

Minutes of the Academic Senate Executive Council
Mission Campus, Room 226
October 22, 2003

Council Members Present: Rosemary Brinson, Gonzalo Castro-Gonzalez, Fred Chavaria, Ophelia Clark, Maria Franco, Shama Hasib, Darrel Hess, Lynda Hirose, Camille Hoffman, Christopher Johnson, Christopher Kox, Joshua Law, Winnie Leong, Madeline Mueller, Francine Podenski, Pablo Rodriguez, Louis Schubert, Chris Shaeffer, Elisa Shore, Jane Sneed, Frederick Teti, David Yee

Council Members Absent: Dominique Chapuis, Ann Clark, Sunny Clark, Barry Lynch, John Odell, Lisa Romano

Guests: Suzanne Korey, Vocational Education

I. Call to Order

The meeting was called to order.

II. Adoption of Agenda

The Agenda was adopted.

III. Announcements

There were no announcements.

IV. Officers' Reports:

President Yee:

- 1): President Yee handed out the Resolutions for the Fall 2003 State Academic Senate Fall Plenary. If anyone has any questions about any of them, contact President Yee.
- 2): The time line is set for the hiring of the Vice Chancellor of Student Development. The process is moving forward and we will be hearing more about it shortly.
- 3) President Yee will be visiting the various campuses to meet with faculty.

First Vice President Teti:

- 1) The Academic Policies Committee will not be voting on the Written Composition Graduation Requirement at its coming meeting. This matter will be referred back to a group of English and ESL faculty who will make a recommendation to AP at a later date.
- 2) The Math Graduation Requirement Equivalency Task Force met on October 9, 2003 and Ellen Wall was elected Chair. Actions taken at the meeting were: 1) The chair of the Math Department, Keith McAllister, will poll Departments at CCSF to determine if any courses might be equivalent to Elementary Algebra; and; 2) Other Math Department members will produce a "green sheet", or list of other California Community College courses CCSF will accept as equivalents.

Second Vice President Podenski: Second Vice President Podenski will be reporting back to Council on details of the English – ESL Graduation Requirement issue.

V. Committee Appointments: Teti

The following appointments were made on the Math Graduation Requirement Equivalency Task Force:
Keith McAllister and Chris Shaeffer (Resource)

VI. Unfinished Business:

A. Report on Shared Governance Review: Yee

President Yee distributed a draft of a summary of the Shared Governance Program Review Listening Session that took place on the John Adams campus on October 2, 2003 and a copy of the “Written Responses to the Online Survey Shared Governance Program Review”. From the responses, it seemed that some may not be aware of the process, or how it works. Council discussed the responses and their significance and it was felt that Council should address these concerns. President Yee is now meeting with faculty on the various campuses and answering inquiries that they might have. The next step in the process is that each constituent group will respond to a set of questions about the Shared Governance Process. The process will culminate with a report to the Board of Trustees in March 2004 in which the constituent groups will submit their answers to the set of questions in a retreat which will take place in late February, 2004. Out of this will come a written evaluation on Shared Governance.

B. Consideration of Enhanced Self-Study Recommendations: Teti

Terry Hall is working out a process by which faculty can access student email addresses. This is seen as a way of contacting students with excessive absences so as to encourage their attendance. O. Clark was concerned about protecting student confidentiality and Council was concerned about the possibility of increasing faculty responsibilities. The Council moved to accept **Follow-up on Absences [EMT10] (From Student Prep Success)** as amended

2003-10-22-01(Podenski/Sneed) MSU

RESOLVED, That the Academic Senate Executive Council approve the Enhanced Self-Study Recommendation EMT10 with these amendments to the “Recommended Changes”:

- (1) Replace “Institute” with “Explore”.
- (2) Append “All of the above is voluntary.”

C. Enhanced Self-Study Recommendation Update: Mueller/Clark

No report was given.

VII. New Business

A. Report on Shared Governance Review: Yee/Teti

The CCSF Shared Governance Office was established in 1994 to support the college’s shared governance system. A Shared Governance Coordinator position was established, with 80% of the position (32 hours/wk) to focus on shared governance system support/coordination (under the office of the chancellor – de facto separate office in E-208) and 20% of the position (8 hours/wk) to work with articulation.

In 1995, after the arrival of Chancellor Anderson the Shared Governance Office was moved from the Chancellor’s Office to the Office of Research and Planning. The hours for shared governance support/coordination were reduced to 50% (20hrs/wk) and 50% (20 hrs/wk) of the position was allocated to Office of Research/Planning.

The high demand placed on the Office of Research and Planning often necessitates having the Shared Governance Coordinator work nearly full-time therein, leaving very few hours for shared governance support and coordination. Further research is required to answer the following questions:

- 1) What was the rationale for moving the Shared Governance Office from the Chancellor's Office to Research/Planning?
- 2) What was the rationale for reducing the shared governance support/coordination position from 80% to 50%?
- 3) How can adequate resources for shared governance support/coordination be restored to ensure consistent and timely Shared Governance Office support and coordination services?

B. Status of Tenure-Track Instructional Related Assignments: Podenski

This discussion focused on how best to approach non-instructional faculty positions district-wide. A job announcement draft for Institutional Researcher was included in Executive Council meeting packets as an example. President Yee reported that the Chancellor has agreed that this position should not be a faculty tenure track position. The position will be administrative and a job announcement draft is forthcoming. Officers were directed to discuss non-instructional faculty positions with the Chancellor and report back to Council.

C. Policy on Committee Appointments: Teti

Senate committee appointment policy is as follows: Faculty with assignments that involve direct student contact and who report to a department chair (instructors, counselors, and librarians) are eligible for Senate appointments as faculty representatives in district Shared Governance committees. Faculty who are on full non-instructional assignment with no direct student contact and who report directly to a dean may be appointed by the Senate as resources to committees at the request of the committee. Resource members may not vote or act as committee chairs. Resource committee members fully participate in discussions, offering expertise to the committee, and have, on numerous occasions, coordinated committee-sponsored projects such as the recent award-winning college catalog review and revision. Senate member Suzanne Korey requested that the Academic Senate Executive Council reconsider the Senate committee appointment policy because, as a full-time non-instructional faculty member, she would like to be appointed by the Senate as a faculty representative on Shared Governance committees.

VIII. Committee Reports

There were no committee reports.

IX. Open Forum

Teti: The final version of the Facilities Master Plan is being drafted and we will talk more about it at our next meeting.

Podenski: There have been problems scheduling a meeting with the Faculty Hiring Document Committee, but there will be one soon.

Yee: Distributed copies of a High School Report which has been prepared by Research and Planning which compares the high school performance of students with their performance at CCSF.

X. Adjournment

The meeting was adjourned at 5 PM.

Respectfully submitted,

Glenn Nance Secretary