

Minutes of the Academic Senate Executive Council  
Ocean Campus, Room 518, Rosenberg Library  
August 27, 2003

**Council Members Present:** Rosemary Brinson, Gonzalo Castro-Gonzalez, Dominique Chapuis, Fred Chavaria, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Shama Hasib, Darrel Hess, Lynda Hirose, Christopher Kox, Winnie Leong, Madeline Mueller, Glenn Nance, John Odell, Pablo Rodriguez, Lisa Romano, Louis Schubert, Elisa Shore, Jane Sneed, Fred Teti, David Yee

**Council Members Absent:** Camille Hoffman, Christopher Johnson, Joshua Law, Barry Lynch, Chris Shaeffer

**Guests:** Mike Kelly, Faculty

**I. Call to Order**

President Yee called the meeting to order at 2:45 pm.

**II. Adoption of Agenda**

Agenda adopted.

**III. Approval of Minutes**

Minutes of the May 7, 2003 Council meeting were approved with a correction.

**IV. Announcements**

Mueller: The Music Department has discount tickets available for several SF Operas at \$30 a piece for interested faculty.

Podenski: The Faculty Association of California Community Colleges (FACCC) conference is coming up on November 14 and 15, 2003 at the Golden Gateway Holiday Inn in San Francisco. All faculty are urged to attend.

**V. Officer's Reports**

**President Yee:**

1) He attended the Statewide Academic Senate Faculty Leadership and Curriculum Institute this past summer. Many topics were discussed among them the new accreditation standards that focus on Student Learning Outcomes. In one of the sessions about accreditation, there was a handout that helps to elaborate in more detail about the new standards.

2) Faculty are encouraged to participate in the CCSF Library celebration this Fall (September 25) to acknowledge the award from the Association of College and Research Libraries (ACLR) that the Library was presented with in the Spring '03 semester. Contact Dean Rita Jones for further info.

3) Faculty who are interested in serving on the Hiring Committee for the Director of Payroll, contact President David Yee.

4) Chancellor Day is convening a special meeting with Administrators and faculty leaders on Tuesday, September 2, to discuss enrollment for the Spring semester

**First Vice President Teti:** Council will invite Dean Teng to a meeting to provide information about the CCSF Summer '03 Teen program, Continuing and Contract Education, and how they are scheduled and how faculty are selected for them.

**Second Vice President Podenski:**

1) A sign-up sheet was handed out for Council members who will be attending the Retreat on Friday, September 12.

- 2) As of the Spring '03 semester, Council started the practice of awarding all retiring faculty a certificate of appreciation.
- 3) There will be a retirement party for Dean Sandra Handler on Friday, September 5. All faculty are encouraged to attend.

**Secretary Nance:** The Diversity Committee met on August 26, 2003 and set its agenda for the '03-'04 year. The Multicultural Leadership Group was founded in the Spring '03 semester by Sue Homer to bring faculty together who would be interested in being trained to conduct workshops at CCSF in Multicultural awareness. The trainers attended the National Conference of Racial Equality (NCORE) conference which took place in San Francisco during the summer of '03. The Multicultural Leadership Group will begin training in the Fall '03 semester. Susan Homer and Lynda Hirose have been very active on this Committee.

## **VI. Unfinished Business**

- A. Shared Governance: Podenski  
The Survey questions for the Shared Governance Program Review were distributed and discussed. There was discussion about whether the survey 1st page is related to the 2nd page and the overall purpose of survey. Council were asked to look it over and get any suggestions that they have back to President Yee. He will forward them to College Advisory.
- B. Enhanced Self Study (ESS) Recommendation Update: Mueller/Ophelia Clark  
O. Clark stated that she will look over all of the Recommendations and identify those that have been passed. Some of them are still on hold and others have not been passed yet.
- C. Update from Executive Council Workgroup on Accreditation: Mueller/Podenski  
The Working Group that was formed to establish a framework for the Accreditation Study will have to get together and look at the handout from Faculty Leadership Institute to see if faculty are in agreement with the Chancellor's Paper on Accreditation.

## **VII. New Business**

- A. Report on Spring 2003 State Academic Senate Plenary Session: Yee, Sneed, Nance  
Many of the issues discussed at the Plenary Session are currently being addressed by Council, such as the Math Graduation Requirement and the new Accreditation Standards.

## **VIII. Special Order of Business: Dr. Don Griffin, Vice Chancellor of Academic Affairs and**

- A. Student Development  
Caution will have to be exercised about enrollment caps at this time. We will not get funding from the State if we exceed our funding caps. Full Time Equivalent Student (FTES) is the key to funding, not the number of classes or sections. A decision hasn't been made yet as to whether there will be any cuts for the Spring '03 semester. This issue is being discussed and a decision will be forthcoming. Double sections will have to be monitored very closely. Unless sections have been designated as "double sections" prior to the semester beginning, Department Chairs will have to be given special permission for this designation per AFT2121 contract. The meeting between District representatives and the Chancellor next Tuesday (September 2, 2003) will be important for the planning of the Spring '03 semester. Future Budgetary plans will be on the agenda.

**IX. Committee Appointments: Teti**

The following recommendations for Committee appointments were presented by Teti and approved by Council:

**2003-08-27-01 (Schubert/Teti) MSP**

ACADEMIC POLICIES	Lynn Schneider	ESL
ADMINISTRATIVE APPLICATIONS	David Yee (reappt)	Physics
ADVISORY	Patty Chong-Delon (reappt)	Counseling
BASIC SKILLS*	Terri Winston	Broadcast
Cal WORKS ADVISORY	Phil Magalong	DSPS
COMMUNICATIONS	Francine Podenski (reappt)	BEMA
CURRICULUM	John Odell (reappt)	BEMA
	Sirous Monajami	Library Services
	Bob Davis	Music
	Muriel Meunier-Fiebelkorn (reappt)	Child Development
DISTANCE LEARNING ADVISORY	James Lim	Library Services
FACILITIES REVIEW	Charles Metzler	Computer Science
GRADING POLICIES	Sheryl Blumenthal	Counseling
HONORS ISSUES	Stephan Johnson	Social Sciences
INTERNATIONAL EDUCATION*	Leslie Pahl	Foreign Languages
PROGRAM REVIEW	Linda Gillette	ESL
REGISTRATION/ENROLLMENT	Tim Killikelly (reappt)	Social Sciences
SCHOLARSHIP*	Andre de Cordova	Counseling
	Monica McCarthy	Counseling
SEXUAL HARASSMENT PREVENTION	Robin Roth	Health Sciences
STUDENT PREPARATION & SUCCESS	Phil Magalong	DSPS
TEACHING & LEARNING	Carol Reitan	Foreign Languages
ROUNDTABLE		
	Carmen Lamha	Computer Networking
	Bonnie Gratch-Lindauer	Library Services
	Suzanne Lo	Library Services
	Tim Su	Chemistry
	Deborah Picar (Resource)	Automotive/Trade Skills
	Kitte Moriwaki (Resource)	ESL
	Denise Selleck	ESL
VOCATIONAL EDUCATION*	Terri Winston	BEMA
	Peijue Chen	Child Development

\*Unlimited

**X. Governance Reports: Teti**

First Vice President Fred Teti will be chairing the Academic Policies (AP) Committee this semester in place of Madeline Mueller. Some of the important issues coming up will be the Information Competency Graduation Requirement and the Mathematics Graduation Requirement Equivalency.

**XI. Open Forum:**

Sneed: C.C.S.F. should send an information sheet to the Community about the Noncredit programs. Most people know about the Credit Program, but many don't know that we have Noncredit programs and aren't aware of their unique function.

**XII. Adjournment**

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Glenn Nance, Secretary