

CITY CURRENTS



A NEWSLETTER FOR THE CITY COLLEGE COMMUNITY

VOLUME XIX • ISSUE FIFTEEN

NOVEMBER 22–DECEMBER 5, 2004

Moore Foundation grants \$4.2 million to CCSF and nursing partners CPMC & St. Luke's Hospital

In response to the critical nursing shortage in San Francisco, the Gordon & Betty Moore Foundation has awarded City College of San Francisco, California Pacific Medical Center and St. Luke's Hospital, a major grant of over \$4.2 million dollars in support of its Betty Irene Moore Nursing Initiative.

"For many years there has been a tremendous shortage of trained nursing professionals. Correspondingly this need takes place during challenging economic times for our state, its public institutions, of which City College of San Francisco is one, as is our city," says Dr. **Philip R. Day, Jr.**, Chancellor. "The Moore Foundation support is both timely and much needed. It will go a long way to position City College and our partners, California Pacific Medical Center and St. Luke's Hospital, to address this crucial need," added Dr. Day.

"This grant comes at such an opportune time when student demand is so high and the need for trained nurses is so tremendous," said **Linda Squires-Grohe**, Dean, CCSF's School of Nursing and Physical Education.

The unique public-private collaboration established by the grant will produce an afternoon-evening associate nursing degree (AND) program marked by flexible delivery and an emphasis on problem- and competency-based learning that promotes critical thinking and leadership capacity in its nursing graduates.

Through the joint efforts of City College of San Francisco, California Pacific

Medical Center and St. Luke's Hospital, graduates of the AND afternoon-evening program will be better prepared to meet the requirements of employment in the hospital setting. California Pacific Medical Center's success with new graduate retention and low Registered Nurse turnover rate make it the ideal environment to test this new approach.

It is estimated that this partnership will increase City College of San Francisco's capacity by over 40 percent by Spring 2009 to meet the local demand for nurses, graduating a total of more than 80 nurses over four years. This is in addition to the average of 62 new graduates annually produced by the College's daytime program.

City College of San Francisco offers an Associate in Science curriculum in Nursing which is accredited by the California Board of Registered Nursing. Students who complete the course of study in accordance with City College requirements are eligible to take the

national Council Licensure Examination of Registered Nurses, and once they pass are qualified for entry-level positions of R.N. in health facilities and agencies.

California Pacific Medical Center and St. Luke's Hospital have committed an additional \$126,563 in work study funding for this program, with California Pacific Medical Center being the fiscal agent for this grant.

The new afternoon-evening AND program will start recruiting students in Spring 2005 for classes which will begin in Fall Semester 2005. Prospective students interested in more information about the program can contact **Linda Squires-Grohe**, Dean of the School of Health and Physical Education at City College of San Francisco at (415) 561-1908.

The Gordon & Betty Moore Foundation launched the Betty Irene Moore Nursing initiative in November 2003, with the goal of improving nursing-related patient outcomes in acute care hospitals.

CCSF Rams to play in Hawaiian Punch Bowl here December 4

City College of San Francisco Rams Football Team will play Fresno City College for the Northern California Championship on Saturday, December 4. The Hawaiian Punch Bowl game will begin at 1 P.M. in Rams Stadium on CCSF's Ocean Avenue Campus.

Tickets are available in E104 (Conlan Hall) for \$10 general and \$7 students.

CCSF Rams earned the right to go to the bowl game with a 20-15 win over Foothill College in the NorCal Conference title game held November 13 in Saratoga. That win puts the CCSF Rams at 10-0 for the year.

CITY CURRENTS

City Currents is published weekly during the Fall and Spring semesters by the Marketing and Public Information Office of City College of San Francisco. It is distributed free to all faculty, classified and administrators through the regular campus mail system. It is also available on the College's website at www.ccsf.edu/Services/Public_Information.

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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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Evaluation of shared governance: Methodology and Results

The Evaluation of Shared Governance report is the Office of Research, Planning, & Grants' third and most comprehensive assessment of the Shared Governance System at City College of San Francisco. The report gathers information from faculty, staff, administrators, and students in order to analyze current trends in the Shared Governance System and make recommendations for increased effectiveness. The full report can be accessed at: www.ccsf.edu/Offices/Research_Planning/pdf/shared_gov_eval04.pdf.

Background

The City College of San Francisco Shared Governance System was developed from a series of conversations the CCSF administration and representatives of the major College constituencies had during the 1992/93 academic year. The College governance system has three parts:

1. The **Collegial Governance** system in which the College relies primarily upon the advice and judgment of the Academic Senate and its representatives.
2. The **College Advisory** systems in which the College obtains advisory recommendations in key operational areas from committees.
3. The **Planning and Budgeting** system which is an integrated system of college-wide planning and budgeting for the College.

The College has performed two evaluations of the Shared Governance system since its inception in September 1993. In Spring 1994, the College conducted a survey of Shared Governance participants. Of the 127 respondents, 85% said working relations among committee members was either good or very good, and 71% rated the quality of work completed as good or very good. Reflecting the early stages of working collaboratively, 57% of the respondents rated trust among the various college groups as good or very good.

A second evaluation of the Shared Governance system in 1997 identified the need to improve the efficiency of moving policies and procedures through the system as well as "real and meaningful participation" in the committees. Other suggestions included delineating the role and functions of the committees and reviewing, and where feasible reducing, the number of committees.

This report summarizes the third and most comprehensive evaluation of the CCSF Shared Governance system. The College Advisory Council began planning for this college-wide process during the 2002/3 academic year, and initiated the evaluation with an announcement to all College faculty, students, classified staff and administrators in August 2003 of the availability of an online survey on Shared Governance.

Methodology

Three methods of evaluation were used to gather the data for this report:

1. An **online survey** of all CCSF participants from the past three years.
2. **Listening sessions** to gather feedback from both participants and other members of the College community.

Continued on Page 3

TABLE OF CONTENTS

Academic Senate	7-8
Office of the Chancellor	2-4
Vice Chancellor of Academic Affairs	5-6
Letter to the Editor	9
Events & Announcements	9-10
Master Calendar	12
Menus	11
Want Ads	10

Evaluation of shared governance: methodology and results

Continued from Page 2

3. Use of the College's program review framework. Each major college constituency—faculty, classified staff, students, and administrators—met and discussed a **series of common questions** and were then asked to produce a report comprising their responses.

It is important to note that the Associated Students chose not to participate in the online survey or the organizational self-study reports. However, students did participate in the Shared Governance Listening Sessions and their concerns are part of the data used to develop the final recommendations for improving the current Shared Governance system.

The common self-study questions were developed by the College Advisory Council in collaboration with the Office of Research, Planning and Grants. Four major concerns became the framework for the self-study questions, including the following.

1. Inclusion of College Constituencies.
2. Effectiveness of the Governance System.
3. Efficiency of the System.
4. Alignment of the Governance System with the College's Goals and Objectives.

Based upon the data collected from the online survey, the listening sessions and the organizational self-study reports, the College Advisory Council met to review and assess the responses and to identify recommendations that could improve the College's governance system. The final report includes the following components.

1. A summary of constituent groups' views on the College's Governance System.
2. A collective analysis of the online survey results for Shared Governance committee participants.
3. A set of recommendations for improvement based upon the findings from the survey report and the constituent reports.

Survey Results

Of those who responded to the Shared Governance Survey, a majority were full-time employees (77%) who work on the Ocean Avenue campus (61%). Almost two-thirds of respondents were faculty or faculty department chairs (61%) and a similar number had three or more years of experience on a Shared Governance committee (67%).

While survey respondents generally indicated that their committee(s) meets once a month (52%), a substantial number of respondents report attending meetings two or three times per month (20%). Most respondents attend meetings all the time (64%) or regularly (24%). Over half reported that they receive information on the role and function of the committee, although more often faculty and staff (54% and 60% respectively) than administrators (38%).

Respondents reported that their committee environment encourages honesty among the participants, although administrators were more likely to agree with this statement (96%) than classified staff (78%). Most respondents felt their opinions were valued by the committee (68%), although 9% stated they were uncomfortable expressing opposing views. Almost all respondents (91%) said their opinions were usually or always respected. Participants generally spoke at all or most of their committee meetings (83%).

Of survey respondents, most agreed that committee procedures and objectives were usually or always clear (87% and 88% respectively). Slightly more faculty (95%) than administrators (91%) or classified staff (87%) found their committee work valuable. Finally, many respondents (85%) found that committee work connected to other College decisions and events.

Shared governance evaluation: Recommendations

Each College organization met and reviewed the self-study questions, the data from the online survey and the listening sessions, and then structured their own self-study discussions. Reports from the following organizations were received by the Office of Research, Planning and Grants and distributed to all the other Council representatives including the Academic Senate, Classified Senate, Administrators Association and American Federation of Teachers Local 2121.

Based upon the review of each of these reports, the College Advisory Council established two sets of recommendations. The first focuses on improving the current ongoing operation of the shared governance system, and the second is new initiatives. Implementation of these recommendations will be addressed by the College Advisory Council beginning in Fall 2004.

Recommendations for Ongoing Efforts

1. Review and clarify the role and function of each shared governance committee and subcommittee including an assessment of whether the issues being addressed by each committee are aligned with role and function.
2. Develop a flowchart that clearly and simply shows how an issue moves through the Shared Governance System. Establish a tracking system¹ for recommendations to ensure that issues move through the system.

Continued on Page 4

Shared governance evaluation: Recommendations

Continued from Page 3

3. Enhance the content and look of the College Shared Governance website and promote its use within the College community. The website should include but not be limited to committee flowchart, committee membership rosters, committee member contact information², agendas, and posted minutes.
4. Review and standardize protocols for committee operations. These operations include, but are not limited to, conducting meetings³, developing and submitting agendas, minutes, and annual committee reports.
5. Re-establish the annual Shared Governance Report that reflects activities and accomplishments for each committee.
6. Conduct regular reviews to ensure that all committee vacancies are filled in a timely manner. Utilize all College communications, including the College email system and *City Currents*, to announce committee vacancies and the procedures to serve on a committee.
7. Restore the Shared Governance Coordinator/Office staff assignment to 80% and explore locating the office to a clearly identified, and accessible office to ensure adequate support for updating, gathering, and disseminating information.

Recommendations for New Initiatives

1. Provide release time for faculty who are chairs and/or committee secretaries of all committees with an exceptionally large work load.
2. Ensure that new committee chairs know their roles and responsibilities. These responsibilities must include mentoring new committee members.
3. Implement the two Shared Governance “Deans’ Councils” referred to in the Shared Governance document appendix by combining both councils into one governance body, the Administrators Association, for the purposes of appointment recommendations to the Chancellor and for discussions and recommendations on shared governance issues.
4. Notify immediate supervisor(s) when an employee is appointed to a Shared Governance Committee.
5. To ensure the continuing commitment to promote a college climate that supports the full participation and active engagement of all CCSF constituencies while encouraging respect for differing opinions and ideas, the Chancellor shall distribute an annual letter to all CCSF employees and students inviting their participation in the College governance system and reaffirming the critical importance of the shared governance process at City College of San Francisco.
6. Create an in-house Shared Governance Committee on Public Records and Sunshine/Information to insure that all segments of our “public” internal constituencies have access to information about budgets, programs, plans, contracts, etc.⁴

Footnotes:

¹ This system could be keyed to the aforementioned flowchart.

² This may include a dedicated email address for student members.

³ Protocols should include a procedure for modifying the committee’s meeting schedule, and a list of the chair’s responsibilities.

⁴ The College Advisory Council approved this recommendation after the completion of this study and report. The recommendation is the result of a special CCSF sunshine task force comprised of the Chancellor, members of the Board of Trustees and senior administrative staff.

Financial Aid opportunities abound at CCSF

By Jorge Bell
Dean, Financial Aid

Please let your students know that it is the goal of City College of San Francisco to keep the doors open to all students no matter their economic backgrounds. To that effect the Financial Aid office will be conducting a “College: Make It Happen” Student Financial Aid Resources Conference on Saturday, December 11, from 9 A.M. to 1 P.M. in the Student Union Building on the Ocean Avenue Campus. During this conference students will have the opportunity to meet staff from the Financial Aid Office, Scholarship Office, EOPS, CDPC, CalWORKS and Student Loan Representatives who will share alternatives on how to fund their education. Financial aid applications (including Cal Grant applications) for the 2005-2006 academic year will also be available.

The Financial Aid Office is located in Cloud 324. It is open Monday through Thursday 7:30 A.M. - 5 P.M. and Fridays 9 A.M. - 4 P.M. The Scholarship Office is located in Batmale Hall, Room 366 and is open Monday and Tuesday 8 A.M. - 7:30 P.M. and Wednesday through Friday 8 A.M. - 5 P.M. The EOPS Office is located behind Smith Hall. For an appointment with a counselor, please call (415) 239-3561. The CalWORKS program is located in Bungalow 609, telephone (415) 452-5700. The CDPC (Career Development and Placement Center) is located in the Science Building, Room 127, telephone (415) 239-3117.

Access to media for disabled students: web-based content

By Tom Hetherington,

Alternate Media Specialist, DSPS
(Disabled Students Programs & Services)

Editor's Note: This is the second in a series of articles on the challenges disabled students face in gaining access to educational media and information resources.

The first article is online at http://www.ccsf.edu/Offices/Public_Information/Currents102504.pdf

In the first article I discussed how captioning can enhance access to audio-visual materials for our students who are hearing-impaired. In this second article, I'll attempt to tackle the weighty issue of Web-based content. For City College students, essential Web content generally comes in two forms: first, information and interactive forms on the CCSF Web site, and second, educational material posted or linked by instructors to their own sites or online courses.

Over the past several years, the City College Web site has grown to Amazon-like proportions. There are over 18,000 separate pages on the main CCSF site. Nearly every department, office and service at City College maintains a Web presence. This past semester about 85 percent of our students registered for classes using the online registration form. Chances are that nearly all of our foreign students will see the Web site before they see the campus. In August 2004, the Web site set a new monthly record, logging over four million page views.

As for educational material, about 300 faculty members have CCSF Web sites. Not all of these sites are active; however, according to the hit counter on the server, about 60 faculty members get over a thousand page views per month. In addition, in Spring 2005 we will offer 55 online courses and several "tech-enhanced" courses.

Distance Education is living up to its name: some of our students are now locat-

ed in other states and even other countries. A CCSF student can now earn many of the units needed to transfer by attending classes online.

In the old days, disability access often meant such things as wheelchair ramps or curb cuts—in other words, accommodations allowing entry into real, physical spaces. Today the spaces are in cyberspace, and disabled students face new and sometimes daunting challenges.

How do blind students surf the Web?

Imagine for a moment a blind student surfing the Web. We know the student won't be able to see the screen. Nor will he or she be able to move a mouse around and click on links since that requires sight. And yet many of these students successfully use a computer. Not only do they surf the Web but they also send emails, write papers, and do research.

This is accomplished by means of some amazing technologies that convert nearly everything on a computer screen to auditory format. Screen-reader software reads the Web page to the student using a synthesized voice. Instead of using the mouse, the student uses the tab key to maneuver around the page, and the screen-reader gives feedback to the student.

Unfortunately, a screen-reader can't describe an image. An image without a text equivalent coded into the page is a mystery to a student who can't see. Sometimes images contain words. See, for example, the front page of the City College Web site where several key navigation elements are images. Without access to alternate text, no blind student could get past the front page of our site. Fortunately, the front page and the key menu pages in the CCSF site have been made accessible.

It isn't only students with visual impairments who face challenges on the Web.

For every student with a visual impairment there are many students with reading disabilities. These can include learning disabilities, dyslexia, aphasia, and acquired brain injuries. These students may also use screen-reader software.

Students with mobility impairments may not be able to move a mouse. These students use the keyboard or sometimes specialized keyboards. While most Web pages can be navigated using only the keyboard, occasionally instructors, departments and offices use Macromedia Flash or Java applets that are not keyboard accessible. Those are out of reach to students who can't use a mouse. Flash and Java applets actually can be made keyboard accessible but often this is overlooked.

Students with hearing impairments don't usually face challenges using Web sites. Still keep in mind that when a Web page contains video, it must be captioned. And for auditory material such as speeches, a transcript must be included.

There are other somewhat more technical requirements for accessibility such as using header tags in data tables, and proper labeling of frames, but in the interest of brevity I'll refer Web developers to the CCSF Web Accessibility Guidelines site: <http://www.ccsf.edu/Services/Accessibility/>

How are we doing?

Much of the City College Web site is already accessible. The CCSF Webmaster has been very supportive of efforts to improve accessibility. Accessibility features have been coded into the main navigation pages and other key pages of the site. Many of the department and office pages are not only accessible but also quite attractive. The Technology-Mediated Instruction Department works closely with online instructors to promote accessibility in Distance Education courses.

Continued on Page 6

Access to media for disabled students: web-based content

Continued from Page 5

However, one doesn't have to go far to find other pages that are not fully accessible. Like many college Web sites, ours is highly decentralized. Individual departments, offices and instructors take responsibility for their own sections. Dozens of individuals create content for the main site. Over the past few years as I've been consulting with offices and departments about their sites, I've seen a number with major accessibility problems. More than once I've been told by a department chair that the site was created years ago by a student long gone or that no one has time to work on the site.

We are probably no worse than other colleges in this respect. Colleges around the country are struggling with ways to ensure Web accessibility and develop workable policies while simultaneously seeing Web use grow exponentially. And it doesn't help that many colleges, particularly in California, face severe budget constraints. However, there are certainly things that we can do that will make a difference. If you are an instructor or Web developer, here are a few steps that you can follow.

Disability services orientation set for December 2

The DSPS Department will present a 90-minute Powerpoint orientation on **December 2nd** in R305 at 4 P.M., for those who wish to learn about disability services at CCSF. Faculty, staff and students are welcome to find out how services are provided. Topics will include: credit and noncredit classes offered, academic accommodations, testing for learning disabilities, specialized disability-related counseling, electronic devices for classroom and testing assistance. anyone who needs special accommodations or needs further information should call the DSPS Office at (415) 452-5481.

Recommendations for instructors, web developers

Keep in mind that most web pages can be made accessible by adding just a few simple features. For example, provide text alternatives for images, use good contrast for text, make sure menus and other navigation elements are keyboard accessible or provide alternatives such as redundant text links.

If you are using multimedia, keep in mind that videos must be captioned. Provide a transcript for audio recordings. Make interactive applets accessible or provide text alternatives.

Familiarize yourself with the CCSF Web accessibility guidelines. The CCSF guidelines are based on the Federal Section 508 standards which also have been adopted by the State of California:

<http://www.ccsf.edu/Services/Accessibility/>
You might also find it helpful to print out and use this checklist:

<http://www.webaim.org/standards/508/checklist>.

If you plan to use video on your site, we may be able to assist you with captioning. Please feel free to contact me if you need assistance or would like an accessibility evaluation of your site.

Recommendations for department chairs and administrators

Please take a look at your department's Web site if you haven't recently. You might be surprised to find material that is out of date, incorrect or inappropriate.

If possible, assign a member of your staff to regularly maintain and update your Web site. In accordance with City College policy, that person's name should appear on the Web site.

Your department's Web developer should check the site for accessibility or contact me for assistance. I can be reached at 415-452-5333 or via email at thereri@ccsf.edu.

Where are we headed?

As I mentioned before, we can think of the City College Web site as having two main components: first, the main CCSF site which provides information and interactive forms and second, instructors' sites and online courses with academic content.

In the years to come, I hope CCSF can devote more resources to the informational part of its Web site. Many schools now employ Web development teams with graphic designers, information designers, writers, marketing experts and other content specialists who work full time to create sites that are attractive, easy to use and accessible.

We should realize that these days our Web site is as important as any other means of communication with our students and the larger community and dedicate resources accordingly.

In the academic area, the challenges may be greater. We are at one of those 'inflection points' in technological history where there is a before and after. The before is low bandwidth Internet characterized by text and images. The after is high bandwidth Internet which will be characterized by rich multimedia content, video on demand and interactive applications yet to be developed or even imagined. This will be an exciting time as companies, publishers, open source consortiums, colleges and faculty develop a vast array of educational content modules and applications. Many of these will be free and just a click away.

I'm hopeful that our DSPS students will be able to participate fully in this world to come. There's reason to be optimistic based on past experience: many DSPS students, including students who are blind, have taken online courses. In fact, two DSPS instructors now teach online and their students, who are mainly disabled, are succeeding.

The key is to seek win-win solutions that allow instructors to use the full potential of high bandwidth Internet while providing the support and resources that will ensure that all our students have access.

Official Minutes of the Academic Senate Executive Council

John Adams Campus, Room 202 — Wednesday, October 13, 2004 — 2:30-5 P.M.

Council Members Present: Loren Bell, Rosemary Brinson, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Lynda Hirose, Winnie Leong, David Lisker, Susan Lopez, Madeline Mueller, Glenn Nance, John Odell, Denise Quinn, Lisa Romano, Jane Sneed, Fred Teti, Melinda Weil, Grace Yu

Council Members Absent: Dominique Chapuis, Fred Chavaria, Mark Fan, Christopher Greger, Darrel Hess, Christopher Johnson, Joshua Law, Pablo Rodriguez, Karen Saginor, Pierre Thiry

Other Senate Members Present: Nora Goodfriend-Koven

Guests: Don Newton

I. Call to Order

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

II. Adoption of Agenda

Agenda adopted.

III. Announcements

Fred Teti distributed written announcements.

Sunny Clark: A Health Fair will be held on October 20, 2004; the Health Center will follow CDC rules for administering the flu vaccine.

Ann Clark announced the FACCC workshop on Intellectual Property Rights.

IV. Approval of September 29, 2004 Minutes

Approved as corrected by consensus.

V. Officers' Reports

A. President **Fred Teti** distributed a written report.

B. 1st VP **Lisa Romano** attended the Diversity Leadership Institute's workshop on hiring effectively. She also attended the Historically Black Colleges and Universities (HBCU) fair and luncheon.

C. 2nd VP **Sunny Clark** also attended the HBCU fair and shared with Council the students' descriptions of their experi-

ences. Olmec presentation of El Rey was a great start to Pan American Studies.

VI. Committee Appointments

[Romano]

The Executive Council approved Shared Governance appointments as follows:

Resolution 2004.10.13.01

Resolved, that the Academic Senate Executive Council approve the recommendations for shared governance committee appointments as recommended by the Committee on Committees.

Moved: Lisa Romano; seconded, Susan Lopez; carried unanimously.

VII. Unfinished Business

A. Update on Status of Resolution on Ending Telephone Registration [Teti/Mueller]

Committee on Registration and Enrollment Subcommittee will take up the issue and work on the details at their next meeting scheduled for November 5, 2004.

B. State Academic Senate (ASCCC) Resolution on Title 5 Graduation Requirements [Teti]

1 Teti asked for the will of the Council so that he can represent our faculty position at ASCCC Fall Plenary.

2. Math Department is against proposed Title 5 changes on Graduation Requirements.

3. ESL Chair Seymour has said that her Department is against proposed Title 5 changes.

4. English Department is meeting on this issue today.

5. President Teti outlined the history of graduation requirements.

6. **Madeline Mueller** pointed out that CA State code states only expectations while allowing for local control of graduation requirements.

7. This is the second reading for discussion at Council and will come to vote at next council meeting.

C. Report on Accreditation Self-Study (O. Clark and Chorus)

Accreditation working group will report to the Board this afternoon. Clark and Teti will leave council meeting to attend this presentation.

D. Retreat Working Groups [S. Clark]

Groups are meeting and discussing the Senate Goals.

E. Comments on Disciplines List Change Request [Nora Goodfriend-Koven]

Minimum Qualifications for Hiring in Health Science is obsolete because some degrees on the current state list no longer exist. This has forced the Health Science Department to rely on the Equivalency process. The suggested qualifications reflect the needs of CCSF Health Science Department.

F. Discussion on Program Review Criteria Changes

1. Item 9 on "10 + 1" mandates that Program Review changes must be approved by Academic Senate.

2. The proposed changes, titled "Self-Study Framework for Instructional Units", might be better titled as "Program Review Framework for Instructional Units".

3. Discussed removal of 2.5, Student Success, "compared to College average". Suggested changing "average" to "averages". As we do not have a homogeneous population, the data would be hard to gather and use; there is no "control" population.

4. The intention of some proposed changes is to put in place a routine Curriculum Review.

Continued on Page 8

Official Minutes of the Academic Senate Executive Council

John Adams Campus, Room 202 — Wednesday, October 13, 2004 — 2:30-5 P.M.

Continued from Page 7

5. Faculty expressed that some of the language is too prescriptive. Inclusions in syllabi should not be mandated.

6. This issue is on the DCC Agenda for Thursday, October 14, 2004.

VIII. New Business

A. Report on Council's Resolution on Faculty and Administrator Roles

[Teti/Romano]

1. Council requested that President Teti inform Council as to status of issue in contract language as they arise.

2. Council discussed the replacing of "primarily" with "sufficient" as voted on by the Committee on Committees at their meeting on 10/6/04.

3. Council requested clarification on the language in the resolution and a status report.

B. Presentation on AB2477 [Don Newton]

1. State of California is working on cost of textbooks.

2. Issue must go through Academic Senate as textbooks are an academic issue.

3. Document does not mandate that publishers cut back the cost of textbooks.

4. This bill encourages establishment of rental and/or book loan programs.

IX. Committee Reports

A. Curriculum [Odell]

1. Working group met to recommend changes to the template that will keep the same approval date but may be followed by "revision dates" as necessary.

2. Objectives will now be called "Major Learning Outcomes."

3. Language "Outside-of-class assignments" instead of "Homework" is recommended by Chancellor's Office.

B. Staff Development [Nance]

Trustee Marks asked for clarification at the Board meeting regarding Academic Senate Faculty Travel funds in contrast to Staff Development funding. What used to be AB1725 Staff Development money is gone. The Chancellor has been funding Flex Day with District funding.

C. Student Preparation and Success

[Romano]

Elected new Co-chairs, Josie Loo, Learning Assistance, and Sharon Nunley, Classified.

D. College Advisory Council [See Teti's written report]

E. Facilities Review Committee [Sunny Clark]

1. FRC is prioritizing projects under the 5 year plan.

2. Sunny Clark reported on the SF Bay Guardian article and its potential impact on the Bond Issue to be brought before the voters in 2006. Faculty is encouraged to represent CCSF to the community in its true positive light.

X. Open Forum

Loren Bell reported on the English Department meeting regarding proposed changes in Graduation Requirements. They voted for keeping current Title 5 language.

Lynda Hirose announced a Sunday Brunch fundraiser for Culinary Arts and Hospitality Studies to be held on October 24, 2004, from 10:30 – 2 P.M. in the CCSF Cafeteria.

Lisa Romano suggested that, since the Reorganization of Counseling into four Departments, the current policy with regard to representation on Council has created a potential imbalance of representation. She requested that not all three Counseling Services positions be filled from the same counseling department.

XI. Adjournment

Council adjourned.

Respectfully submitted,

Jane Sneed, Academic Senate Secretary

Shared governance committee vacancies

The Academic Senate has announced that there are numerous vacancies for faculty members on shared governance committees and subcommittees. They include: Academic Policies, CalWorks Advisory, Classified Position Allocation, College Diversity Advisory, Communications, Concert and Lecture, Continuing Education, Contract Education, Distance Learning Advisory, Facilities Review, Faculty Position Allocation, Financial Aid Advisory, Grading Policies, Graduation Ceremony, Health and Safety, Honors Issues, Information Technology Policy, K-12 Articulation, Matriculation Advisory, Parking/Transportation, Program Review, Registration/Enrollment, Research, Scheduled Maintenance, Sexual Harassment Prevention, Staff Development, Student Complaint, Student Equity, Student Preparation/Success and Transfer Issues.

Vacancies on the Curriculum Committee and Planning and Budgeting Council have certain eligibility restrictions; call the Academic Senate Office for details.

Committees with unlimited vacancies for faculty include: Basic Skills, Facilities Projects, International Education, Noncredit Issues, Scholarship, Teaching and Learning Technology Roundtable (TLTR), Vocational Education and Works of Art.

If you are interested in being appointed to any of these vacancies, please contact **Fred Teti**, Academic Senate President, at (415) 239-3611 or email fteti@ccsf.edu.

A Letter of Appreciation for Hilda and Sam Yee, Managers of City College Duplicating Services

I think those of us who work at City College are among the world's luckiest employees because we are in a place where most people really seem to care about one another and about rendering a service instead of just making a profit. No one demonstrates this better than **Hilda and Sam Yee**, the couple who manage Duplicating Services.

They're so organized and efficient that in my 10 years at the Ocean Campus, I've never known them to be late, and sometimes they're even ahead of schedule. I can remember errors or omissions on my part, but I can't remember any that they have made.

In addition to managing Duplicating Services in their very professional way, they are always friendly when they greet us and quickly responsive to our needs. When machines break down or we're under other kinds of pressure, they help us maintain (or regain) our sanity so that we can get to class and try to imitate them as we deal with our students.



Sam and Hilda Yee are pictured behind the counter of Duplicating Services in Batmale Hall on the Ocean Avenue Campus.

If City College ever wants to make a video/DVD on how to run a business, how to deal with the public, or any of the myriad concerns of people in the working place, I think showing Hilda and Sam Yee at work would be a good place to start.

Now that I'm on sabbatical and getting around to doing a few things I've been meaning to do for a decade or so, I want to thank Hilda and Sam Yee, **Anita Yee** (no relation but similar characteristics), and the others who work with them in Duplicating Services as well as people with the characteristics they exemplify in other offices at City College.

Thank you, Hilda and Sam Yee, for being a couple that can't be duplicated, replicated, reproduced, or simulated but can be emulated, followed, imitated, and used as a model.

Tina Martin

Speaking for hundreds of other members of the CCSF faculty and staff.

Speech Slams set Nov. 30, Dec. 7

Please let your students know that on **Tuesday, November 30**, and **Tuesday, December 7**, the Speech and Debate Team invites them to Speech Slam in Science 136 from 2 to 3:30 P.M. on both days. "As usual we will have sign-up sheets available in case you want to give your students extra credit for attending," says **Michelle Gorthy**, Director of Forensics. Students of the Forensics team will present speeches they have been working on this semester, ranging from Interpretation to Extemporaneous to Informative Speaking to Parliamentary Debate. The purpose of the program will be to share speeches and increase membership on the team. Interested students can contact Gorthy at (415) 239-3146.

DCC re-elects officers

At the meeting of November 11, 2004, the Department Chairperson council (DCC) re-elected its officers by acclamation:

President: **Darlene Alioto** (Social Sciences Department)

Vice President: **Madeline Mueller** (Music Department)

Secretary: **Sharon Seymour**, ESL Department.

Scott Joplin birthday concert

The Music Department of City College of San Francisco presents its 22nd annual Scott Joplin Birthday Ragtime Concert on **Tuesday, November 23** at 11 A.M. in Arts 133 on the Ocean Avenue Campus.

CCSF faculty members featured in the free concert will include **Mary Argenti, Helen Dilworth, Peggy Gorham, Joshua Law, Rebeca Mauleón-Santana** and **Madeline Mueller**.

'Open Mike' set for November 23

Dr. **Helen Dilworth** of the CCSF Music Department Faculty and her students, plus the Music Department pianists **Judy Lee** and **William Severson** will present an Open Mike session on **Tuesday, November 23** in Arts 133 on the Ocean Avenue Campus. Sign-up and warm-up starting at 7 P.M.

"Be a singing star for a few minutes in the 'friendly room' with microphone, pianist, audience and applause provided for YOU," says Dr. Dilworth. "Here's a chance to perform, get over 'stage fright,' enjoy music, improve your singing, be entertained and more."

If you have questions, please call (415) 239-3485.

Jack Kent Cook scholars sought

Please let your students know that the Jack Kent Cook Foundation is seeking applicants for scholarships to four-year colleges and universities. Each award will fund a portion of educational costs, including tuition, fees and living expenses. Interested students should visit **Larry Damato** in the Transfer Center in Science 132 on the Ocean Avenue Campus. The deadline to apply is **December 3**.

Ft. Mason Art Sale is Dec. 3-5

The CCSF Fort Mason Art Campus will present its 30th annual Holiday Exhibition and Sale **December 3-5**. Student art works will be on display and for sale throughout the campus complex in Building B, Laguna Street at Marina Boulevard. Hours are **Friday, December 3** from 6 to 9 P.M.; **Saturday and Sunday, December 4 and 5** from 10 A.M. to 6 P.M. In addition there will be a Faculty Art Show in the Coffee Gallery that will be available for viewing from **November 22 until January 25**. Admission to both exhibitions is free. Free parking is available.

AS Toy Drive

The Family Resources Center is hosting a toy drive for a holiday party for children of student parents. If you would like to make a donation of a new toy, please drop it off before **December 7** at the Family Resource Center located in the Upper Level of the Student Union on the Ocean Avenue Campus. Hours are 9 A.M. to 3 P.M. Monday through Friday.

DANCE CONCERT
December 3 & 4, 8 P.M.
Diego Rivera Theatre
 \$5 CCSF students in advance; \$7 at door

City College of San Francisco
 Environmental Horticulture/Floristry Department
 announces a special

Winter Holiday Sale

Thursday December 9, 2004 11:00AM-2:00PM
 Friday December 10, 2004 10:00AM-12:00 Noon

no presale purchases

Horticulture Center
 Ocean Campus-Judson @ Pheasant Avenue

Featuring:
Poinsettias
Holiday Wreaths
Centerpieces
Arrangements
Selected Indoor and Outdoor Plants



For more information:
 415-239-3238 or 415-239-3140

WANT ADS

FOR SALE — Compact, portable, speaker/microphone system, perfect for instructors, conference presentations: Roland MA-12 micro-monitor with "Realistic" brand condenser microphone. Call Leslie at (415) 452-5555 Mondays, Wednesdays and Fridays 8:30 a.m.-3 p.m. \$70/best offer.

HOUSE FOR RENT — \$1800/mo. Suisun (near Fairfield). Nice area. 3/2, LR/DR/FM, AC, fireplace, yard, 2-car garage. Leave message at (707) 427-0436.

EXQUISITE PALESTINIAN EMBROIDERY FOR SALE — Makes great gifts! Purses, wall hangings, vests, pillow covers. Every cent provides income for women or scholarships for students in the village of Deir Ibzi'a in the West Bank. Sponsored by Friends of Deir Ibzi'a www.deiribzia.org Contact Wendy Kaufmyn: wkaufmyn@ccsf.edu or (415) 239-3159.

DOG WANTED FOR ADOPTION — Couple who loves to walk and loves animals (no children) is looking for a dog to adopt, preferably between 2- and 6-years-old and no more than 30 pounds. Call (415) 587-8974.

COMPUTER SPEAKERS FOR SALE — Brand new amplified computer speakers (still in box) for sale \$15. Call Jack (415) 239-3934.

INDEPENDENT MARY KAY CONSULTANT — Would you like to be pampered at your break or on your lunch hour? Would you like to take the Satin Hand Challenge? Call Kim Wise-Gastinell at (415) 298-0425 to set up an appointment.

SUBLET AVAILABLE — 2 bedroom house near City College available December 22 through January 3 for \$650. Clean, quiet, sunny, good parking, ocean view, garden. For more information call Allan or Ana at (415) 585-0414 or email afisher800@yahoo.com.

The Faculty Association and Dr. Philip R. Day, Jr., Chancellor, Cordially Invite you to the Fall New Hire and Holiday Party

**Afternoon Reception
 Wednesday, December 1**
 3:30-6 P.M., Pierre Coste Dining Room
 Ocean Avenue Campus

Tickets are \$15.
 New Hires are the guests of the Faculty Association.

RSVP by sending your check made payable to "The Faculty Association" to **Pat Wille**, Cloud Hall 106, by November 24.

Note: If you are a New Hire or are bringing a guest, please let Wille know so that a name tag can be made.

**Classified Employment
 Opportunity**

INTERNAL TRANSFER ONLY

**Class: 1424 Clerk Typist
 (Spanish Bilingual)**

Appointment Type: Permanent. This position is grant-funded and is funded on a yearly basis. Schedule: One part-time (20 hours per week) position. Location: Business Office, Mission Campus – 106 Bartlett Street. Minimum Qualifications: 11. Applicants must be current temporary-exempt incumbents in Class 1424 Clerk Typist at City College of San Francisco; AND 2. Special Condition: Bilingual in English and Spanish. Filing deadline: 4:00 P.M., Monday, November 22, 2004.

For further information, and for application forms, contact the CCSF Human Resources Department, 33 Gough St., San Francisco, (415) 241-2246.

MENUS — NOVEMBER 29–DECEMBER 10, 2004

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

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

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

SOUPS • SALADS • SANDWICHES • ENTREES • DESSERTS

LUNCH — CAFETERIA — 11 A.M.–1:15 P.M.

Please check out the freshly prepared specials at the A la Minute Station

Monday, November 29

Breaded Veal Cutlet Gruyere • American Fried Potatoes • Fresh Mixed Vegetables • Spinach en Branch
Grilled Calf's Liver with Apple Rings and Bacon • O'Brien Potatoes • Soup: Fresh Minted Pea

Tuesday, November 30

Chicken Cacciatore • Rigatoni Napoletana • Broccoli Milanaise • Corn O'Brien
Poached Sea Bass with Brown Butter, Capers and Sage • Roasted Corn Risotto • Soup: Minestrone

Wednesday, December 1

Baked Meat Loaf with Fresh Tomato Sauce • Scalloped Potatoes • Zucchini Provencale • Snow Peas
Pork Adobo • Steamed Rice • Soup: Spinach and Mushroom

Thursday, December 2

Chicken Teriyaki • Steamed Rice • Stir-Fried Oriental Vegetables • Peas and Onions
Broiled Lamb Chops • Roasted Red Potatoes with Artichokes and Caramelized Onions • Soup: Lentil

Friday, December 3

Filet of Sole Meuniere • Parsley Potatoes • Sliced Carrots with Cilantro • Haricots Verts au Beurre
Veal Goulash • Hungarian Dumplings • Soup: Fisherman's Chowder

Monday, December 6

Sesame Lemon Chicken • Ginger Rice • Black-Eyed Peas and Corn Salad • French Fries
Blackened Catfish • Cajun Slaw • Soup: Potato Broccoli

Tuesday, December 7

Italian Meat Balls • Mostaccioli Bolognese • Mixed Vegetables • Fresh Green Beans
Baked Macaroni Ham and Cheese • Green Peas • Soup: Navy Bean

Wednesday, December 8

Chef's Choice.

Thursday, December 9

Five Star Club provides food service.

Friday, December 10

Five Star Club provides food service.

DINNER — CAFETERIA — 5:45–7 P.M.

A la Carte Salad Bar available Monday through Thursday evening

Monday, November 29

Chicken Chasseur • Oven Roasted Potatoes • Buttered Cauliflower • Soup: Fresh Minted Pea

Tuesday, November 30

Sweet and Sour Pork • Fried Rice • Stir-Fried Chinese Broccoli • Soup: Minestrone

Wednesday, December 1

Snapper Dore with Tomato Mushroom Sauce • Pasta with Garlic and Herbs • Fresh String Beans with Sauteed Onions
Soup: Spinach and Mushroom

Thursday, December 2

Paella Valenciana (Spanish Rice Casserole with Chicken, Sausage and Seafood) • Minted Peas • Soup: Lentil

Monday, December 6

Fried Chicken with Country Gravy • Roasted Garlic Mashed Potatoes • Corn O'Brien • Soup: Potato Broccoli

Tuesday, December 7

Grilled Bratwurst with Sauce Charcutiere • Buttered Spaetzle • Green Peas Saute • Soup: Navy Bean

Wednesday, December 8

Chef's Choice. Last Day of Evening Food Service.

Master Calendar

November 22 – December 17, 2004

Rev. 11/15/04 Subject to change without prior notice

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
22 2:15 – 4:15 p.m. Academic Policies (A303)	23	24 <i>8:30 p.m.</i> <i>Cable-casting of the</i> <i>Board Meeting (EATV27)</i>	25 <i>Thanksgiving</i> <i>Holiday</i> <i>Recess</i>	26 <i>Thanksgiving</i> <i>Holiday</i> <i>Recess</i>
29	30 2:30 – 4:00 p.m. Basic Skills (A- 303)	December 1 Print final grade sheets Last day to choose Faculty Web Grading option <i>8:30 p.m.</i> <i>Cable-casting of the</i> <i>Board Meeting (EATV27)</i>	2 12:00 – 1:30 p.m. Communication (Ax-170)	3 1:00 – 2:00 p.m. CAC (E-200) 2:00 – 4:00 p.m. FPAC
6 1:10 – 2:00 p.m. Graduation Com. (R-206)	7 1:00 p.m. Concert/Lectures (R-206) 3:00 – 4:00 p.m. Self-Study Steering Committee (R-518)	8 1:30 p.m. Curriculum Com(C-334) 3:00 - 5:00 p.m. PBC (R-518) <i>8:30 p.m.</i> <i>Cable-casting of the</i> <i>Board Meeting (EATV27)</i>	9 2:00- 3:20 p.m. DCC (S-100) 3:30 - 4:30 p.m. College Council (PCR) <i>5:00 p.m.</i> Board of Trustees Work Session (Gough)	10
13 2:00 – 3:30 p.m. Grading Policies (E-107) 2:15 – 4:15 p.m. Academic Policies (A302)	14 1:30 p.m. Projects Subcom (C-339) 2:30 p.m. Parking & Trans. (R-206) 3:00 p.m. Diversity Committee (E-200) First day of Final Examinations	15 2:00 p.m. FRC (B-616) <i>8:30 p.m.</i> <i>Cable-casting of the</i> <i>Board Meeting (EATV27)</i>	16 <i>6:00 p.m.</i> Board Meeting (Gough)	17 1:00 - 3:00 p.m. Works of Art (R-206)

Calendar is regularly updated by the Office of Shared Governance. To submit meeting notices call Attila Gabor at 239-3812
 The Master Calendar is also available via Internet at http://www.ccsf.edu/Offices/Shared_Governance