Introduction

This annual report on the status of the City College of San Francisco Shared Governance System is in response to one of the recommendations from the comprehensive review and evaluation of the Shared Governance System completed in 2004/5.

This report provides a summary of the work of eleven of the major committees within the system including the development of reports, resolutions and other actions.

For further information about the work of the CCSF Shared Governance system committees, contact Attila Gabor in the Office of Shared Governance (agabor@ccsf.edu)

Attila J. Gabor
District Shared Governance Coordinator
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Committee: Academic Policies Committee
Committee Chair: Fred Teti

Committee Role/Function Statement:
Recommends policies related to degree and certificate requirements: development of new instruction programs including vocational education, contract education, community services international education, grading articulation agreements between City College and other education institutions, CSU-UC breadth requirements, graduation requirements, telecourses and distance learning, and other academic and professional issues not directly within the purpose and function of the Curriculum Committee, Staff Development Committee of the Student Preparation/Student Success Committee.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Resolutions
1. Approved the '04–'05 CalWORKs funding proposal for consideration by the Senate.
2. Responding mostly by the need for quick communication with the International Education Advisory Committee, we approved for consideration by the Senate the “Expeditious Email Approval” proposal.
3. In response to the Grading Policies Committee, we approved for consideration by the Senate the proposal to reduce the Academic Renewal waiting period from 2 years to 1 year.
4. Approved ESS recommendation EMT7 for consideration by the Senate.
5. Approved a slightly modified version of ESS recommendation CLL5 for consideration by the Senate.
6. Recommended modifying the Catalog language to indicate that the Transfer Associate Degree requires a minimum of 60 semester-units which are both transferable and degree-applicable.
7. Using “expeditious email approval”, we approved the proposed change in the International education Advisory Committee’s mission statement, and we approved for recommendation by the Senate the Mexico and the Laos-and-Vietnam Study Abroad programs.

Reports
1. Received regular progress reports from Bonnie Gratch-Lindauer on both the Information Competency requirement and the Accreditation Self Study.
2. Grading Policies and Transfer Issues reported jointly on the recent legal decision regarding course repeatability.
3. Contract Ed reported on the proposed collaboration with U.C. Berkeley in Beijing.
4. Heard reports from Basic Skills, updating us on the status of the Collaborative proposal.

Any other activities relevant to the College
1. Heard reports regarding a proposal that all grading be done online, but the Chancellor vetoed it before we could take any action.
2. Tracked down ESS recommendation PRM6. We had approved it some semesters back, and we re-sent it forward to the Senate.
Committee: College Advisory Council

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

Committee Role/Function Statement:
College Advisory Council will coordinate policy development and make recommendations in areas not under the leadership of the Academic Senate. The College Advisory Council shall receive and review all recommendations from the college standing committees (of the College Advisory Governance System). The Council’s recommendations shall be forwarded to the Chancellor who shall make final recommendations to the Board of Trustee.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. Approved the increase of the Communication Committee’s membership from 2 to 3 members for each constituent group.
2. Approved the revised Communication Committee function statement.
3. Oversight the development of the District Communication Plan.
5. Created the Shared Governance Review Recommendations implementation work group.
6. Oversight the development and approved the final version of the Shared Governance Review Recommendations.
7. Created the Committee on Information and Public Records with 3 members from each constituent group.
8. Approved the new guidelines for the CCSF web front page.
9. Approved to distribute the City Currents online, using the Board of Trustees Agenda and Minutes electronic distribution process as a model.
10. Approved the AdCamp Kiosk proposal.
11. Approved the GroupWise 6.5 upgrade.
12. Approved the Banner 6 conversion.
13. Approved the Guidelines for Shared Governance Committee Chairs.
Committee: College Diversity Committee

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

Committee Role/Function Statement:
The exploration and identification of key curriculum/across-the-curriculum issues that relate to the issues of diversity and advise the Curriculum Committee accordingly. Identify key faculty and staff development issues, ideas and training opportunities related to diversity and advise the Staff Development Committee accordingly on issues related to recruitment, hiring of faculty, administrators and classified staff. Identify potential resources that can be utilized to assist the district in achieving its goals and objectives related to diversity. Identify diversity issues that impact negatively on student success and retention and advise the Student Preparation/Success Committee accordingly.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. Formalization and implementation of the Grow Your Own Program.
2. Second phase development of the Multicultural Infusion Project.
3. Initiated planning for and remodeling of campus-wide transgender bathrooms.
4. Highlighted and supported first ever CCSF Job Fair.

Resolutions
1. 050828-P1, 050623-P1 regarding EOE Policy update. Approved by the BOT on August 2005.

Reports
1. Oral report provided to the Board of Trustees at the June 9, 2005 Work session.
2. Oral report provided to the Board of Trustees at the January 2005 Retreat.
3. Oral report provided to the Board of Trustees at the August 2005 Retreat.

Any other activities relevant to the College
1. Team identified to participate in 2004-2005 California Tomorrow activities.
2. Team identified to participate in 2005 Equity for All activities.
Committee: Communication Committee

Committee Chair: Francine Podenski

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

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. Reviewed the District Communication Plan.
2. Approved the increase of the Communication Committee's membership from 2 to 3 members for each constituent group.
3. Approved the revised Communication Committee function statement.
4. Approved to distribute the City Currents online, using the Board of Trustees Agenda and Minutes electronic distribution process as a model.
5. Approved the AdCamp Kiosk proposal.
6. Approved the new guidelines for the CCSF web front page.
7. Reviewed the Co-Chair’s report from the Standard IIA about the Communication Committee, District Communication Plan and the Office of Marketing and Public Information.
8. Oversight of the New College Catalog.
9. Reviewed the new CCSF CD.
10. Oversight the development of the planned CCSF 70th Anniversary Activities.
11. Created the EATV-CH27 Study Group.
12. Reviewed the new business card designs.
13. Reviewed the new KCSF Radio web site.
14. Became an advisory to KCSF without directing or interfering with curriculum or classroom actives associated with the station.
Committee: Curriculum Committee

Committee Chair: John Odell

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

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. The Curriculum Committee approved 75 new permanent courses; 7 topical courses; 20 distance learning courses; 120 course revisions; 40 course deletions; 13 new degree/certificate programs; 25 revisions to degree/certificate programs.
2. Approved modifications to Curriculum Committee course outline template to include MAJOR LEARNING OUTCOMES; instructions to distinguish between in and out-of-class assignments; also space to indicate Date of Approval and Revision Date.
3. Approved changes to the Outline Handbook to conform to the previously approved changes to the Outline Template.
4. Amended the "New Section Credit" cover sheet to require sign-off by the Coordinator, Technology Mediated Instruction, for Telecourses and Online courses.
5. Re-elected John Odell chair for another year.
Committee: Facilities Review Committee

Committee Chair: Peter Goldstein

Committee Role/Function Statement:
The Facilities Committee makes recommendations on both long-range and short-range facilities plans for all college campuses based upon the College’s priorities. The Chancellor shall reserve the right to set deadlines for a committee advisory recommendation. The Committee shall report recommendations to the Chancellor and the Planning and Budgeting Council.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Recommendations/Actions

Works of Art Committee
1. Relocate two of the three Sargent Johnson bas reliefs to the new Health/Wellness Center.
2. Accept and install the Olmec head sculpture “El Rey”.
3. Accept & secure Robert Howard’s Whale fountain.
4. Install the Academy of Science dinosaurs and Cycle of Life panels in the Science Building.
6. Celebrate CCSF art collection as a theme for the CCSF 70th anniversary.
7. Accept student proposal to clean and paint the Jacques Overhoff piece near the Visual Arts Building.
8. Offer CCSF employees a business card option featuring one or more images from the CCSF art collection.
9. Create a series of greeting cards featuring images from the CCSF art collection.
10. Design and produce a walking tour art map/brochure for the Ocean Avenue Campus.
11. Create a website featuring art held at CCSF campuses throughout the District.
12. Create and prioritize a list of art restoration projects.
13. Find a permanent solution for the maintenance of the Ann Carter art glass installation.

Health & Safety Committee
1. Review & update the 1992 Emergency Plan; add evacuation plans for each campus.
2. Purchase sand furniture to contain cigarette butts thrown at the entrance to the Rosenberg Library/LRC.
3. Review the CCSF policy regarding service dogs.
4. Recommend CCSF as the location for Early Response Team training for the neighborhood.
5. Install telephones in the Cafeteria.
6. Create a side walk for pedestrians on Havelock Avenue.
Parking & Transportation Committee
1. Send 68 letters to students who registered for classes, paid for parking stickers, and then dropped, asking students to return their parking stickers. None did so.
2. Distribute information about car/van pooling.
3. Use locks on illegally parked bicycles (Campus Police).
4. Purchase and locate new bicycle racks for the Ocean Avenue campus.
5. Review policies and language on signs regarding student day parking tickets issued in the reservoir.
6. Create a Task Force to review possible City Car Share options for the CCSF District.
7. Reduce the number of blue zones on the Balboa Reservoir berm.
8. Recommend solutions for parking issues at the Alabama Street Mission Campus.
9. Review issues related to parking in the South Science Building lot.
10. Add transition material to road surface in front of Rosenberg as blind students can not differentiate between the plaza and the road.
11. Identify a way to slow drivers in the Balboa Reservoir parking lot.

Projects Committee
1. Create a par fitness course around the Ocean Avenue Campus.
2. Install an automatic seismic gas shutoff for Cloud Hall.
3. Lease roof space at the Downtown Campus to generate revenue from people who want to own a piece of San Francisco.

Resolutions
1. Recommend the allocation of funds received annually from the San Francisco City and County Redevelopment Agency for art restoration projects, not to exceed $50,000. Passed by the Board of Trustees Sept. 30, 2004.

Reports
1. Recommend projects for the Five-Year Capital Outlay Construction Plan.
2. Write Accreditation Standard 3 B report.

Any other activities relevant to the College
1. Discuss and recommend projects for the proposed 2006 facilities bond measure.
Committee: Information Technology Policies Committee

Committee Chair: David Yee

Committee Role/Function Statement:
The ITPC is the central planning and policy coordination committee established within the framework of the College Governance System and serving as the focal point for administrative and academic technology issues.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. Examined and approved changing the filtering criteria for the Baracuda Anti-Spam software.
2. Approved the Telephone Registration Phase-Out Plan.
3. Approved the concept that District purchased computers belong to the District and not to the department.
4. Approved going forward with Technology Survey.

Resolutions
1. Approved proposed timeline for GroupWise v6.5 upgrade during the Spring 2005 break.
2. Approved a tentative approval of using Virtual Private Network (VPN) for access to Banner from home.
3. Approved Wireless Access Policy for students and faculty for CCSF network.

Reports
1. On email system specifically:
   a. Crash in Spring 2005,
   b. Upgrade of email server,
   c. Upgrade of desktop software.
2. On Banner, the proposed time of Banner 5 ⇒ Banner 6 conversion (occurred twice: once in Fall and 2nd time in Spring).
3. From Audit of CCSF specifically the creation of Business Continuity Plan and Business Recovery Plan.
4. On Document Imaging RFP.

Any other activities relevant to the College
1. Suggest upgrade of College’s Technology Plan.
Committee: Planning and Budgeting Council

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

Committee Role/Function Statement:
The council shall serve as a standing committee within the CCSF shared governance system with the specific charge to provide guidance in the overall planning system for CCSF, participate in the development of plans (including the strategic plan and annual plans), review and recommend the annual budget (including unity and plans and budgets), and participate in the semi-annual assessment of accomplishments and outcomes. The Council makes planning and budgeting recommendations directly to the Chancellor, who makes decisions on final plans and budgets to be recommended to the Board of Trustees for adoption. The Council also may make recommendations on the overall policies and procedures for the development of plans and budgets at CCSF.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. Oversight of collegewide survey of the CCSF Planning and Budgeting system; discussed and reviewed results of the survey and agreed to implement recommendations developed from the survey results.
2. Oversight of the development of the College Annual Plan for 2005/6 and recommended draft to the Board of Trustees.
3. Approved recommendations for faculty positions from the Faculty Position Allocation Committee.
5. Recommended College Budget for 2005/6 to the Board of Trustees.
Committee: Program Review Committee

Committee Chair: Dr. Robert Gabriner

Committee Role/Function Statement:
The Program Review Committee sets the schedule, develops the criteria for all program review reports from instruction, student development and administration. The PRC makes recommendations for a program review status (Continue; Expand; Contract; Watch) to the senior administrator based upon the review and discussion of the report.

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:
1. Established modified review procedure for program review reports that will provide more feedback to department chairs and program coordinators (per concerns expressed by the DCC and the Accreditation Self Study). New procedure requires face to face meeting with department chair/program coordinator with members of the Program Review Committee and the appropriate senior administrator in order to provide clear and substantial feedback.
2. Established a schedule for the third cycle of program review for all departments and offices for the period 2005/6 through 20011/12. The new schedule is coordinated with the Curriculum Committee’s plan to review department courses in a regular five year cycle.
3. Reviewed program review reports from Architecture; GLST; International Student Counseling Dept and recommended Continue status for each. The Committee met with each department to discuss their program review reports and identify concerns and issues that the College needs to address.
4. PRC revised the program review framework for instruction, student development and administrative units to include an optional section to report on “plans and activities for discussion and assessment of student learning outcomes for courses and/or programs.” The optional section was reviewed and approved by the Academic Senate and the DCC.
Committee: Staff Development Committee

Committee Chair: Clara Starr

Committee Role/Function Statement:
Develops guidelines for the appropriate expenditure of monies allocated to the committee for the staff development needs of all segments of the college. Solicits input regarding content of flex day program, recommends flex calendar policies, and plans program. Develops and recommends college-wide staff development.

Provide brief summary bullets of major actions taken during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions & Resolutions:
1. Solicit more diversity speakers;
   a. Contact colleges, contact speaker forums, and attend diversity conferences to solicit quality speakers.
2. Survey faculty and staff on Staff Development needs;
   a. Survey was sent and received.
   b. Majority gave positive feedback.
   c. Suggestions are compiled and will be looked at during the next Staff Development event;
3. Focus on accreditation needs;
   a. Offer series of Accreditation workshops during the upcoming events.
4. Focus on IT changes affecting the District and its staff;
   a. Offer more FYI workshop as well as computer training series.
5. Make Staff Development website more user friendly
   a. Updated Staff Development website to contain printable forms, list of upcoming events, and links to other websites.
6. Coordinated two (2) successful flex events (Fall & Spring)
7. Offered two (2) successful diversity training sessions
8. Conducted highly attended employee orientation

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

Committee Chair: Josephine Loo and Sharon Nunley

Committee Role/Function Statement:
Recommends policies regarding college matriculation, counseling, and other student support services including Transfer Center, EOPS, and DSPS. Also receives regular reports from Student Grade and File Review on its activities (but not the content of its recommendations).

Provide brief summary bullets of major actions take during the 2004/5 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Reports
1. Reported Student Prep/Success Committee feedback on the CCSF Student Equity Plan on February 16, 2005.

Any other activities relevant to the College
1. Reviewed revision of CCSF’s proposed Student Equity Plan.