

# CITY CURRENTS



A NEWSLETTER FOR THE CITY COLLEGE COMMUNITY

VOLUME XV • ISSUE EIGHT

OCTOBER 1-7, 2001

## CCSF students, faculty and staff commemorated the victims of the tragic events of September 11

### Ocean/Phelan Campus

In response to the request of the Chancellor, Dr. **Philip R. Day, Jr.**, City College campuses throughout the District sponsored gatherings of students, faculty and staff to remember the victims of tragic events of Tuesday, September 11, 2001.

Dr. Day led the ceremony at the flagpole between Cloud Hall and the Science Building on the Phelan/Ocean Campus, with brief introductory remarks, then asked for volunteers from the audience to address the crowd of 300-plus people. Several took the opportunity to express their feelings on how the events affected them personally.

At 12:15 P.M., under the leadership of Dr. **Helen Dilworth** of the Music Department faculty the assembled group sang "America the Beautiful," "Amazing Grace," "Let There Be Peace on Earth," and "God Bless America."

### John Adams Campus

At John Adams Campus more than 300 faculty, staff and students gathered in the campus auditorium to join in spirit with other campuses in CCSF's Moment of Reflection to honor and remember all those whose lives were lost or affected in other ways by the tragedies of September 11th. The service, which was led by Dean **Linda Squires Grohe**, included the music suggested by the College Advisory Committee and three readings. Students **Ed Bloxom**, **Donnta Cole** and **Rene Hanes** read. The readings were from An Arabic Proverb, "Letters to a Young Poet" by **Rainer Maria Rilke**, and a poem on



Photo by Enrique Mireles

Dr. Philip R. Day, Jr., Chancellor, led the discussion and singing for the CCSF Remembrance Ceremony held Thursday, September 20 on the Phelan/Ocean Campus.

faith in the hour of darkness by **Rabindranath Tagore**, a leader of India's independence movement.

Dean Squires Grohe commented on the diversity represented at the service and on the unity we share with one another. The music was led by **Josephine Miller** (Transitional Studies), **Carmen** (Counseling) and **Dennis Johnson** (ESL). Its moving lyrics and melody helped us to focus on why we had gathered.

### Chinatown/North Beach

**Bill Small**, ESL Coordinator for the Chinatown/North Beach Campus, pointed out that the campus combined the remembrance with its annual Citizenship Day ceremony to recognize new citizens. It was held Friday, September 21 in the John Yehall Chin Auditorium at the 940 Filbert St. site. There were 200 new citi-

zens sworn in last year who had learned about American citizenship at the CH/NB campus. "Approximately 26 sections of citizenship classes were held at CH/NB in last year or so. People are encouraged to return to say they passed the test, were sworn in and became American citizens. We have people come in and talk and tell them we're very proud of them. We give them our congratulations and welcome them to American citizenship," said Small, adding, "This year the ceremony was much more poignant because of the tragedies." CCSF Trustee **Lawrence Wong** gave a speech, then Dr. **Philip R. Day, Jr.**, Chancellor, had a few remarks, followed by remarks from Vice Chancellor of Academic Affairs **Frances Lee** and Small. "My point was to thank them in choosing America and in choosing freedom, to

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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  
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Remembrance of the victims

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Photo by Monica Davey

Pledging Allegiance to the Flag are these new American citizens at the Chinatown/North Beach Campus.

send a strong message to these terrorists 'They're not killing freedom but making us stronger,' Small noted. "It was a packed house; there were several hundred people there. **Simon Tsang** gave the introduction with his remarks interpreted by **Ellen Yeung**. The new citizens were recognized by **Ji Yang**, student representative. The 71-year-old Yang indicated he came to the U.S. in 1996 without any English language skills and studied day and night, attending classes with his grandchildren, in order to become an American citizen. "Channel 26 was there and filmed it and we were on their news. In past years, it was boisterous affair, this year was much quieter. It was a very moving day," said Small.

Evans Campus

Some of the students, faculty, and staff at Evans Campus gathered at the reception area at 12:15 P.M. and together loudly sang "America the Beautiful", "Amazing Grace" and "Let There Be Peace on Earth."

It was followed by a moment of silence to send our thoughts and prayers to New York and Washington, D.C. for the many people affected by the tragedy of September 11. We hoped to reach out with sympathy to their families, to pay tribute to all the heroes and all the efforts and contributions in the rescue and recovery. After the moments of reflection, a few students in **Mr. Williams'** Computer Class asked if there were any more flags to give them.



Photo by Monica Davey

Engaging in a moment of silence at the Chinatown/North Beach remembrance ceremony are (left to right) Vice Chancellor of Academic Affairs Frances Lee, Trustee Lawrence Wong and Chancellor Philip R. Day, Jr.

Downtown Campus

The Downtown Campus event began at 12:15 P.M. on the 8th floor in the student lounge which had been cleared of all tables to accommodate the more than 100 people who attended. Some faculty brought their classes to the event. had lectern, American flag and panel on his left.

Dean **Steven Glick** delivered opening remarks on why there was an observance and asked member of the campus community to reflect on what had happened the week before.

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# CCSF students, faculty and staff commemorated the victims of the tragic events of September 11

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**Julia Hudson**, a part-time business instructor, read a statement from internet that spoke to the issues of tremendous loss and all of the heroes and heroines. Student **John Paterson** read a poem he had written about how the events had affected him. Then the assembled group sang "God Bless America," accompanied on the piano by student **Matilda Andres**. ESL instructor **Karen Weichart** then sang America the Beautiful. "We then closed with a moment of silence, and I thanked everyone for coming," said Dean Glick.

## Mission Campus

**Carlota del Portillo**, Dean of the Mission Campus, reflected, "The coordinating committee of Mission Campus met in emergency meeting on Tuesday of that week. It was decided that we would suggest each teacher do what they felt was most appropriate of their level of students. We suggested they should have a minute of silence or allow students to express thoughts and or sing songs in the last 15 to 20 minutes of teaching period. In the evening, we had a vigil that was planned and executed by the evening faculty. We marched from the parking lot at 106 Bartlett to the BART plaza at 24th and Mission. had about 400 students and faculty participating. The theme was 'Justice, yes! War, no!' Students had a chance to speak and sing in English and Spanish. We placed candles and flowers there. When you looked about you saw Latinos, Asians, Whites and others, all in a well integrated group. Three students brought guitars for the sing along. It was open forum those who didn't want to speak had chance to sing along. People who were not necessarily acquainted threw arms around each other and sang songs. It was beautiful. It was very successful. They sang the "Prayer of St. Francis (Make me an instrument of thy peace)" and Amazing Grace."



*Photo by Susan Hathaway*

Members of the Evans Campus community gathered to commemorate the events of September 11th. On the table were candles and flowers placed in memory of those who died in the tragedies.

Dean del Portillo also pointed out that on the Mission Campus, students, faculty and staff have chance to express thoughts by writing them down and placing them on bulletin board. "Management Assistant **Samuel Guia**, **Hilda Ayala** and I translated the Chancellor's letter into Spanish and placed it there." Dean del Portillo noted that it has sparked numerous conversations. "I hear them talking about it. On September 12th I went through halls. The doors were open and I could hear teachers leading discussions about what they remember. We have largely immigrant population people who have run from wars and disasters. I was very proud of the sensitivity and skills of teachers here who help alleviate emotion of this tragedy.

### Read *City Currents* Online

Each edition of *City Currents* is available on the web pages of the CCSF Marketing and Public Information Office at [www.ccsf.org/Services/Public\\_Information/city.html](http://www.ccsf.org/Services/Public_Information/city.html)

## Southeast Campus

Dr. **Veronica Hunnicutt**, Dean of Southeast Campus, pointed out, "The day after the tragedy had a wonderful, moving, compassion-filled assembly which was staffed by counselors **Rosemary Johnson**, **Carlos Webster** and Dr. **Juanita Owens**. Our Counseling Department volunteered to do this. In addition to that, I had a wonderful session with the students. They asked questions, we probed for answers together. It was a wonderful session. Everyone felt it was extraordinary. Very caring, Very feeling. It helped us to come together even closer as a campus community. I am delighted the counseling department rose to the challenge and worked with our students. I passed out a wonderful article on how teachers can address their students. Although it came from tragedy, it has been a wonderful time for students and teachers to come together as a family at Southeast campus to connect together. We are working with our students whereby we can put something together to raise some money, conduct a blood drive and do whatever else we can."

## Volunteer to serve on shared governance committees

Sign up for one of these Shared Governance committees Faculty interested in applying should telephone **Ophelia Clark**, President of the Academic Senate, at (415) 239-3611

COMMITTEE NAME	OPENINGS	MEETING DAYS	MEETING TIMES	MEETING FREQUENCY
Academic Policies	4 Faculty	Monday	2:15-4:15 P.M.	Once a month
Banner Advisory	2 Faculty	Wednesday	2-4 P.M.	Once a month
CalWorks Advisory	8 Faculty	TBA	TBA	TBA
College Diversity Advisory	1 Faculty	TBA	TBA	Once a month
Concert/Lecture	3 Faculty	TBA	TBA	Once a month
Continuing Education	3 Faculty	TBA	3:30-5 P.M.	Once a semester
Contract Education	4 Faculty	TBA	TBA	Once a semester
Curriculum*	4 Faculty	Wednesday	1:30-3:30 P.M.	Twice a month
Equivalency – Administrator	1 Faculty	TBA	TBA	As needed
Equivalency – Faculty	1 Faculty	TBA	TBA	As needed
Financial Aid Advisory	3 Faculty	TBA	TBA	TBA
Grading Policies	2 Faculty	Wednesday	1-3 P.M.	Twice a month
Graduation Ceremony	2 Faculty	Monday	1-2 P.M.	Once a month
K–12 Articulation	2 Faculty	TBA	TBA	TBA
Matriculation Advisory*	7 Faculty	TBA	TBA	TBA
Reassigned Time	2 Faculty	Friday	2-3:30 P.M.	Biweekly
Research	2 Faculty	TBA	TBA	TBA
Scheduled Maintenance	2 Faculty	Varies	2-4 P.M.	Five times a year
Student Grade and File	2 Faculty	Wednesday	3-5 P.M.	Once a month
Student Preparation/Success	4 Faculty	Thursday	3-5 P.M.	Second Thursday

**The following committees have unlimited membership and welcome Faculty requests for appointment.**

Basic Skills	TBA	TBA	TBA
Facilities Project	Monday	3-5 P.M.	Twice a month
International Education	Wednesday	12-2 P.M.	Twice a semester
Noncredit Issues	Monday	2:30-4:30 P.M.	1st Monday
Scholarship	Tuesday	1:30-3:30 P.M.	Twice a semester
Vocational Education	Friday	2-3:30 P.M.	Once a semester
Works of Art	Friday	1-3 P.M.	Once a month

\*Membership on this committee is based on academic areas. Consideration is based on openings in your area.

# Faculty tell how they responded in class to their students' need for coping with tragedy

"Our City College teachers have been very responsive to helping students to deal with the tragic events of September 11," says **Frances Lee**, Vice Chancellor for Academic Affairs.

In a memo to all classroom faculty Lee encouraged them to facilitate classroom discussions of the events, noting, "As a classroom instructor, you have the front-line opportunity of working directly with your students. I understand that some of you may have begun the healing process in your classrooms. Thank you for your speedy response to the needs of our students."

Lee heard back from several of the instructors about what they had done in response to her memo.

**Jana Zanetto** who teaches ESL, responded, "I led my classes in a discussion of identifying the facts in the case with focus on key words, such as terrorism, hijacking, and so on, followed by a discussion of listening/reading/responding critically to the media coverage. Then we discussed emotional concerns. Students wanted to be able to contact their representatives, so I suggested that my speech class write mini-speeches or draft letters to be sent to state reps. and senators as well as to President Bush. From their responses, received (Sept. 18) in class, I'm going to compile a class letter to be signed and sent. We have also collected over \$200 in each of my classes that I sent to the American Red Cross earmarked for the NYC victims. This is a small response, but I know my students and I feel good that we could do something. I've also visited Irwin Blood Center of the Pacific and have posted info about blood donations."

**Sunny Clark**, Department Chair of the Student Health Center, wrote, "We have a memorial table with orchids, candles and soft music with pictures of victims and a

place for students to share their thoughts. This seems to calm the students. I hope you and your families are well also."

**Muriel Dawkins** of the Disabled Students Program and Services faculty, noted, "A couple of my students spontaneously created American flags with the paint program. I was very moved by this. I just asked all of my students if they knew anyone and they told me their experiences. I told them about my friend's (a CCSF teacher) brother who was a NYC fireman (and was killed in the collapse of the World Trade Center). I enlarged and posted the announcement about mental health services at the main campus last week. I hope there will be more things like that at all of the campus locations, and I also hope that City Currents will provide a way for all City College staff, students and faculty to list those they have lost."

**Rachelle (Shelly) Fox**, DSPTS instructor, said, "In my class (Acquired Brain Injury-Language Reintegration) we had a group discussion about students' reactions to the tragic events of Sept. 11. Students in this course have acquired brain injuries primarily due to stroke or head injury. Students responded to the questions 'Do you have family or friends who were hurt, killed or still missing?' and 'Please share with the group (or pass if you prefer) your feelings about the events of Sept. 11th.' One student shared his concern about racism towards Americans of Islamic faith in this country. Students shared their emotional responses to events of the past week. After 45 minutes students went on to regular class activities. The group of students in this course really reflected the spirit of San Francisco talked about in the citywide memorial service that took place Sept. 18th in San Francisco. Although I had planned for a group discussion of what had happened in our country dur-

ing the week, I really appreciated the chancellor's memorandum to all City College faculty about how to help students talk to each other in the classroom."

**Michele Sieglitz**, instructor in Broadcast Electronic Media Arts Department, designed an "exercise to test your navigation skills and knowledge of surfing the net. On a different level, it is an exercise to help expand your brain and emotions around the events that we have all been talking about over the last week. Begin your search with any of the following words/topics. For example: America Under Attack, Terrorism, Osama Bin Laden, World Trade Center Bombings, Tragedy in NY, Tragedy at Pentagon. Now you must narrow your search field and find at least two sites that you will follow throughout the week. These different sites may look something like the following: America's response vs. Afghanistan vs. Pakistan's response, Republican vs. Democratic response, Progressive vs. Conservative response, Youth vs. Elder response, Male vs. Female response, Christian vs. Muslim vs. Jewish response. It's important to note that I don't expect/want you to come in with blanket perceptions about how men feel this way and women another about what has happened. Your write up can be a brief summary of the sites you found. We will discuss this exercise over the next week."

**Karyn Byer** who teaches online, "In BCST 103 online I have opened up a special bulletin board discussion topic entitled American Tragedy. This is a specific forum which allows all students to participate in a dialogue about events, their feels and how to move forward from here. I have done the same thing, but in a different fashion, with my telecourse students. I maintain an e-mail list for them and have encouraged them to speak up

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## Mission Science Workshop receives two grants totaling \$30,000

**Dan Sudran** announces this “good news” about the Mission Science Workshop:

1) A \$10,000 grant from the McKesson Foundation to provide science enrichment experiences at Mission Science Workshop for students from Ida B. Wells

High School, a continuation high school in the Western Addition of San Francisco.

2) An \$8,000 grant from Genentech for the purchase of microscopes for Mission Science Workshop. This will enable us to expand our program of lending microscopes to local schools we serve that do not have them available.

## Faculty facilitate discussions of tragedy

*Continued from Page 5*

and speak out. So far, many students from both classes have participated.

**Sharyn Kuuisto**, who teaches Spanish in the Foreign Languages Department, said, “I asked each class if they would like to discuss their thoughts and feelings about the national events in our class. We considered the importance of thoughtful communication and encouragement. I offered to guide them in Spanish. I suggested that this could be a positive exercise for it would be empowering to be able to discuss this monumental situation in Spanish. The students participated with concern. They shared their feelings as well as encouraging information such as plans for vigils and prayer. We also discussed what techniques we have for dealing with a devastating occurrence: prayer, meditation, thoughtful walks, reunions with friends, reaching out to help, journal writing, silence, etc. In another class we listed some of the most cherished aspects of our lifestyle in the U.S. as well as the admirable traits of many Americans dealing with the tragedy. I told them that I wished for peace and love for them, for all Americans and the planet. I ended by teaching them how to wish each other peace and love in Spanish as well. We then selected another individual in the class to comfort with this message. May we all learn and deepen our international understanding through this terrible period of American history.”

“We also have been awarded a VISTA volunteer by the Corporation for National Service,” according to Sudran. She is starting her year of service this month. Her responsibilities will be to expand the middle school outreach program of the workshop and to increase the involvement of the families of the student from seven elementary, three middle and two high schools served by the workshop.

### Counseling available

**Dr. Ann Clark, Chair, Department of Counseling, announces special counseling services are available following the September 11 tragedy.**

**To see a counselor, go to the Counseling Department in Conlan Hall, Room 205, or call (415) 239-3296 for an appointment. Counselors available include Sheryl Blumenthal, Jessie Chin (speaks Cantonese), Antonio Martinez (speaks Spanish), Lindy McKnight and Elliot Osborne.**

**The Student Health Center also is providing counseling in Bungalow 201.**

## ADMINISTRATION & FINANCE

### ADMINISTRATIVE OPENING

## Director, Small Business Development Center

(This is an exempt position based on the availability of funds.)

**Application Deadline: 4:00 P.M.,**

**Wednesday, October 31, 2001**

For job announcement and administrative application form, download it from Human Resources Department website at <http://www.ccsf.org/hr> or call Human Resources Department at (415) 241-2246.

### VOLUNTEER FOR HIRING COMMITTEE

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

Interested faculty should contact **Ophelia Clark**, President, Academic Senate immediately at (415) 239-3611, Campus Mail E202.

Interested classified staff should contact **Dave Gallerani** immediately at (415) 452-5452, Campus Mail R501.

# Official Minutes of the Academic Senate Executive Council

Ocean Avenue Campus, Rosenberg Library 518 — 2001 September 5

## Council members present

Ophelia Clark, Sunny Clark, John Delgado, David Doré, Mark Fan, Jennifer Hammer, Raymond Holbert, Christopher Kox, Alliene Lawson, Susan Lopez, Antonio Martinez, Madeline Mueller, Glenn Nance, Jessica Nelson-Lundy, John Odell, Marie Osborne, Francine Podenski, Frederick Teti, David Yee

## Council members absent

Don Cate, Matt Duckworth, Sue Homer, Emilie Krustapentus, Randall Laroche, Barry Lynch, Karen Saginor, Chris Shaeffler, Roland Trego, Diana Verdugo

## Other Senate members present

Julia Bergman, Ann Clark

## Guests

Natalie Berg, Gopal Sarin, Leslie Smith

## I. Call to Order

President Ophelia Clark called the meeting to order at 2:50 P.M.

## II. Adoption of Agenda

The agenda was adopted without objection.

## III. Approval of Minutes

A. The minutes of August 15, 2001 were approved without objection.

B. The minutes of August 22, 2001 were approved without objection.

## IV. Announcements

President Ophelia Clark made several announcements. Muriel Meunier-Fiebelkorn thanked Council for its support, and she invited Council members to visit the new child development facilities at the John Adams and Ocean Avenue Campuses. The Faculty Position Allocation Committee is accepting requests for replacement positions. Clark will be seeking volunteers to serve on four administrator evaluation committees. The resolutions passed by the Statewide Academic Senate at its Spring 2001 meeting are available in the Senate office. At Clark's request, several Council

members agreed to review the current draft of the proposed Statewide Senate Affirmative Action Handbook.

On behalf of Counseling Chair Ann Clark, Council member Martinez thanked Council members Mueller and Teti for agreeing to serve on Counseling Department advisory groups.

First Vice President David Yee announced that the Administrative Applications Advisory Committee will host a public presentation on imaging on Wednesday, September 12, in Rosenberg 305.

Council member Odell announced that EAtv's City College Connection will profile David Hardiman at 9 P.M. on Tuesday, September 11.

Second Vice President Susan Lopez announced that September is Latino Heritage Month on KQED.

Council member Mueller announced that Lick-Wilmerding High School will host a Balboa BART Improvement meeting on Saturday, September 8, from 10 A.M. to 6 P.M. Participants will discuss CCSF and the reservoirs from NOON to 2 P.M.

## V. Officers' Reports

### A. President

President Ophelia Clark reported that she, Second Vice President Lopez, and Council members Mueller and Sunny Clark, as well as several local public officials attended a bond measure fundraiser on Tuesday, September 4.

### B. First Vice President

First Vice President David Yee reported that he had attended meetings of the Planning and Budgeting Council, and of the Information Technology Policies Committee.

### C. Second Vice President

Second Vice President Susan Lopez reported that she and others had been

discussing with the Chancellor the mission of CCSF and its role in California history, and that it had been a productive academic dialogue. She distributed a draft of the agenda for the September 29 Council retreat.

### D. Secretary

No report.

## VI. Unfinished Business

### A. Enhanced Self-Study (ESS) Recommendations

President Ophelia Clark distributed copies of the ESS routing system, a chart displaying the Governance Committees which will review the ESS recommendations. She encouraged Council members to read the text of the recommendations on the website ([http://www.ccsf.org/Services/Research\\_Planning/ess/](http://www.ccsf.org/Services/Research_Planning/ess/)).

### B. Bond Measure Information

President Ophelia Clark provided Council members with appropriate information about the bond measure campaign and related events.

## VII. Special Order of Business: Trustee Berg

President Ophelia Clark welcomed Natalie Berg, President, Board of Trustees, to Council. Berg began by saying of the faculty that "Without a doubt, [CCSF is] number one because of what you do." Trustee Berg answered questions from Council about the timetable for Board resolutions, the Board's commitment to part-timer issues, and the ESS.

## VIII. New Business

### A. Current Administration Evaluation Policies

Council member Mueller presented a brief history of the Administrative Hiring Procedures document (which details not only hiring but also evaluation and

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## Classified Staff Development Day activities planned for October 8th

Chancellor **Philip R. Day, Jr.**, SEIU Local 790, the Classified Senate, and the Office of Staff Development are sponsoring a Classified Staff Development Day to be held on **Monday, October 8**. That day is a holiday for CCSF faculty and no classes will be held, however, it will be a regular working day for CCSF classified employees and administrators. All CCSF classified are encouraged to participate in a series of workshops and training activities from 8 A.M. to 5 P.M. Lunch will be provided to all participants; please call (415) 239-3614 by October 1 to reserve your free lunch.

## ACADEMIC SENATE

### Executive Council minutes — September 5, 2001

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retreat rights), an agreement between the Academic Senate and the Board of Trustees. She advised Council that there is a draft of a new administrator evaluation process; the draft will come before Council for review.

#### B. Legislative Matters

Dean Leslie Smith, Special Assistant to the Chancellor for Governmental Relations informed Council that the State Board of Governors will be considering changes in its legislative and regulatory programs. Smith's contributions include proposed language that addresses the needs of low-income students. She invited Council to submit comments and any new ideas for legislative remedies.

One proposed change involves reforming the PARs (Positive Attendance reporting) system. She noted that noncredit has traditionally been held unfairly to a much stricter standard for attendance reporting than credit. She is originating a proposal, that she hopes the State Chancellor's office will want to sponsor, to do away with the positive attendance reporting in noncredit classes and base such reporting on active enrollment instead. Such a reporting system would be similar, though not identical, to what is in place in the credit mode. In effect, drops would still count against the attendance, but

brief absences would not. Council supported this idea.

Smith encouraged faculty to attend a Statewide Community College meeting from 9 A.M. to 3 P.M. on October 3 at the CCSF Downtown Campus.

#### IX. Committee Appointments

**2001-09-05-01 (Yee/Mueller) MSU** That Council approve the following appointments, as recommended by the Committee on Committees.

Robert Siegel (ESL), Search Committee for the Vice Chancellor of Facilities

Maria Vasquez (Counseling), Sexual Harassment Free

Carol Reitan (Foreign Languages), International Education

Michael Kelly\* (CIS), Curriculum Committee

Lancelot Kao\* (Astronomy), Curriculum Committee

Raymond Gamba (English), Curriculum Committee

\*reappointment

#### X. Adjournment

The meeting was adjourned at 5:00 P.M.

Respectfully submitted by

Frederick Teti,  
Secretary

## Women's Resource Center plans Open House October 3

The Women's Resource Center, located in Smith Hall 103-104, will hold an Open House October 3 from 12 NOON to 2 P.M. It will be a time to celebrate a new mural and recognize individuals instrumental in expanding the Center, its services and computer availability for all students. Among those to be honored will be Vice Chancellor of Academic Affairs **Frances Lee**, mural artist **Lin Wei** and CCSF Phone Operators **Linda Aceves, Victoria Barrera, Christine Bussard and Judy Shreve**. Call (415) 239-3112 for details.

## WANT ADS

**CARPPOOL FROM EAST BAY** — Looking for third person to carpool to CCSF during early AM commute from Rockridge. Contact Nadine (415) 452-5505 nrosenth@ccsf.org.

**FUTON FOR SALE** — Hi-quality thick cotton futon with zip-off washable cotton cover and beautiful teak frame, folds in to couch or double bed. \$100. Call (415) 564-4314.

**ROOM FOR RENT** — With house privileges. Westwood Park. Furnished bedroom with new queen bed and antiques in detached SF home; share one bathroom with tub and separate shower; share utilities. Quiet cul-de-sac location; street parking; great transportation connections. \$900/month. Call Jeanne (415) 585-2545.

**HOUSE FOR RENT** — South San Francisco, 3 bedrooms, 2 baths, garage, yard, fireplace. No pets. Rent: \$2,000. Call (650) 692-9566.

**CAR FOR SALE** — 89 Chrysler LeBaron Convertible. Good Condition \$2500. Call (415) 244-3390.

**YOGA CLASS** — Beginning Iyengar yoga class on Sunday mornings from 8 to 9:30. A spacious, well equipped studio at 321 Divisadero at Page. Classes \$40 for a series of four or \$12 for a drop in. For more information call (415) 626-8441.

**HOUSE FOR RENT** — House with a view. 2-bedroom/1.5 bath. Golden Gate Heights. Call (415) 731-1314.

**APARTMENT WANTED** — CCSF classified employee and his wife are looking for a large studio or one bedroom apartment. Both are quiet, responsible people. email mkazinski@yahoo.com

**LICENSED CHILDCARE** — Located a few blocks from City College Ocean Campus. Accepting kids from ages 2- to 6. After school care available. Hours are 7:30 A.M. to 6:30 P.M. Please call (415) 337-5454 and ask for Irene.

**FURNITURE FOR SALE** — Two Windsor-type chairs; solid, comfy and roomy, \$65 each. Also sturdy leather and wood chair, \$65. Call (510) 339-9570.

**APARTMENT FOR RENT** — \$1450 Daly City, Nice 2 br. 1 ba. apartment. Garage, new carpet, remodeled kitchen. Near bus/bart. No pets. 650-296-7263.

**RUGS FOR SALE** — Two different lovely very large wool rugs. They're made in China to simulate old Azerbaijan sumak designs with strong muted colors in a reversible flat weave (knit/pearl sides). Thick but flexible. Size is more than 8x12. Email me for photos and more info. \$400 each is a real bargain. Contact 239-3903 or bhockman@ccsf.org

**TABLE & SIX CHAIRS FOR SALE** — Blond hardwood top & chair seat with painted white legs & back. Table is 60x35.5x29. Orig. set price was over \$600. bought in the Emporium. All for \$ 250. Email me for photos and more info. Contact 239-3903 or bhockman@ccsf.org

# APPLICATION TO TEACH ONLINE

## About Online Courses

City College of San Francisco offered the first set of online classes during the fall 2000 semester. Ten faculty developed those courses and over 270 students registered in the eight classes offered in seven departments (two classes were team taught). Two more courses were added spring 2001; five more in fall 2001, and an additional eight are in planning for spring 2002.

The online courses are developed in two stages, preferably over two semesters.

### The first stage:

#### Application, Approval, Training:

(1) Filing the "Application to Teach Online" including the signatures of support from the following:

- department chair
- dean
- departmental curriculum committee if applicable

(2) Review of the applications and recommendation of courses by the Office of Technology-Mediated Instruction staff and advisory members

(3) Development and approval of curriculum proposals through the usual departmental and Curriculum Committee processes. Individual department Curriculum Committees need to review and approve the online course. Title 5 requires all distance education courses to be approved by the overall College Curriculum Committee.

(4) Initial online computer software training for faculty developing the course.

### The second stage: Course Development

During the development semester, the faculty member receives three hours of reassigned time for a course of 3 or more units, two hours of reassigned time for 1-2 units. Part-time faculty receive their hours in lecture time converted to instructionally-related hours (i.e., 122.5 non-instructional hours=3-units reassigned time). Faculty designing a second course will receive 2-units of reassigned time. Note: For part-time faculty, the three hours must be included in the calculation of 60% load.

The faculty developing the classes receive training and support from TMI Instructional Design staff, trainers provided by the software company, and/or training sessions provided by the Northern California Virtual Campus project (funded by the California Community Colleges Chancellor's Office). Depending on the needs of each course, skilled student aids may also be assigned to assist the development.

Faculty agree that their courses will be designed and developed according to DSPS guidelines for website accessibility for disabled students as set by standards and criteria adopted by the College. Implementation of this requirement will be in conjunction with training and support of the Instructional Design team.

Additionally, faculty agree that their course will comply with copyright laws.

Each online professor will receive a computer to develop and deliver the course. If the course ceases to be offered, the computer will be returned to TMI for use by another online instructor.

### Funding and Scheduling Commitment to Online Courses

Online course are initially funded by the Office of Technology-Mediated Instruction according to the guidelines below until the Department itself can absorb them into their regular course allotment by swapping out another course for the online course.

- There will be a minimum of two-semester commitment to any online course; that is, the pilot will not be canceled in the first two semesters.
- Required enrollment is the same as for the lecture course. Enrollment will be reviewed each semester.
- Courses with adequate enrollment which meet a graduation requirement will have a two-year commitment.
- Elective courses with adequate enrollment will have a one-year commitment.

# APPLICATION TO TEACH ONLINE

**Current Deadline: October 15, 2001**

**Criteria:** All proposals for online courses will be given serious consideration. However, priority will be given to courses that meet one or more of the following criteria:

- 1) Impacted courses: (a) Classes for which the department cannot meet student demand or (b) Classes that have consistently high enrollments and the online version of the class would give students more scheduling flexibility by mixing traditional classes and online classes.
- 2) Survey and introductory courses, particularly courses that meet a general education, transfer, or certificate requirement and have high enrollments and/or multiple sections with strong enrollments.
- 3) Courses that meet the specific educational needs of specific student population(s), particularly students who would be unlikely to take a traditional version of the class at one of CCSF's sites. While enrollment in these classes would be open to all students, the primary reason for developing and offering the course online would be to attract new students.

Faculty Name \_\_\_\_\_ Department \_\_\_\_\_

Course # \_\_\_\_\_ Course Title \_\_\_\_\_

First semester for class to be offered (circle one):      Fall 2002      Spring 2003      Fall 2003

Office \_\_\_\_\_ Mailbox \_\_\_\_\_ E-mail address \_\_\_\_\_

Campus phone \_\_\_\_\_ Home phone \_\_\_\_\_

Circle one:      Full-time      Part-time (P/T faculty should be aware of load limitations)

**PLEASE ANSWER THE FOLLOWING QUESTIONS AND ATTACH THE RESPONSE TO THIS APPLICATION:**

- 1) Why are you interested in teaching an online course?
- 2) How does this class meet one or more of the criteria, or if the course does not address one of the criteria, what leads you to believe that there will be student demand for this course online?
- 3) Why do you think this course is appropriate for online delivery?
- 4) What is your experience using technology?

## DEPARTMENT CHAIR

Name \_\_\_\_\_

Phone: \_\_\_\_\_ Mailbox: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature \_\_\_\_\_

## DEAN

Name \_\_\_\_\_

Phone: \_\_\_\_\_ Mailbox: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature \_\_\_\_\_

NOTE: The signatures of the department chair and dean indicate support for this proposal. The online course will be subject to departmental and regular College curriculum approval and departmental scheduling needs and procedures.

For more information on online courses, please contact Janet Willett, Faculty Coordinator for Technology-Mediated Instruction, Mailbox A-21, Office: Batmale 310, (415) 239-3123.

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# MENUS — WEEK OF OCTOBER 8 – 12, 2001

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## 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.

### Salads and Starters

**Tossed Green Salad:** mixed greens, cucumber, tomatoes, radishes, olives, choice of house vinaigrette, 1000 island, blue cheese, ranch  
**Spinach and Arugula Salad:** poached pears, toasted pecans, red onions, crumbled blue cheese, port wine vinaigrette  
**Salad Niçoise:** seared fresh tuna, mixed greens, green beans, new potatoes, egg, olives, tomatoes, house vinaigrette  
**Goat Cheese and Artichoke Spring Roll:** arugula and tomato salad  
**Palace Court Salad:** crab stuffed artichoke bottom, chiffonade of lettuce, tomatoes, egg, green goddess dressing  
**Thai Shrimp Salad:** shredded greens, broiled shrimp, snap peas, shiitake mushrooms, peanuts, waterchestnuts, mango sesame vinaigrette

### Soup of the Day

### Entrees

**“La Bodega” Chicken Breast:** wild mushrooms, roasted garlic, polenta, fresh vegetable  
**Grilled Sea Bass:** bed of caponata, white beans and pistou  
**Pan Roasted Beef Tenderloin:** maitre d’butter, yukon roasted potatoes, fresh vegetable  
**Turkey Scallopini:** Portuguese style with apple-fennel mashed potatoes

### Pasta of the Day

### Sandwiches

**Vegetarian Supreme:** grilled zucchini, eggplant, shredded carrot, roasted red pepper mayonnaise, havarti cheese, sprouts, tomatoes  
**Santa Fe Chicken Wrap:** yogurt marinated chicken breast, jasmine rice, scallions, chipotles, tomatoes, bell peppers  
**PCR Hamburger:** sesame seed bun; choice of bacon, swiss, jack cheddar cheese  
**Traditional Clubhouse:** crispy bacon, turkey, lettuce, tomato

## LUNCH — CAFETERIA — 11 A.M.–1:15 P.M.

### Monday 10/8

Faculty and student holiday. No foodservice in Cafeteria or Pierre Costé Room.

### Tuesday 10/9

Grilled chicken with Citrus Marinade • Cous Cous • Zucchini, Artichokes and Peppers • Corn Pudding  
Fried Catfish with Hush Puppies • Soup: Minestrone

### Wednesday 10/10

Baked Cannelloni Milanese • English Spinach • Sliced Carrots • Fried Broccoli  
Thai Pork Eggplant • Steamed Rice • Soup: Consomme Celestine

### Thursday 10/11

Fried Chicken Southern Style • Roasted Potatoes • Buttered Green Peas • Braised Collard Greens  
Rolled Veal Breast • Wild Rice Pilaf • Soup: Cuban Black Bean

### Friday 10/12

Filet of Sole Florentine • Steamed Potatoes • Mixed Fresh Vegetables • Baked Banana Squash  
Navarin of Lamb Jardiniere • Buttered Noodles • Soup: Corn Clam Chowder

## DINNER — CAFETERIA — 5:45–7 P.M.

A la Carte Salad Bar available Monday through Thursday evening

### Monday 10/9

Faculty and student holiday. No foodservice.

### Tuesday 10/10

Baked Meat Loaf with Gravy • Horseradish • Mashed Potatoes • Sweet Green Peas • Soup: Minestrone

### Wednesday 10/11

Seafood Casserole Au Gratin • Buttered Noodles • Steamed Broccoli • Soup: Consomme Celestine

### Thursday 10/12

Swiss Steak with Sour Cream Sauce • Hashed Brown Potatoes • Sautéed Spinach • Soup: Cuban Black Bean

**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 Calendar

October, 2001

Rev. 9/24/2001 (Subject to change without prior notice)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>1</b> 2:00 - 4:00 p.m. PBC (R-518)</p> <p>2:15 - 4:00 p.m. A.S. (SU-208)</p> <p>3:00 - 5:00 p.m. Projects Subcommittee L511</p>	<p><b>2</b> 2:00 p.m. Concert/Lectures (R-206)</p>	<p><b>3</b> 2:15 p.m. Transfer Issues (R-206)</p> <p>2:30 - 5:00 p.m. Academic Senate (JAD)</p> <p><b>9:00 p.m.</b> <i>Cable casting of the Board Meeting (EATV 27)</i></p>	<p><b>4</b> 1:30 p.m. Student Success (R-206)</p> <p>4:00 p.m. College Advisory Council (E-200B)</p>	<p><b>5</b></p> <p>Noon Board Resolution Due Date</p>
<p><b>8</b> <b>- Faculty Day - Classified Staff Flex Day</b></p>	<p><b>9</b> 11:00 a.m. -12:30 p.m. Communication Comm. (Pierre Coster)</p> <p>2:30 - 4:30 p.m. Parking/Transportation (R206)</p> <p>3:00 p.m. College Diversity (E200B)</p> <p>3:00 - 5:00 p.m. Classified Senate (B-307)</p>	<p><b>10</b> 1:30 p.m. Curriculum Committee (C334)</p> <p>1:30 - 3:30 p.m. CalWorks (R-206)</p> <p>2:30 p.m. Facilities Review (B-616)</p> <p><b>9:00 p.m.</b> <i>Cable casting of the Board Meeting (EATV 27)</i></p>	<p><b>11</b> 2:00 - 4:00 p.m. DCC (S-100)</p> <p>2:00 - 3:00 p.m. Financial Aid Advisory (C334)</p>	<p><b>12</b></p>
<p><b>15</b> 2:10 - 4:00 p.m. TLTR (R-518)</p> <p>2:30 p.m. College Agenda Review (E200B)</p>	<p><b>16</b></p>	<p><b>17</b> 1:30 - 3:30 p.m. Scholarship Subcom (L-330)</p> <p>2:30 - 5:00 p.m. Academic Senate (R-518)</p> <p><b>9:00 p.m.</b> <i>Cable casting of the Board Meeting (EATV 27)</i></p>	<p><b>18</b> 2:30 - 4:00 p.m. College Council (Pierre Coste)</p>	<p><b>19</b> 12:00 - 2:00 p.m. ITPC (E-200)</p>
<p><b>22</b> 2:00 - 4:00 p.m. Program Review (C-334)</p> <p>2:14 - 4:15 p.m. Academic Policies/Loc TBA</p> <p>2:15 - 4:00 p.m. A.S. (SU-208)</p>	<p><b>23</b></p>	<p><b>24</b> 1:30 p.m. Curriculum Committee (C-334)</p> <p>2:30 p.m. Facilities Review (B-616)</p> <p><b>9:00 p.m.</b> <i>Cable casting of the Board Meeting (EATV 27)</i></p>	<p><b>25</b> 5:00 p.m. Board of Trustees Closed Session (ALE)</p> <p>6:00 p.m. Board of Trustees Open Session (ALE)</p>	<p><b>26</b> 1:00 - 3:00 p.m. Works of Arts (R-206)</p> <p><i>Mid-Term Grade Sheets Due</i></p> <p>Noon Board Resolution Due Date</p>
<p><b>29</b></p>	<p><b>30</b></p>	<p><b>31</b> 2:30 - 5:00 p.m. Academic Senate (DNT)</p> <p><b>9:00 p.m.</b> <i>Cable casting of the Board Meeting (EATV 27)</i></p>		

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.cc.ca.us/Services/Shared\\_Governance](http://www.ccsf.cc.ca.us/Services/Shared_Governance)