



CCSF Annual Shared Governance Report 2006-2007

Office of Shared Governance
November 2007

Introduction

This report is produced annually by the Office of Shared Governance and provides a summary of the work of eleven of the major committees within the CCSF shared governance system. Committee work includes reports, resolutions and other actions.

For further information about the CCSF shared governance system contact the Office of Shared Governance (agabor@ccsf.edu)

Attila J. Gabor
District Shared Governance Coordinator

City College of San Francisco Shared Governance System

BOARD OF TRUSTEES

CHANCELLOR

ACADEMIC SENATE COUNCIL

ACADEMIC POLICIES

- | | |
|--------------------|-------------------------|
| Basic Skills | Cal-Works |
| CSU-UC Breadth | Continuing Education |
| Contract Education | Distance Learning |
| Grading Policies | Honors |
| International Ed. | K-12 Articulation |
| Non-Credit Issues | Registration/Enrollment |
| TLTR | Transfer Issues |

Vocational Education

CURRICULUM

STAFF DEVELOPMENT

STUDENT PREP/SUCCESS

- | | |
|-------------------|----------------|
| Concert/Lecture | Financial Aid |
| Grades and Files | Graduation |
| Matriculation | Scholarship |
| Student Complaint | Student Equity |

COLLEGIAL GOVERNANCE SYSTEM

COLLEGE ADVISORY COUNCIL

COLLEGE DIVERSITY

Sexual Harassment

COMMITTEE ON INFORMATION AND PUBLIC RECORDS

COMMUNICATION

- | | |
|------------------|-----------------------|
| EATV Advisory | Publications Advisory |
| Website Advisory | |

INFORMATION TECH POLICIES

Adm. App. Advisory

COLLEGIAL ADVISORY GOVERNANCE SYSTEM

PLANNING AND BUDGETING COUNCIL

CPAC

FPAC

PROGRAM REVIEW

RESEARCH

FACILITIES REVIEW

- | | |
|-----------------|------------------------|
| Health & Safety | Parking/Transportation |
| Sustainability | Works of Art |

BUDGET & PLANNING GOVERNANCE SYSTEM

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Committee: Academic Policies Committee

Committee Chair: Dr. 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.

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. Recommended to the Academic Senate a policy for accepting upper-division credit towards the CCSF associate degree.
2. Recommended publishing the first four paragraphs of the CCSF Board Policy 6.06A in the Catalog as an Academic Freedom statement.
3. Asked the Articulation Officer to maintain and update the list of Advanced Placement tests departmentally approved for CCSF degree credit. (She agreed.)
4. Recommended that the Academic Senate approve extending the registration period by a weekend.
5. Recommended that the Academic Senate approve the joint venture between the Contract Ed Office and Beijing Pharmaceutical University.
6. Approved a clarifying footnote to the Conditional Admission Policy for international students.

Reports:

1. The Board of Governors approved Title 5 changes in the associate degree requirements for English and math.
2. The Transitional Studies Department won this year's ASCCC Exemplary Program Award.
3. CCSF published its Performance Indicators for 2007, and the RP Group published the Basic Skills report.

Any other activities relevant to the College:

1. The Committee has been reviewing the extensive proposed changes in Title 5.
2. Continued debating the merits of a proposal for awarding degrees with multiple majors, multiple associate degrees, and additional associate degrees.

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 recommendation 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.

Brief summary bullets of major actions take during the 2005/6 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. Implemented the 2004 Shared Governance Evaluation recommendation to relocate the Office of Shared Governance to a clearly identifiable and accessible office, directly under the Office of the Chancellor.
2. Approved the formation of the EATV-CH27 Advisory Subcommittee.
3. Approved a Political Forum for the EAtv-Ch27 with the League of Women Voters, Public Access, and Government Access to produce a series of political forums for the November 2006 election.
4. Supported the idea to review the possibility to harvest Banner data into e-mails tailored to specific target groups to help students move along in their educational process with an opportunity for the students to opt/out.
5. Worked with the Web Advisory Subcommittee and ITPC on the College's website redesign project.
6. Approved the EAtv-Ch27 production of Concert and Lecture presentations which was videotaped for cablecast on EAtv-Ch27.
7. Approved the IDTV weekly program on EAtv-Ch27.
8. Approved the "Formalizing Additional Customary Practices of the Shared Governance Committees at City College of San Francisco".
9. Grow Your Own applicants identified and selected; program refinements continued.
10. Worked on the how to best position the College organizationally and programmatically to address the needs of students and the increased attention and funding that the State is giving to the area of Basic Skills.
11. Reviewed the initial efforts to create a Tulay (Bridge) Program, a retention and recruitment program focused on Filipino student population.
12. Approved date for Banner 7.3 Conversion.
13. Approved minimum password and frequency change for Banner log on.
14. Support the use of e-pay for in lieu of college issuing paper checks.
15. Support the upgrade date for the Alcatel Phone System.

Resolutions:

1. Approved the creation of the position of the Dean of Diversity and Equity and the accompanying organizational chart reflecting the line-staff reporting which was forwarded to the Board for approval.
2. Recommended the College's website redesign project related RFP for consideration to the Board.
3. Approved changes to Section 15 & Section 16 of Proposed Board Resolution on Adopting a Sunshine Records Policy for CCSF.
4. Recommended the "Proposed Public Records Procedures" resolutions for consideration by the Board.
5. Approved a laptop and portable storage device security policy requiring precautions to keep data secure.
6. Approved the policy on removing hard drives from old computers before recycling them.
7. Approved the Electronic Communications and Information Technology Privacy portion of AFT2121 contract.
8. Approved changes to Section 15 & Section 16 of Proposed Board Resolution on Adopting a Sunshine Records Policy for CCSF

Reports:

1. On an update of the College's Communication Plan.
2. Report provided to the Board of Trustees at the May 10, 2007 worksession.
3. Report provided to the Board of Trustees at the September 6, 2007 worksession.
4. Heard report from the Office of Marketing and Public Information advertising campaign to recruit out of state students.
5. Heard report on the collaboration between the Office of Admissions and Records and the Marketing/Public Information to e-mail a reminder to students within 48 hours of a missed registration appointment.
6. Heard report on DTIS capital improvement grant for headend and equipment upgrade, for the programming for both Channel 27 and 75.
7. College will have its important electronic data stored offsite.
8. Reviewed the Banner and Web4 parts of the Technology Survey.
9. College will no longer have new incoming email to the Fog server.
10. Reviewed length and frequency changes for passwords.
11. Examined the options for Student email.
12. Reviewed future technology Bond projects.
13. Reviewed the use of GIS and universal format of data.
14. Reviewed plans for updating the college website as well as a portal for the college.
15. Heard reports on the Public Records requests.
16. Report provided to the Board of Trustees at the April 12, 2007 worksession.
17. Report provided to the Board of Trustees at the August 9, 2007 worksession.
18. Report provided to the Board of Trustees at the January 11, 2007 worksession.
19. PowerPoint presentation by the Health Science Department on how to facilitate Transgender students.

Any other activities relevant to the College:

1. Approved the Vocational Brochure CTE Career and Technical Education Program which will serve as a template that the departments can mold to their needs and choose from variety of colors.
2. Supported the Athletics Department crest to be used on sport related items.
3. Recommended to create an FAQ on “How to Access Public Records at CCSF”.
4. Recommended to create an FAQ on “CCSF Shared Governance”.
5. Recommended to write an article in City Currents on the responsibilities of the Shared Governance Committee Chairs.
6. Recommended to create an Orientation for Committee Chairs.
7. Reviewed, refined and finalized the Grow Your Own Brochure and its publication.

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. 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.

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Resolutions:

1. Approved the creation of the position of the Dean of Diversity and Equity and the accompanying organizational chart reflecting the line-staff reporting which was forwarded to the Board for approval.

Reports:

1. Report provided to the Board of Trustees at the January 11, 2007 worksession.
2. PowerPoint presentation by the Health Science Department on how to facilitate Transgender students.

Any other activities relevant to the College:

1. Grow Your Own applicants identified and selected; program refinements continued.
2. Worked on the how to best position the College organizationally and programmatically to address the needs of students and the increased attention and funding that the State is giving to the area of Basic Skills.
3. Reviewed the initial efforts to create a Tulay (Bridge) Program, a retention and recruitment program focused on Filipino student population.
4. Reviewed, refined and finalized the Grow Your Own Brochure and its publication.

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.

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. Approved the formation of the EATV-CH27 Advisory Subcommittee.
2. Approved a Political Forum for the EAtv-Ch27 with the League of Women Voters, Public Access, and Government Access to produce a series of political forums for the November 2006 election.
3. Supported the idea to review the possibility to harvest Banner data into e-mails tailored to specific target groups to help students move along in their educational process with an opportunity for the students to opt/out.
4. Worked with the Web Advisory Subcommittee and ITPC on the College's website redesign project.
5. Approved the EAtv-Ch27 production of Concert and Lecture presentations which was videotaped for cablecast on EAtv-Ch27.
6. Approved the IDTV weekly program on EAtv-Ch27.

Resolutions:

1. Recommended the College's website redesign project related RFP for consideration to the Board.
2. Report provided to the Board of Trustees at the May 10, 2007 worksession.
3. Report provided to the Board of Trustees at the September 6, 2007 worksession.
4. Approved changes to Section 15 & Section 16 of Proposed Board Resolution on Adopting a Sunshine Records Policy for CCSF.

Reports:

1. On an update of the College's Communication Plan.
2. Heard report from the Office of Marketing and Public Information advertising campaign to recruit out of state students.
3. Heard report on the collaboration between the Office of Admissions and Records and the Marketing/Public Information to e-mail a reminder to students within 48 hours of a missed registration appointment.
4. Heard report on DTIS capital improvement grant for headend and equipment upgrade, for the programming for both Channel 27 and 75.

Any other activities relevant to the College:

1. Approved the Vocational Brochure CTE Career and Technical Education Program which will serve as a template that the departments can mold to their needs and choose from variety of colors.
2. Supported the Athletics Department crest to be used on sport related items.

Committee: Curriculum Committee

Committee Chair: Barbara Cutten

Committee Role/Function Statement:

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

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. The Curriculum Committee approved 86 new permanent courses, 5 new topical courses, 5 new experimental courses, 28 new distance learning courses, and 7 community service courses. The committee reviewed and approved 128 course revisions, deleted 18 courses, and approved three course outline reformats. During the academic year, 62 new degree/certificate programs were approved and 33 programs were revised. The committee also approved name changes for three departments, and approved a change in the catalog heading for one area.
2. The Curriculum Committee approved the transfer of Biotech courses and programs from the Biological Sciences Department to the Engineering Department.
3. Tom Boegel was elected as the new Curriculum Committee chair, starting in the 2007-08 academic year.

Any other activities relevant to the College:

1. A workgroup was formed to explore revising the guidelines for proposing online courses.

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 2006/7 academic year. Please include any major committee recommendations, reports, and resolutions. Include any major activities of sub-committees.

Actions:

1. Sustainability Task Force to become Sustainability Subcommittee with open membership.
2. Recommended Student Health Center address: 180 Phelan Avenue.
3. Batmale Hall Loading Dock & Fiber Infrastructure to be protected.
4. ADA Compliance Officer to be added to FRC mailing list & to attend meetings.

Resolutions:

1. Recommend the use of goats to clear the Judson hillside.
2. Recommend analysis, design & painting of blue zones & parking for police vehicles & motorcycles at north & south Science.
3. Recommend Five Year Construction Plan as revised by the Chancellor and submitted to Board of Trustees as Resolution 070125-B3.
4. Support the recommendation made by the Board of Trustees for the location of the Performing Arts Center.
5. Continue to receive recommendations, suggestions for Draft Sustainability Report; postpone delivery of final document to Board of Trustees.
6. Recommend conceptual design for Performing Arts Complex

Any other activities relevant to the College:

Received reports & recommendations from following subcommittees;

1. Parking & Transportation
ADA, police & motorcycle parking for Science north & south lots; bike racks installed; footbridge over Ocean painted red; parking issues resolved for JAD DeAvila; City Car Share for Ocean Campus & Gough; notch for DSPS vans in front of Rosenberg; solar-powered stop sign in front of Rosenberg; crossing guards needed at Phelan
2. Health & Safety
Emergency Response Plan draft in process; public address systems needed in every building; students recommend healthy food in the vending machines; discussions re: use of Ocean Campus in case of an earthquake or other emergency

3. Works of Art
Poetry Garden project; Batmale Hall Plaza/Jacques Overhoff sculpture restoration; CCSF business cards with full color backer 1 of 3 images from Rivera mural; Blank greeting cards with 3 images from Rivera mural; Whale Fountain restoration; Student Union Mural restoration; *Jungle Scene* to be installed in Child Development Center; Olmec head stabilization; Pacifica for Frida's Garden; Labyrinth for the Health & Wellness Center Plaza; Evans Campus mural; art for the Performing Arts Center; Aztec calendar for Mission; review District Policy Manual section 7.18 regarding art in new CCSF buildings; need art for new Student Health Center; *Prismatic Glass* sculpture to be taken to the dump (with approval of artist's family); John Adams mural restoration and celebration.
4. Student suggestions received:
 - Specs for future facility projects specify products made of corn rather than chemicals, such as Styrofoam.
 - Install "friendly" water fountains designed so water bottles can be easily filled.
5. Received, reviewed program for Joint Use Facility.

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.

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Resolutions:

1. Approved a laptop and portable storage device security policy requiring precautions to keep data secure.
2. Approved the policy on removing hard drives from old computers before recycling them.
3. Approved date for Banner 7.3 Conversion.
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5. Examined the options for Student email.
6. Reviewed future technology Bond projects.
7. Reviewed the use of GIS and universal format of data.
8. Reviewed plans for updating the college website as well as a portal for the college.

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.

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. The PBC approved Vice Chancellor Goldstein's allocation of the 2006–2007 one-time State funds.
2. The PBC approved the 2007–2008 draft Annual Plan.
3. The PBC approved various FPAC recommendations, including consolidation, categorical, and LTS positions.

Resolutions:

1. The PBC resolved to support CCSF Board resolution 2008-08-31-B12 (in favor of California Strategies lobbying efforts)

Reports:

1. The PBC received monthly reports on both the California State and the CCSF District budgets.
2. We received regular updates on the Program Profile and Budget Review of the 16 programs identified by last year's hearings. A multipartite study group continues to examine 13 of the 16 programs.
3. The PBC is considering modifications in the Planning and Budgeting system, especially new ways to collect data for and present data in the Midyear and End-of-Year Assessments.
4. We called for a narrative guide to the College Performance Indicator Reports.

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, helps plan program, and recommends flex calendar policies. Develops and recommends college-wide staff development.

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. Solicited more diversity speakers
 - a. Contacted colleges, speaker forums, and attended diversity conferences to solicit qualified speakers.
2. Surveyed faculty and staff on Staff Development needs.
 - a. Survey sent and received.
 - b. majority gave positive feedback.
 - c. suggestions were compiled and taken into account for future event planning.
3. Continued to focus on IT updates and effects on staff.
 - a. offered workshops pertaining to computer training.
4. Coordinated two successful flex events (Fall & Spring).
5. Conducted well attended employee orientation.

Reports:

1. Annual Staff Development Evaluation Report.
2. Annual State Chancellor's Report.

Committee: **Student Preparation and Success Committee**

Committee Co-Chairs: **Josephine Loo & Anne Vanderslice**

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).

Brief summary bullets of major actions take during the 2006/7 academic year. Included are any major committee recommendations, reports, and resolutions and any major activities of sub-committees.

Actions:

1. Three Committee members staffed an informational table in the Cafeteria on two occasions to publicize Spring 2007 scholarships & workshops.
2. The Committee revised the purpose statement.
3. One Co-chair also attended the Scholarship Committee meetings in spring 2007 and assisted with the Scholarship Ceremony.
4. Change the Student Grade and File membership to unlimited.

Reports

1. Spent the academic year meeting with sub-committees and receiving updates: the Scholarship Committee, Concert/Lecture, CalWorks, and Matriculation spoke with us.
2. In addition, CCSF Police Chief, Carl Koehler came to speak with us about safety on the campus.
3. Dean Nick Chang described the Early Alert process.
4. CCSF Student Trustee Derick Brown and a representative from the HARTS Program addressed the plight of financially needy students on campus.