Academic Senate Executive Council
Report on the Year 2011-12
May 16th, 2012

As the academic year 2011-12 draws towards a close, it seems suitable to take a moment to celebrate the productivity and dedication of the members of the Academic Senate Executive Council. Since August, Council members have reviewed and edited essential documents, researched the implications of many issues, written and debated resolutions, attentively participated in arduous meetings, and provided City College with well-considered recommendations on numerous academic and professional matters in fulfillment of the responsibilities enjoined upon community college academic senates by Title 5.

Resolutions, reports, meeting minutes and sound recordings, and other materials are available on the Academic Senate website. Look at the left panel of http://www.ccsf.edu/academic-senate

By the numbers:
21 meetings as follows: 2 Plenary meetings, 1 Retreat, 2 Bipartite meetings, 16 regular Council meetings, and 1 special meeting -- approximately 48 hours of meetings.
68 resolutions approved
221 appointments and reappointments of faculty to serve as voting or resource members to Shared Governance Councils, Committees, and Subcommittees

Review of and revisions suggested for college-wide documents
- 2011-12 Annual Plan
- 2012-13 Annual Plan
- Annual Program Review templates
- Educational Master Plan (preliminary input only)
- Program Discontinuance Policy
- Shared Governance Evaluation Report
- Strategic Plan, 2011-16
Recommendations regarding policies and academic matters
Building on the work of the Academic Policies Committee, the Student Preparation and Success Committees, and the Curriculum Committee, the Executive Council made recommendations in the following areas:

- Registration priorities changes for Puente program students and Gateway program students,
- Courses to meet General Education area requirements (in collaboration with administrators on the Bipartite Committee)
- Approval of new courses, course options and instructional programs
- Appeals process for taking courses out of sequence.
- Placement testing and assessment policies

Recommendations provided to the Board of Trustees concerning Board Resolutions:

- BoT Resolution No. 110825-P1 “Amend the SFCCD Policy Manual by Adding PM 1.17, Audit Committee Charter”
- BoT Resolution No. 120426-P1: “Amend the SFCCD Policy Manual by Adding Board Policy BP 7001 – Adoption of Annual Budget – Requirements”
- BoT Resolution No. 120426-S6: Adopting Blueprint of College-Wide Policy and Implementation Strategy for Improving Equal Opportunity in Faculty Recruitment and Selection
- BoT Resolution No. 120426-S10: “Recommendation to adopt revised Matriculation, Assessment and Placement Policy”
- Draft BoT Resolution: “Safe Neighborhoods / Effective Police Training.”
- Draft BoT Resolution: “Notice to Amend the SFCCD Policy Manual by Amending Board Policy BP 6620 (PM 7.16) Memorials and Naming Buildings”
- Draft BoT Resolution: Revision of “Guidelines for City College of San Francisco Named Gift and Other Giving Opportunities”
- Draft BoT Resolution: "Notice of Intention to Amend the SFCCD Policy Manual by Adding Board Policy BP 3151 – Disclosure of Campaign Contributions by Affected Administrator"

Administrator Job descriptions and position announcements.
Reviewed by the Council, revisions recommended to the administration:

- Vice Chancellor of Matriculation, Assessment and Enrollment Services.
- Dean, Financial Aid
- Vice Chancellor, Campuses & Enrollment Services
- Vice Chancellor, Research & Policy
- Vice Chancellor, Student Development
Other Major Issues and Projects

- **Academic Senate By Laws.** Article VI was amended to provide a process for Executive Council members to take a temporary leave from the Council if they are ill, on sabbatical or have other reasons.

- **Academic Senate Executive Council Election.** The Council appointed Election commissioners and directed them to offer paper ballots on request with electronic voting as the default. The Council approved the elections calendar and other election materials as needed.

- **CCC Student Success Task Force, draft and final recommendations -- Responses from CCSF.** Members of the Executive Council researched issues, shared information with all CCSF constituent groups, responded to surveys, wrote letters, spoke at meetings in Sacramento and Oakland, spoke with and provided information to the media, organized opportunities for students to advocate for themselves, and wrote resolutions to be considered by the ASCCC (Academic Senate for California Community Colleges)

- **Innovative Instruction.** In collaboration with the Vice Chancellor of Academic Affairs, the Executive Council drafted a procedure for courses to receive innovation funds. The procedure included draft application, instructions, rubric for scoring applications, instructions for follow-up report. The Executive Council created an Ad Hoc committee for the process and appointed faculty to serve.

- **Outside the Classroom / Non Instructional Assignments.** The Executive Council developed a proposal for minimum criteria for the approval of outside the classroom assignments and categories for tracking data on such assignments, along with examples and explanations showing placement within the categories of various outside the classroom assignments.

- **Professional Development Flex Policies.** Members of the Council met with Human Resources and AFT leadership to assist in clarifying policies

- **“Short Form” Evaluations of Administrators.** The Council revised and approved the forms for Faculty to request and submit anonymous evaluation surveys on administrators. The Council directed the Academic Senate Office to administer the surveys securely and confidentially.

- **Student Learning Outcomes.** Council discussed major issues and created an Ad Hoc Student Learning Outcomes Committee reporting directly to the Council, charged with coordinating SLO efforts, promoting dialogue throughout the college community, and structuring documentation related to SLOs at CCSF.

- **Wireless network and network security issues.** The Council advocated for the needs of City College students, faculty, and staff for functional networking access free of censorship or burdensome, unnecessary obstacles.