered Noodles • Broccoli with Lemon Butter

PCR Special: Roast Duck a l'Orange • Wheat Berries and Brown Rice • Carrots Batonnets with Pecan Butter • Soup: Artichoke

Wednesday, September 5

Luncheon Plate Du Jour: Pork Chow Mein • Steamed rice • Sliced Carrots

PCR Special: Poached Filet of Sole on a Bed of Spinach and Bay Shrimp • New Potatoes • Zucchini Saute • Soup: Navy Bean

Thursday, September 6

Luncheon Plate Du Jour: Beef Burritos • Mexican Bean Salad • Papaya Cole Slaw • Soup: Mexican Chicken

PCR Special: Broiled Chicken Marinated in Rosemary & Garlic • Roasted Potatoes • Broiled Tomato, Yellow Squash & Mushrooms Saute

Friday, September 7

Luncheon Plate Du Jour: New York Pastrami Sandwich • French Fries • Cole Slaw

PCR Special: Stuffed Boneless Trout Saute Amandine • Steamed Potatoes • Buttered Green Peas • Soup: Boston Clam Chowder

LUNCH — CAFETERIA — 11 A.M.–1:15 P.M.

Please also check the A La Minute section of the Cafeteria for ethnic, vegetarian and salad specials prepared to order.

Monday, September 3

Closed for Labor Day Holiday.

Tuesday, September 4

Chicken Saute Toscana • Buttered Noodles • Broccoli Polonaise • Corn O'Brien

Baked Smoked Ham with Pineapple Raisin Sauce • Country Potatoes • Soup: Artichoke

Wednesday, September 5

Pork Chow Mein • Sweet and Sour Cabbage • Sliced Carrots

Sauerbraten with Potato Pancakes • Soup: Navy Bean

Thursday, September 6

Beef Burritos • Mexican Bean Salad • Papaya Cole Slaw • Buttered Green Peas

Grilled Filet of Sole with Lime Butter • Parsley Potatoes • Soup: Mexican Chicken

Friday, September 7

Fish and Chips • Fresh Mixed Vegetables • Eggplant Provençale

New York Pastrami Sandwich • Roasted Potatoes • Soup: Boston Clam Chowder

DINNER — CAFETERIA — 5:45–7 P.M.

A la Carte Salad Bar available Monday through Thursday evening

Monday, September 3

Closed for Labor Day Holiday.

Tuesday, September 4

Salisbury Steak with Mushroom Sauce • Shoestring Potatoes • Steamed Broccoli Spears • Soup: Artichoke

Wednesday, September 5

Chicken Cacciatora • Grilled Polenta with Chipotle Butter • Sauteed Zucchini Fresh Herbs • Soup: Navy Bean

Thursday, September 6

Battered Fish and Chips • Fresh Mixed Vegetables Noodles • Soup: Mexican Chicken

LUNCH AND DINNER ALSO ARE SERVED IN THE EDUCATED PALATE DINING ROOM AT THE CCSF DOWNTOWN CAMPUS, 800 MISSION ST. (CORNER FOURTH STREET). TELEPHONE (415) 267-6509 FOR DETAILS.

Master Planning Calendar

September, 2001

Rev. 8/09/2001 (Subject to change without prior notice)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 <i>Labor Day</i>	4 11:00 a.m. Communication Committee (Loc. TBA) Last day to reduce units in order to qualify for 100% enrollment fee and non-resident tuition fee refund	5 2:30 p.m. A.S. (SU-208) 2:30 - 5:00 p.m. Academic Senate (R-518) 9:00 p.m. <i>Cable casting of the Board Meeting (EATV 27)</i>	6 4:00 p.m. College Advisory Council (E-200B)	7 Last day to add full-term credit classes or to change sections
10 2:00 p.m. Concert Lecture (Loc TBA) 2:10 - 4:00 p.m. TLTR (R-518) 2:30 p.m. College Agenda Review (E200B) <i>Census Day</i>	11 2:30 - 4:30 p.m. Parking/Transportation (R206) 3:00 - 5:00 p.m. Classified Senate (B-307)	12 1:30 p.m. Curriculum Committee (C334) 2:30 p.m. Facilities Review (B-616) 2:30 p.m. A.S. (SU-208) 9:00 p.m. <i>Cable casting of the Board Meeting (EATV 27)</i>	13 2:00 - 4:00 p.m. DCC (Loc TBA)	14 Last day to drop credit classes. No notation will appear on the student's permanent record. Last day to withdraw to qualify for 50% non-resident tuition fee refund. Last day to remove an Incomplete grade received in previous semester. Last day to file a petition to receive the AS, Award of Achievement and Certificate of Completion
17	18	19 2:30 p.m. A.S. (SU-208) 2:30 - 5:00 p.m. Academic Senate (JAD-202) 9:00 p.m. <i>Cable casting of the Board Meeting (EATV 27)</i>	20 2:30 - 4:00 p.m. College Council (Pierre Coste) 5:00 p.m. Board of Trustees Closed Session (Gough) 6:00 p.m. Board of Trustees Open Session (Gough)	21
24 2:00 - 4:00 p.m. Program Review (C-334) Last day to request a CR/NC grading option	25	26 1:00 - 2:00 p.m. ESS Coordination Council (E-200) 1:30 p.m. Curriculum Committee (C334) 2:30 p.m. Facilities Review (B-616) 2:30 p.m. A.S. (SU-208) 9:00 p.m. <i>Cable casting of the Board Meeting (EATV 27)</i>	27	28 12:00 - 2:00 p.m. ITPC (E-200) 1:00 - 3:00 p.m. Works of Arts (R-206) 2:00 - 4:00 p.m. PBC (R-518)
30				

Calendar is regularly updated by the Office of Shared Governance. To submit meeting notices call Attila Gabor at 239.3812
 The Master Planning Calendar is available via Internet at http://www.ccsf.org/Services/Shared_Governance