

Minutes of the Academic Senate Executive Council
Ocean Campus, Room 518 Rosenberg Library
September 10, 2003

Council Members Present: Rosemary Brinson, Dominique Chapuis, Fred Chavaria, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Shama Hasib, Darrel Hess, Lynda Hirose, Camille Hoffman, Christopher Johnson, Christopher Kox, Joshua Law, Winnie Leong, Madeline Mueller, Glenn Nance, John Odell, Francine Podenski, Pablo Rodriguez, Lisa Romano, Louis Schubert, Chris Shaeffer, Elisa Shore, Jane Sneed, Fred Teti, David Yee

Council Members Absent: Gonzalo Castro-Gonzalez, Barry Lynch

Guests: Julia Bergman, Librarian; Dr. Philip Day, Chancellor

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 August 27, 2003 Council meeting were approved with a correction.

IV. Announcements

Sneed (for Verdugo). The deadline for most student scholarships applications is October 3, 2003. All students should be encouraged to get information about scholarships and apply for them.

V. Officer's Reports

President Yee:

1) Faculty are invited to attend the **2003 ACRL Award of Excellence in Academic Libraries** award presentation ceremony in the Rosenberg Library on Thursday, September 25, 2003 at 12:00 Noon.

2) Officers of the Academic Senate attended the Chancellor's Emergency Meeting, together with other District Leadership, on Tuesday, September 2, 2003 to discuss the possibility of class cut-backs in the Spring 2004 semester. It turned out that the anticipated program reductions were not necessary and there will be no cut-backs in the Spring Semester.

Second Vice President Podenski: Everything is set to go for the Senate Retreat on Friday, September 12. It promises to be a productive session.

Secretary Nance: The Diversity Committee met and discussed Title IX, Athletic equity at CCSF. Two representatives will be requested from Council to be on a campus wide committee discussing ways in which equity can be achieved in women's and men's sports.

VI. Committee Appointments: Teti

Council will make many committee appointments at its next meeting.

VII. Unfinished Business

A. Report on Shared Governance Review: Mueller, Yee

The College Advisory Council discussed the Shared Governance Review and it was felt by some that many of the questions in the Review didn't evaluate the effectiveness of the process. On the other hand it was pointed out that the questionnaire was just one part of the over-all review process and that it contained other evaluative components.

B. Enhanced Self Study (ESS) Recommendation Update: Mueller/Ophelia Clark

There is no new information at this time.

C. Update from Executive Council Workgroup on Accreditation: Mueller/Podenski

There is still some difficulty determining exactly what information is required for the Standards. A number of documents have been produced whose purpose is to clarify the process, but there are still many unanswered questions. Another round of Student Learning Outcome workshops (specifically, Assessment of Student Learning Outcomes) has been scheduled at community colleges throughout the state including one at CCSF. President Yee requested that a number of slots be set aside for Council members for the workshop at CCSF. An invitation is extended to any faculty member who wishes to attend the workshop; please contact the Academic Senate office if you wish to do so.

VIII. New Business

A. Honorary AA Degree: Session: Yee,

President Yee passed out a copy of a past AA Honorary Degree and other related documents. After discussion and a few friendly amendments the following resolution was passed unanimously:

2003-09-10-1 (Podenski/Nance) MSU

WHEREAS, CCSF will have awarded two honorary degrees in the past five years; and

WHEREAS, all degrees are conferred based on the recommendation of the faculty as is stated on all degrees; and

WHEREAS, the Executive Council of the Academic Senate has raised the issue of the process and criteria for awarding honorary AA/AS degrees in its April 26, 2000 meeting.

THEREFORE BE IT RESOLVED that the issue of honorary AA/AS degrees be referred to the Academic Policies (AP) Committee; and

BE IT FURTHER RESOLVED that AP report back to the Executive Council with recommendations regarding

1. Whether the college should award an honorary AA/AS degree.
2. If we do award, what is the process for making such award.

BE IT FINALLY RESOLVED that AP should report back to Executive Council in Spring 2004 with a final recommendation or status report regarding the honorary AA/AS degree.

B. Accreditation Self-Study Organization: Teti

A draft of the **Chancellor's Organization Chart for the 2006 Accreditation Self Study** was passed out to Council members along with a draft of the Executive Council resolution "2006 Accreditation Self-Study Committee Structure".

After some discussion, Council passed this resolution:

2003-09-10-2 (Teti/Odell) MSP

WHEREAS, Chancellor Day has provided the Executive Council with his 08-11-03 draft of his proposed Organization Chart for the 2006 Accreditation Self Study; and

WHEREAS, Chancellor Day has agreed that

- Council may appoint up to four faculty to the Leadership team; and
- Council may appoint as many faculty as it wishes to each Ad Hoc Subcommittee; and
- The Steering Committee will consist of the Leadership Team and the co-chairs of the Ad Hoc Subcommittees; and

WHEREAS, Council expects that

- The Ad Hoc Subcommittee labeled “Student Development” will address Standard II.B (Student Support Services)
- The Ad Hoc Subcommittee labeled “Governance” will address Standard IV.B (Board and Administrative Organization), and
- The Ad Hoc Subcommittee labeled “Leadership” will address Standard IV.A (Decision-Making Roles and Processes); and

WHEREAS, all CCSF administrators consulted so far have agreed that those aspects of the Accreditation Self-Study addressing academic and professional matters will be faculty-driven; and

WHEREAS, Council expects that at least one faculty member will be a co-chair for each Ad Hoc Subcommittee;

THEREFORE BE IT RESOLVED, that the CCSF Academic Senate Executive Council approve the 08-11-03 draft subject to merging the Academic and Occupational Education subcommittees into one ad hoc subcommittee titled Instructional Programs of the Organization Chart for the 2006 Accreditation Self-Study.

C. Recommendation from the Academic Policies Committee: Teti

The following recommendation regarding Late Add Policy and Telephone registration was passed unanimously by Council. These measures would facilitate the Drop/Add process for students and preserve the student’s option to use telephone registration. Council approved the following recommendation from the Registration and Enrollment Subcommittee, which has been approved by the Academic Policies Committee:

2003-09-10-3 (Podenski/Teti) MSP

LATE ADD PROPOSAL:

- A) Change the last date to submit the Late Add Petition for full-semester-length courses from the last day of classes to 2 weeks prior to the start of final exams.
- B) Remove the Deans from the signature process. The Deans would continue to collect the forms from the Department Chairs and forward them to the Dean of Admissions and Records.
- C. Remove the student from the Late Add process as much as possible. As soon as the instructor and student become aware of the need for a Late Add, the instructor will give the student the Late Add form to complete. The student will immediately complete the form (on the spot) and give it back to the instructor. The instructor signs (approval or disapproval) and submits the form to the Dean. The Dean will collect the forms and forward them to the Dean of Admissions and Records.
- D. Review this new process after one year to evaluate and modify if necessary.

We further add our recommendation that a new Late Add form be developed, with clear instructions regarding the new process – making it clear who is responsible for what steps, who receive signed copies and when and how these copies are distributed.

2003-09-10-04 (Podenski/Teti) MSP

TELEPHONE REGISTRATION:

“It was unanimously agreed that the Registration Subcommittee wants Chancellor Day to know that the Telephone Registration System (currently STARS) must not be phased out and that the College must fund the writing of whatever programs are necessary to preserve Phone registration system as one alternative method for student registration.”

We suggest that ITS and Admissions and Records provide the Executive Council with data to understand this registration change better. Specifically we’d like to see:

- The number and background of students currently using each of the three registration methods (Web, STARS, and in person registration).
- The proposed cost to upgrade the interface between the STARS system and the new Banner system.
- The proposed timeline on phasing out a telephone registration systems.

- Some type of convincing argument how this change will not lead to the long lines that we believe it is paramount to avoid.

D. Room Naming for Philip Paulson: Julia Bergman, Librarian

Julia Bergman outlined the dedicated service that Phil Paulson performed in the creation of the Rosenberg Library and the Library/Learning Resources Center. After this, Council unanimously passed the following resolution:

2003-09-10-5 (Podenski/Teti) MSP

WHEREAS, Philip W. Paulsen was a dedicated and respected member of the City College faculty for over three decades; and

WHEREAS, He contributed invaluable support to the College and instructional support services by creating and enlarging the Audiovisual Department; and

WHEREAS, He was dedicated to and intimately involved in the creation of a new Library/Learning Resource Center;

THEREFORE BE IT RESOLVED that Room 306G of the Audiovisual Department in the Rosenberg Library/Learning Resource Center be named the Philip W. Paulsen Conference Room.

E. Administrative Organization and Structure: Dr. Philip Day, Chancellor

Dr. Day stated that he had been looking forward to meeting with Council so that he could engage with this body on a one-to-one basis, rather than through written documents. He expressed his concern about the time being wasted on petty misunderstandings over inconsequential matters, time that could be spent more productively working together on wide-ranging, meaningful issues. Chancellor Day passed out copies of the **Administrative Organization and Structure Chart** and pointed out the positions that he regarded as “Classified Supervisory management”. This consisted of about ten “Directors” which he considered to be “Administrative” due to the pay range. He explained that if AFT 2121 buy into the idea of a twelve month faculty position, there would be no need to have positions like this. However, he stated that whatever changes are made in the future, he would not go back on the current positions. According to Day, in the future it won’t be necessary to have these positions, if the twelve month faculty positions are approved. Some Senate members questioned the Chancellor’s explanation of Administrative structuring. The Chancellor’s response was that he needs a little more breathing space to do administrative structuring, especially since he makes every effort to not intrude into faculty business. One issue that he felt that we should all be concerned about was the impact that Spring retirements are likely to have on the overall delivery of education in the District. The recent budget cuts have already forced the District to make deep cuts and the massive loss of faculty and staff could create severe operational problems. Council members asked the Chancellor questions about administrative hiring and his vision of City College when we move beyond the current budget crisis. Several Council members commended the Chancellor for the good job that he has been doing.

IX. Adjournment:

The meeting was adjourned at 5 PM.

Respectfully submitted,

Glenn Nance, Secretary