

## MINUTES OF THE ACADEMIC SENATE EXECUTIVE COUNCIL

John Adams, Library Conference Room 202

Wednesday, September 24, 2003

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

**Council Absent:** Gonzalo Castro-Gonzalez, Fred Chavaria, Maria Franco, Camille Hoffman, Christopher Kox, Barry Lynch, John Odell

**Guests:** Karen Grant, College Development; Diana Verdugo, EOPS

### I. Call to Order

First Vice President Fred Teti called the meeting together at 2:45 PM.

### II. Adoption of Agenda

The agenda was adopted.

### III. Approval of Minutes

The Fall Plenary (August 19, 2003) Minutes were approved with changes.

### IV. Announcements

**Mueller:** The CCSF Music and Theater Arts Departments will present Aaron Copland's opera "The Tender Land" during late September and early October in the Diego Rivera Theater.

**Yee:** 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 Noon.

### V. Officers' Reports

#### President Yee:

1) The Council members who participated in the retreat were thanked for their support.

2) President Yee attended the CCSF Board of Trustees' Retreat. One of the major issues discussed was the Faculty Hiring Document.

3) President Yee attended the September working session of the Board of Trustees in which the impact of budget cuts at the State level was discussed. In planning the 2003-2004 CCSF budget, a "cushion" was built in to possibly account for reductions in our allocation from the State. One impact from the state is reimbursement of money for high school students enrolled in community college courses. As a result, the "cushion" that had been there has been partially used up. Since there are still a lot of unknowns about the State budget at this time, it isn't possible to predict any cuts or surpluses for the current Academic Year.

#### Second Vice President Podenski:

1) The CCSF College Catalog Web Page and Public Service Announcement won a Western Regional award from the National Council on Public Relations and will go on to a national competition;

2) Attended Academic Policies Committee meeting. There was discussion of the English Graduation Requirement which may come to a vote at the October 27, 2003 AP meeting. Faculty might be interested in attending.

**VI. Committee Appointments: Teti**

All of the following Committee members were appointed:

**2003-09-24-01 (Shaeffer/Rodriguez) MSP**

Academic Policies	Pablo Rodriguez	Transitional Studies
Basic Skills (Unl.)	Amy McLanahan	Mathematics
	Elizabeth Stewart	Learning Assistance Center
	Sharon Seymour	ESL
	Ni Hornor	Mathematics
	Elma Cabahug	ESL
	Jim Sauve	English
	Nadine Rosenthal	Learning Assistance Center
	Sharyn Zoll	Transitional Studies
CalWORKs Advisory	Vivien Calderon (Resource)	EOPS
Contract Education	Winnie Leong	Foreign Languages
Curriculum	John Batty-Sylvan	English
Grading Policies	Ouida Charles	Library Services
Honors Issues	Sami Kudsi (Resource)	English
International Education (Unl.)	Carol Reitan*	Foreign Languages
	Quince Gilbert	Business
Mathematics Graduation	Ellen Wall	English
Requirement Equivalency	Fabio Saniee	Engineering/Techn.
Task Force	Pablo Rodriguez	Transitional Studies
	Fred Teti (Resource)	Mathematics
	Kitty Moriwaki (Resource)	ESL (Matriculation)
Noncredit Issues (Unl.)	Kevin Cross	ESL
	Robert Schuricht*	ESL
Planning And Budgeting	Mark Robinson	Physical Education
Registration and Enrollment	Quince Gilbert	Business
Sexual Harassment Prevention	Lynn Schneider	ESL
	Winnie Leong	Foreign Languages
Staff Development	Quince Gilbert	Business
Student Complaint	Ouida Charles	Library Services
Student Grade and File	Indiana Quadra	CDPC
TLTR	Mark Malachowski	Biology
Transfer Issues	Mark Robinson	Physical Education
	Ouida Charles	Library Services
Works of Art (Unl.)	Julia Bergman*	Library Services
*reappointment		

**VII. Unfinished Business**

**A. Report on Shared Governance Program Review: Yee**

Two “Listening Sessions” will take place for the Shared Governance Program Review on October 2, 2003. One meeting is scheduled at the John Adams Campus from 1-2 PM and the other will take place at the Ocean Campus from 3-4 PM. Council members felt that two sessions on the same day wouldn’t provide adequate time for discussing Shared Governance Program Review. Council discussed this and passed the following resolution:

**2003-09-24-02(A. Clark/O. Clark) MSU**

Whereas the Academic Senate of the California Community Colleges has a position paper on Shared Governance, and

Whereas the process being followed for the Shared Governance Review is not following established procedures outlined by the College Advisory Council,

Therefore, be it resolved that the Academic Senate work with the Office of Research and Planning and the College Advisory Council to establish the timeline, disseminate background information, and develop agreed upon procedures.

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

No report was made

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

This will be discussed under item “D” on the agenda.

**D. Academic Senate Retreat and Goals: Podenski**

Second Vice President Podenski distributed copies of the Academic Senate Goals, as discussed at the Retreat. Council discussed goals and decided to give highest priority to Goal #2, Establish Senate Guidelines for Learning Outcomes and Assessment. Goal #1, Update Faculty Hiring Document, was picked for the second priority and Goal #3, Review CCSF Administrative Structure from a Global Perspective was the third. Council members volunteered to serve on the various committees. Council commended Second Vice President Podenski for assembling all of the information for presentation to Council in such a clear and lucid manner

Goals Committees

#1	#2	#3
Elisa Shore	Louis Schubert	Ann Clark
Madeline Mueller	Ophelia Clark	Madeline Mueller
Lynda Hirose	Chris Shaeffer	Joshua Law
Glenn Nance	Pablo Rodriguez	Fred Teti
Francine Podenski	Joshua Law	Fred Chavaria
Rosemary Brinson	David Yee	
Lisa Romano	Jane Sneed	
	Shama Hasib	
	Winnie Leong	
	Sunny Clark	

## **VIII. New Business**

### **A. Report on Scholarships: Verdugo**

Packets have been prepared for students with information about the Scholarships that are being offered this Fall by CCSF. Verdugo explained the importance of getting the word out and letting students know that money is still available for a diversity of awards.

Workshops have been set up for students to show them how to go about applying for a scholarship. Information is also available on-line. Council commended the Scholarship Office for the good work that they are doing.

## **IX. Committee Reports**

### **A. Information Technology Policy Committee: Yee**

The College is working to establish networking to the campuses. The City and County of San Francisco might be helping with this effort. The phone “roll-out” has gotten a little behind because of unanticipated problems that have come up. The deployment will include interviews conducted with the Department Chairs to determine how the phones will be used in each individual location. Wireless access is being tried out at two locations. The scope of the Privacy Committee, under William Beaver, is being expanded because of the many issues that have come up related to this area.

### **B. Academic Policies: Teti**

The Academic Policies Committee met on this past Monday. They discussed the Honorary Degree and the English Graduation Requirement. Council members who are interested in attending the next meeting, at which a vote may be taken on the CCSF English Graduation Requirement, are invited to come. It will take place next month, October 27, 2003, on the Ocean Avenue Campus in room Arts 302. After some discussion, it was decided to place this item on the agenda of a future Academic Senate meeting for further discussion.

### **C. Planning and Budgeting Council: Yee**

The Committee met and discussed the Strategic Plan implementation and it was suggested that it be sent back to an editing committee so it can be “cleaned up”. Council members are encouraged to read over the cleaned up version before it becomes finalized.

## **X. Open Forum**

Instead of Open Forum, it was decided that this time would be better spent for the Retreat “Goals” Committees to get together to discuss strategies.

## **XI. Adjournment**

The meeting was adjourned at 5 PM.

Respectfully submitted,

Glenn Nance, Secretary