SHARED GOVERNANCE SYSTEM

REPORTS AND RECOMMENDATIONS
1997-1998

CITY COLLEGE OF SAN FRANCISCO

Office of Shared Governance

50 Phelan Avenue, E-207
San Francisco, CA. 94112
Phone 415.239.3812 Fax 415.239.3010
Email: agabor@ccsf.cc.ca.us
http://www.ccsf.cc.ca.us/Services/Shared_Gov/sharegov

November, 1998
INTRODUCTION

This is the fourth year that we are collecting and reporting the activities of the twelve permanent committees of the Shared Governance System of City College of San Francisco. The report is divided into three sections reflecting the tripartite division of governance into Collegial, Advisory and Budget/Planning Systems. In each of the three sections, a description of the purpose of the committee precedes a summary of the committees’ actions during the 1997/1998 academic year.

For further information about the Shared Governance System, contact:

Attila Gabor
City College of San Francisco
Conlan Hall, E-207
San Francisco, Ca 94112
415.239.3812
agabor@ccsf.cc.ca.us
TABLE OF CONTENTS

I. COLLEGIATE GOVERNANCE SYSTEM

ACADEMIC POLICIES..............................................................................................................1
  Computer Literacy
  Honors Program
  Revision of the Subcommittee Membership Composition
  Transfer Advisory Subcommittee
  APC Subcommittee Reports
    Credit/Non-Credit Subcommittee
    CSU-UC/Breath Subcommittee
    Telecourse Subcommittee
  TLTR
CURRICULUM COMMITTEE.....................................................................................................4
  Actions of the Curriculum Committee
STAFF DEVELOPMENT COMMITTEE..................................................................................5
  Conference, Tuition, Travel, and Special Projects
  Professional Days
  Flex Guidelines
  AB 1725
  Technology Training Plan
STUDENT PREPARATION/STUDENT SUCCESS COMMITTEE........................................6
  Midterm and Final Grades
  Student Complaint Process
  Honors Program
  Non-Credit Matriculation Subcommittee
  Non-Credit Matriculation Plan
  Transfer Enhancement Plan
  Subcommittees’ Activities
  SSC Subcommittee Report
    Concert and Lecture Subcommittee

II. COLLEGE ADVISORY GOVERNANCE SYSTEM

COLLEGE ADVISORY COMMITTEE.....................................................................................8
  College Development Plan
  Strategic Plan
  Welfare to Work Plan
  Survey of Funding Needs
  Diversity Task Force
  Changing the Name of the Affirmative Action Committee
  Naming Programs and Other Segments of the CCSF Curriculum

COMMUNICATION COMMITTEE..........................................................................................10
Class Schedule
CCSF Website
Channel 52
Policy on Access to CCSF Website for Visually Impaired
Promotional Videos for the CCSF

COMPUTER POLICIES COMMITTEE

CCSF Website
Revision of Computer Usage Policy
Computer Network Infrastructure Upgrade Plan
Banner System Status Report

FACULTY & STAFF DIVERSITY ADVISORY COMMITTEE

State Chancellor’s Task Force on Diversity
Guest Speakers
Shattering the Silences
District’s Policies and Procedures on Sexual Harassment
Sexual Harassment Bookmarks
Sexual harassment Training
F&SDAC Subcommittee Report

SEXUAL HARASSMENT PREVENTION SUBCOMMITTEE

HEALTH AND SAFETY COMMITTEE

III. BUDGET AND PLANNING GOVERNANCE SYSTEM

BUDGET AND PLANNING COMMITTEE

Block Grant Funds (1997-1998)
CCSF Annual Budget (1997-1998)
Audit Report (1997)

FACILITIES REVIEW COMMITTEE

FRC Subcommittee Report
Parking and Transportation Subcommittee

MASTER PLAN COMMITTEE

Transitional Studies/ESL Plan
Transfer Enhancement Plan
Strategic Plan
MPC Subcommittee Report
Program Review Subcommittee
SECTION I

COLLEGIAL GOVERNANCE SYSTEM
Purpose:
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 or the Student Preparation/Student Success Committee.

- Computer Literacy

The Academic Policies Committee (APC) assigned the APC Computer Literacy Workgroup to research information competency (its definition and implementation) at CCSF.

- Honors Program

The Academic Policies Committee recommended the creation of an institutional Honors Program. The Academic Senate adopted the recommendation. Honors Program classes will be offered in Spring 1998.

- Revision of the Subcommittee Membership Composition

The Academic Policies Committee (APC) established new guidelines for all APC subcommittees. All APC subcommittees will include at least one classified and one student as a member. Furthermore, one non-credit faculty representative was added to the Grading Policies Subcommittee.

- Transfer Advisory Subcommittee

The Academic Policies Committee established the Transfer Advisory Subcommittee to implement Educational Code Regulations concerning the College’s Transfer Center. In addition, the subcommittee will address all transfer issues recommendations contained in the newly approved Transfer Enhancement Plan.

---

1 New Board Policy on Shared Governance September 27, 1993, Appendix A pg. 2
APC Subcommittees’ Reports

• **Credit/Non-Credit Subcommittee**

  The Academic Policies Committee reviewed and recommended for adoption the following policies and activities of the APC’s Credit/Non-Credit Subcommittee:
  • Developed appropriate grading policies for non-credit courses
  • Worked with Non-Credit Admissions and Records to develop user-friendly forms for admission, continuing student registration, grade report sheets, and positive attendance records
  • Addressed the issues of privacy of student records in relation to sharing of personal student data
  • Provided input to the ESL/Transitional Studies Plan
  • Worked with Non-Credit Matriculation Workgroup to develop a working plan
  • Worked with the Director of Public Information, to include awareness of Non-Credit programs in outreach and advertising based on the Student Survey for Non-credit Students to assess their media preferences
  • Continued to address issues critical to Non-Credit programs, including:
    • upgrade the physical environment where Non-Credit courses are offered
    • decrease the full-time workload for Non-Credit instructors
    • allocate more full-time jobs in non-credit
  • Passed a resolution that was carried through the Academic Senate for California Community Colleges, and was presented to the Joint Task Force of the California Department of Education and the California Community Colleges that urged the Governor and the Legislature to create Funding Equity for Non-Credit Basic Education with K-12 Adult Schools
  • Initiated a dialog with the Office of Financial Aid to improve the process for hiring student workers in Non-Credit
  • Addressed critical issues, such as the limited testing opportunities for Spanish Language GED tests and the discontinuance of the Watch Repair Program

• **CSU-UC/Breath Subcommittee**

  The Academic Policies Committee reviewed and recommended for adoption the following CSU-UC list which was developed by the CSU-UC/Breath Subcommittee:
  • Adoption of 21 new courses to the CCSF GE/Graduation list
  • Adoption of 6 new courses to the IGETC list
  • Adoption of 12 new courses to the California State Universities GE list
  • Adoption of 19 new courses to the U.C. Transferable Course Agreement list

• **Telecourse**
• The APC’s Telecourse subcommittee approved 35 telecourses for 1997-1998 academic year.

• Teaching Learning Technology Roundtable
  • The TLTR developed and helped to launch the Student Intern Program to train students as technical support for the labs on Phelan Campus.
  • The TLTR approved the Open Access Labs Chart.
  • The Roundtable developed a generic survey to be used by faculty to assess student computer skills and student access to computers.
  • The TLTR organized presentations by Gaylia Jones (IBM College Representative) and Larry Toy (President of the California Community Colleges Foundation).
  • The TLTR monitored the implementation of the Educational Technology Plan.
  • The TLTR developed a brochure on repetitive strain injuries due to computer usage.
Purpose:
Recommends new course and program offerings and revisions in title, prerequisites, student units, and descriptions of existing course.

- The Curriculum Committee approved:
  - 57 New Courses
  - 7 Topical Courses
  - 3 Distance Learning Courses
  - 1 New Experimental Courses
  - 17 New Community Service Courses

- The Curriculum Committee reclassified 1 course.

- The Curriculum Committee approved 34 course revisions.

- The Curriculum Committee approved 1 New Degree/Certificate Program

- The Curriculum Committee approved deletions of 2 Degree/Certificate Programs

- The Curriculum Committee approved revisions of 3 Degree/Certificate Programs

- The Curriculum Committee approved 21 course deletions

- The Curriculum Committee approved an additional 21 course deletions from the inactive list

- The Curriculum Committee approved 14 course deactivations

---

STAFF DEVELOPMENT COMMITTEE

---

Purpose:
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 collegewide staff development plan.

- Conference, Tuition, Travel, and Special Projects

The Committee authorized funding for faculty, staff, and administrators for educational tuition, conferences, travel, and special projects as well as the budgets for professional development days, summer camp, new employee orientation, and other special training or educational events.

- Professional Days

The Committee approved the following themes for Professional Days:
  - Celebrating Diversity: Revitalizing the Workplace
  - Summer Camp for Open Minds
  - New Choices and Best Bets
  - Fresh Start

- Flex Guidelines

The Committee updated the flex guidelines. Faculty can receive 50% of independent flex credits during flex days as long as it relates to their responsibilities and is signed off by the department chairs. The new guidelines are printed in every flex book and are available in the Staff Development Office.

- AB 1725

The Committee developed new procedures for processing AB1725 applications.

- Technology Training Plan

In collaboration with the Teaching, Learning and Technology Roundtable, the committee developed and approved a three-year technology-training plan for faculty, staff and administrators at the college.

STUDENT PREPARATION/STUDENT SUCCESS COMMITTEE

Purpose:
Recommend 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).

- Midterm and Final Grades
  The Committee recommended maintaining the policy of sending out midterm and final grades.

- Student Complaint Process
  The Committee reviewed and made specific recommendations to the Student Complaint Process.

- Honors Program
  The Committee reviewed the proposal for the Honors Program.

- Non-Credit Matriculation Subcommittee
  The Committee established the Non-Credit Matriculation Subcommittee.

- Non-Credit Matriculation Plan
  The Student Success/Preparation Committee reviewed and provided recommendations for the Non-Credit Matriculation Plan.

- Transfer Enhancement Plan
  The Committee reviewed and provided recommendations to the Transfer Enhancement Plan.

- Subcommittees
  The Committee regularly reviewed the activities of its subcommittees.

SSC Subcommittees’ Report

---

4 New Policy on Shared Governance, September 23, 1993, Appendix A pg. 4
• Concert and Lecture Subcommittee

The Concert and Lecture Subcommittee reviewed 6 to 10 proposals each month initiated by students, faculty and the performers or lecturers themselves. Each semester, 25 to 30 of the proposals were actually organized as events that comprise the Series program.
SECTION II

COLLEGE ADVISORY GOVERNANCE SYSTEM
COLLEGE ADVISORY GOVERNANCE SYSTEM

BOARD OF TRUSTEES

CHANCELLOR

COLLEGE ADVISORY COUNCIL
Chancellor (Chair)

COMMUNICATION COMMITTEE
Martha Lucey (Chair)

COMPUTER POLICIES COMMITTEE
William Beaver (Chair)

FACULTY & STAFF DIVERSITY ADVISORY COMMITTEE
Linda Jackson (Chair)

HEALTH & SAFETY COMMITTEE
Vester Flanagan (Chair)

CAMPUS CLIMATE SUBCOMMITTEE

SEXUAL HARASSMENT PREVENTION SUBCOMMITTEE
COLLEGE ADVISORY COUNCIL

Purpose:
The 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 Trustees.

- **College Development Plan**

  The College Advisory Council recommended the adoption of the College Development Plan to the Board of Trustees.

- **Strategic Plan**

  The Council recommended the adoption of the Strategic Plan to the Board of Trustees.

- **Welfare to Work Plan**

  The College Advisory Council recommended the adoption of the Welfare to Work Plan to the Board of Trustees.

- **Survey of Funding Needs**

  The Council approved the implementation of the Survey of Funding Needs.

- **Diversity Task Force**

  The College Advisory Council established the Diversity Task Force.

- **Changing the Name of the Affirmative Action Committee**

  5 *Constitution of the Academic Senate City College of San Francisco*, December 1, 1993. pg. 4.
  6 Text in parenthesis from *Constitution of the Academic Senate City College of San Francisco*, December 1, 1993. Appendix B pg. 5.
  7 *Ibid.*, pg. 5.
The Council affirmed the name change for the Affirmative Action Committee to Faculty and Staff Diversity Advisory Committee as required by the California Code of Regulation, Title 5.

- **Naming Programs and Other Segments of the CCSF Curriculum**

  The College Advisory Council recommended for adoption the “Naming Programs and Other Segments of the CCSF Curriculum”.

COMMUNICATION COMMITTEE
Purpose:
Recommends policies related to college communications; publications and other media including Channel 52.

• Class Schedule

The Communication Committee worked on the continued improvement of the Class Schedule and recommended changes including:
- Advertisements
- College Maps

• CCSF Website

The Communication Committee and the Computer Policies Committee agreed upon the division of the computer-related tasks between the two committees. The Communication Committee will address the following tasks:
- Recommend various improvements to the “CCSF Internet Image” and standardization of the CCSF website
- Pursue policy measures to prevent website copyright violations
- Increase college-wide awareness about ethics using the Internet
- Continue its close cooperation with the Computer Policies Committee on CCSF website-related issues

• Channel 52

The Committee became the Advisory Committee to Channel 52. As such, the Communication Committee was regularly updated on the Channel 52 negotiations between our District, the SFUSD, TCI and the City of San Francisco.

• Policy on Access to CCSF Website for Visually Impaired

---

The Committee worked with the Disabled Student Programs and Services Department to develop a policy to accommodate access to CCSF website for the visually impaired.

- **Promotional Videos for the College**

  The Communication Committee became the Advisory Committee for promotional videos for the College. In this capacity the Committee approved the following recruiting videos for CCSF:
  - “High School Recruitment”
  - “Architecture Department”
  - “Business School”
Purpose:
Develops and recommends policies for all computer-related areas in the institution and evaluates proposals related to computer use or computer services.

• CCSF Website

The Computer Policies Committee and the Communication Committee agreed upon the division of the computer related tasks between the two committees. The Computer Policies Committee will address the following tasks:
  • Continued to revise the Computer Usage Policy (see below)
  • Worked on technical and non-technical support for the CCSF, which in not directly mentioned as the task of the Communication Committee such as wiring buildings.
  • Continued its close cooperation with the Communication Committee on CCSF Website related issues.

• Revision of Computer Usage Policy

The Computer Policy Committee (with the help of the Legal Counsel) revised the Computer Usage Policy. The revised version is included in the 1998-1999 College Catalog.

• Computer Network Infrastructure Upgrade Plan

The Computer Policy Committee completed the first stage of the plan to upgrade the computer network infrastructure at CCSF.

• Banner System Status Report

The Committee received regular status reports on the implementation of the Banner System.

---

**FACULTY AND STAFF DIVERSITY ADVISORY COMMITTEE**

Purpose:

---

Assist the college in developing and implementing the affirmative action plan required by Title V. Affirmative Action regulations. This advisory committee shall include members of all historically underrepresented groups whenever possible.

- **State Chancellor’s Task Force on Diversity**

  The Faculty and Staff Diversity Advisory Committee reviewed the State Chancellor’s Office updated draft on System Policy for Diversity and the California Community College Pledge. The committee members were asked to provide recommendations that was forwarded to the State Chancellor’s Office.

- **Recruitment**

  The committee recommended placing general advertisements in national magazines to attract more qualified candidates including those from underrepresented groups. The advertisements were placed in the following magazines:
  - Saludos Hispanos
  - Cause Organization
  - Job and Education Chronicle
  - Hispanic Outlook in Higher Education

- **Guest Speakers**

  The Faculty and Staff Diversity Advisory Committee invited the Department Chair of DSPS to present problems encountered by disabled students at City College of San Francisco.

- **“Shattering the Silences”**

  The Faculty and Staff Diversity Advisory Committee previewed the video “Shattering the Silences: The Case for Minority Faculty.” On the recommendation by committee members, the Office of Affirmative Action purchased the video. The video will be loaned to the Diversity Coordinator to be used for discussion on Flex day.

- **District’s Policies and Procedures on Sexual Harassment**

  On the recommendation of the Committee the District’s policies and procedures regarding sexual harassment and non-discrimination were published in City Currents.

---

• **Sexual Harassment Bookmarks**

The bookmarks, including those newly printed in Russian, have been distributed to various campus sites. The Office of Affirmative Action also has bookmarks in the following languages: English, Spanish, Chinese, Vietnamese, and Tagalog.

• **Sexual Harassment Training**

Members of the Sexual Harassment Prevention Subcommittee received training on sexual harassment and sexual harassment prevention.

• **Sexual Harassment Prevention Subcommittee**

The Sexual Harassment Prevention Subcommittee of the Faculty and Staff Diversity Committee accomplished the following:
- Reviewed the statistical analysis of the Spring 1997 Sexual Harassment Survey
- Distributed the Sexual Harassment Survey with recommendations
- Participated in training for sexual harassment prevention advisors

---

**HEALTH AND SAFETY COMMITTEE**

**Purpose:**
Recommends policies pertaining to the safety of student and college employees. This committee is established through collective bargaining agreements with SEIU 790 and AFT 2121\textsuperscript{11}.

No report was received for the 1997-1998 academic year.

\textsuperscript{11} New Board Policy on Shared Governance, September 23, 1993. pg. 7.
SECTION III
BUDGET & PLANNING GOVERNANCE SYSTEM
BUDGET AND PLANNING GOVERNANCE SYSTEM
**Purpose:**
The committee shall review and monitor the performance of unit budgets on an as needed basis. The committee shall make recommendations to the Chancellor for the reallocation of resources within the fiscal year based upon education priorities as recommended by the Master Plan Committee and approved by the Chancellor. The committee may also recommend to the Chancellor changes in the procedure the college uses to assemble the budget for the next fiscal year. The committee may also recommend guiding principles for the development of the budget for the next fiscal year.

- **Block Grant Funds (1997-1998)**

  The Budget and Planning Committee approved the allocation plan for $2,398,230 for Block Grant funds.

- **CCSF Annual Budget (1997-1998)**

  The Committee reviewed and updated the CCSF Annual Budget for 1997-1998.

- **Audit Report (1997)**

  The Budget and Planning Committee reviewed the CCSF Audit Report for 1997.

---

\[12\] New Board Policy on Shared Governance, September 23, 1993, pg. 5.
FACILITIES REVIEW COMMITTEE

Purpose:
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 act upon short-range facilities issues when exigent circumstances exist. The Chancellor shall also reserve the right to set deadlines for a committee advisory recommendation. The Committee shall report recommendations to the Chancellor; the Master Plan Committee; and the Budget and Planning Committee.¹³

• Parking and Transportation Subcommittee:

The Facilities Review Committee reviewed and approved the following recommendations and work of the Parking and Transportation Subcommittee:

- Added 331 new spaces for student parking in the South Reservoir
- Increased the number of handicapped parking spaces to fulfill mandates
- Made some streets one-way to make on-campus access easier
- Coordinated the traffic flow with MUNI
- Worked on a Ride-Share Plan to decrease the amount of automobiles on campus
- Conducted traffic studies to improve traffic flow
- Increased the number of signs directing traffic and parking regulations on the Phelan campus
- Developed Shared Governance procedure on input in parking decision making
- Approved the installation of call boxes place adjacent to the parking lots

MASTER PLAN COMMITTEE

Purpose:
Develops and recommends priorities to the Budget and Planning Committee. Develops Master Plan for the college and maintains the responsibility to update the plan annually. The committee will receive recommendations on priorities from the appropriate departments, programs, and college and/or school committees. Final reports of the master plan shall be forwarded to the Chancellor, other senior administrative officers and the Academic Senate for final review.

• Transitional Studies/ESL Plan

The Master Plan Committee completed the Transitional Studies/ESL Plan and forwarded the Plan to the Chancellor with the recommendation for adoption by the Board of Trustees. The Board adopted the Transitional Studies/ESL Plan in July 1998.

• Transfer Enhancement Plan

The Master Plan Committee completed the college Transfer Enhancement Plan and forwarded the Plan to the Chancellor with the recommendation for adoption by the Board of Trustees. The Board adopted the Transfer Enhancement Plan in January 1998.

• Strategic Plan

The Master Plan Committee completed the college Strategic Plan and forwarded the Plan to the Chancellor with the recommendation for adoption by the Board of Trustees. The Board adopted the Strategic Plan in December 1997.

Program Review General Findings—1997/98

- Most units that completed their reports say they have good to excellent morale among faculty and staff.
- Most units developed realistic and thoughtful unit plans, many with low or no budget augmentation proposals and some requiring modest budget augmentations,
- Most instructional units enjoy strong enrollments and are well organized to provide instructional services to students.
- Program review continues to provide an important mechanism for discovering problems within units and developing remedies to resolve barriers and roadblocks.
- One unit—Watch Repair—received a Contract status with the concurrence of the department chair; the Provost authorized the termination of the program.
- One unit—Career Development and Placement Center—was removed from Watch status and given a Continue status with a commendation for the significant changes in the operation of the CDPC.
- Four of the twelve instructional units requested postponements or did not complete reports prior to the end of the academic year.
- Only one of the administrative units completed program review reports by the end of the 1997/98 academic year. The reasons for the delays are not clear to the Program Review Committee.
- The committee members discussed their concern about the submission of late reports and the absence of reports from administrative units. A survey of these units to seek reasons for the delays is being considered. In addition, the PRC will seek a meeting with the new Chancellor and the Chief Operating Officer to discuss these concerns.

Program Review—Allocations

The Provost’s Office reported a total of $93,011 was distributed to instructional and student services units that had gone through program review in 1996/97 and requested funding augmentations.

The Program Review Committee, in collaboration with the Office of Research, Planning and Grants, has developed a revised and updated version of the self-study questions for the second cycle of program review covering the period 1998 through 2002. The PRC with the concurrence of the Provost and the Chief Operating Officer, will schedule program reviews based on a four-year (rather than the current three-year) cycle. Status reports from all college units will be requested every two years (rather than annually).

The new self-study framework contains five sections: 1. a status report on the unit’s prior four-year plan; 2. a review of the mission/function statement; 3. a review of quantitative indicators pertinent to the unit based upon data assembled by the Office of Research.

The major change in the narrative is in Section 4 which focuses on implementation of key parts of the college strategic plan including teaching excellence and student learning outcomes, program improvement, supportive working environment; facilities; technology; and equipment and supplies.

Department chairs, the Academic Senate and deans reviewed the drafts and provided useful feedback to the PRC and the Research Office. A final version was approved by the PRC during the Spring semester and will be used by all college units for the second cycle beginning in 1998/99.

Summary of Committee Recommendations in 1997/98

Twenty-six college units were scheduled for program review in 1997/98:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>12</td>
<td>27</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Campus</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Student Service</td>
<td>0</td>
<td>2</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Administration</td>
<td>9</td>
<td>3</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>Library</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>26</td>
<td>33</td>
<td>35</td>
<td>47</td>
</tr>
</tbody>
</table>

The following table summarizes the decisions of the Program Review Committee and the senior administrators as of this date for units in 1997/98:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>INSTRUCTION</th>
<th>STUDENT SERVICES</th>
<th>LIBRARY SERVICES</th>
<th>ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue</td>
<td>8</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Watch</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Expand</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contract</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>
## Status of Units
### 1997/98

<table>
<thead>
<tr>
<th>Instructional Departments</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Social/Behavioral Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Continue</td>
<td>Support to expand supply budget</td>
</tr>
<tr>
<td>Older Adults Program</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td><strong>School of Health</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting</td>
<td></td>
<td>Not received prior to end of academic year</td>
</tr>
<tr>
<td>Dental Laboratory Technology</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td><strong>School of Business</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
<td>Continue status pending clarification of four year plan</td>
</tr>
<tr>
<td><strong>School of ESL/International Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td></td>
<td>Postponed</td>
</tr>
<tr>
<td><strong>School of Liberal Arts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Communications</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td><strong>School of Applied Science and Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watch Repair</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Trade Skills</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td>Automotive</td>
<td>Continue</td>
<td></td>
</tr>
<tr>
<td>Labor Studies</td>
<td></td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Apprenticeship Program</td>
<td></td>
<td>Postponed until 1998/99</td>
</tr>
<tr>
<td>Environmental Horticulture/Retail Floristry</td>
<td></td>
<td>Not received prior to end of year</td>
</tr>
</tbody>
</table>

| **Student Services**                           |         |                                               |
| EOPS                                           | Continue| Submitted 5/98                                |
### Library

<table>
<thead>
<tr>
<th>Library Services</th>
<th>Continue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio / Visual Services</td>
<td>Continue</td>
</tr>
<tr>
<td>Language Lab</td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Media Center</td>
<td>Not received prior to end of year</td>
</tr>
</tbody>
</table>

### Administrative Units

<table>
<thead>
<tr>
<th>Administrative Units</th>
<th>Continue</th>
</tr>
</thead>
<tbody>
<tr>
<td>X-L Program</td>
<td>Continue</td>
</tr>
<tr>
<td>Instructional Support Services</td>
<td>Postponed to 1998/99</td>
</tr>
<tr>
<td>Business Services</td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Mail Services</td>
<td>Not received prior to end of year</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Postponed to 1998/99</td>
</tr>
</tbody>
</table>

### Units on Watch Status

During the past four years, a total of twelve units received a Watch status. Seven units are currently on Watch status. Transitional Studies’ Watch status was removed in 1995/96, and three departments—Photography, Film and Journalism—were taken off the Watch list in 1996/97. One unit—CDPC—was taken off Watch status in 1997/98.

Units currently on Watch status are:

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Year of Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Reporting</td>
<td>1994/95</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>1994/95</td>
</tr>
<tr>
<td>Marketing</td>
<td>1994/95</td>
</tr>
<tr>
<td>General Counseling</td>
<td>1995/96</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>1994/95</td>
</tr>
<tr>
<td>Consumer Arts/Sciences</td>
<td>1995/96</td>
</tr>
<tr>
<td>Channel 52</td>
<td>1996/97</td>
</tr>
</tbody>
</table>
Program Review Committee Members

The Program Review Committee is comprised of four faculty appointed by the Academic Senate, three administrators designated by the Chancellor, one classified staff appointed by SEIU 790 and one student appointed by the Associated Students. They are:

Fabio Saniee (F) (Chair) Robert Gabriner (A)
Lauri Fried-Lee (F) Clara Starr (A)
Chris Shaeffer (F) Teresa Joseph (C) (served until 10/97)
Steve Levinson (F) Manny DeGuia (S)
Sandra Handler (A)

Two members of the Program Review Committee—Fabio Saniee and Steve Levinson—were replaced at the end of the academic year in accordance with Academic Senate protocol of serving a maximum of two two-year terms. Saniee and Levinson served on the program review task force during 1993/1994 and were instrumental in designing the processes and the measures used in the new system which was begun during the 1994/95 academic year. They served on the Program Review Committee for four years, from 1994/95 through 1997/98. During those years, they brought a great deal of knowledge about the college as well as intelligence and good humor to the work of the committee reviewing over 100 reports from all college units. Fabio Saniee served as chair during three of the four years providing the committee members with a sense of purpose, enthusiasm and commitment.

James Armstrong of the Chemistry Department and Francine Podenski of the Broadcast Media Arts Department will fill the two faculty vacancies on the committee.

The PRC’s classified representative—Teresa Joseph—also resigned from the committee this year. She was one of the most valued members of the committee bringing a great deal of insight and intelligence to the reviews of the program review reports. The position remains open at the writing of this report.
The following table lists the instructional departments, student service units and administrative units scheduled for program review for the Second Cycle for 1998/99:

### INSTRUCTIONAL DEPARTMENTS
- School of Applied Science & Technology
  - Apprenticeship Program
  - Hospitality/American Cooks School
  - Hotel and Restaurant
- School of Behavioral & Social Sciences
  - Transitional Studies
  - Asian Studies
  - DSPS
- School of Health & Physical Education
  - Diagnostic Medical Imaging
  - Health Information Technology (HCT)
  - Medical Assisting (HCT)
  - Emergency Medical Technician (HCT)
- School of Liberal Arts
  - Telecourses
  - Art
- School of Sciences & Mathematics
  - Engineering and Technology/Welding
  - Architecture
  - Physics

### PROVOST OFFICE SUPPORT UNITS
- Instructional Support Services
- Chinatown/North Beach Campus
- Mission Campus

### ADMINISTRATIVE UNITS
- Public Safety
- Admissions and Records (incl. Veteran’s Affairs)
- Office of Public Information
- Duplicating Services
- Information Technology Services
- Staff Development
- Buildings and Grounds

**GRAND TOTAL:** 25

**INSTRUCTIONAL DEPT. TOTAL:** 14