

**Minutes of the Academic Senate Executive Council
Ocean Avenue Campus, Rosenberg Library, Room 518
November 5, 2003**

COUNCIL MEMBERS PRESENT: Rosemary Brinson, Dominique Chapuis, Fred Chavaria, Ophelia Clark, Sunny Clark, Maria Franco, Shama Hasib, Darrel Hess, Lynda Hirose, Camille Hoffman, Christopher Johnson, Joshua Law, Winnie Leong, Madeline Mueller, Glenn Nance, Francine Podenski, Louis Schubert, Chris Shaeffer, Elisa Shore, Jane Sneed, Fred Teti, David Yee

COUNCIL MEMBERS ABSENT: Gonzalo Castro-Gonzalez, Ann Clark, Christopher Kox, Barry Lynch, John Odell, Pablo Rodriguez, Lisa Romano

GUESTS: Julia Bergman, Library Services; Barbara Racek, Teachers Resource Center; Judy Teng, Dean, Contract Education/Continuing Education; Janet Willett, Intern Coordinator, Technology Mediated Instruction

I. Call to Order

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

II. Adoption of Agenda

Agenda adopted by consensus.

III. Approval of Minutes

The October 8, 2003 minutes and the October 22, 2003 minutes were approved.

IV. Announcements

Second Vice President Podenski: KCSF Radio is now up and running. It can be accessed through "Community Outreach" on the CCSF home page.

V. Officers' Reports

President Yee:

- 1) The RP Group Assessment Workshop at CCSF is going to be Friday, November 7, 2003. There are still some open slots for Council Members who would like to attend
- 2) Attended the State Academic Senate Full Plenary Session. A report on this session will be put on a future agenda.

Second Vice President Podenski:

- 1) Attended Teaching Learning Technology Round Table meeting. There was discussion about a new copyright policy which would limit the use of specified copyrighted materials;
- 2) One important item that was discussed at the recent Distance Learning Advisory Committee was a Tele-class that is in the planning stages;
- 3) Senate Officers met with the AFT leadership yesterday and among the items discussed was the "2+2" Retirement Plan. At the moment, the Union has not taken a position on this, but they are concerned because some faculty had concerns with it. We also discussed the twelve-month faculty contract and Senate Officers were concerned about the conditions under which these hirings would take place. We also decided that we need to keep in closer touch with the Union so as to keep them abreast of our concerns and to keep ourselves apprised of their concerns.

VI. Committee Appointments: Teti

2003-11-05-01 (Teti/Podenski) MSP

Council approved the following appointments to the Communications Shared Governance Committee:

- William Beaver (CIS) [Resource]
- Beth Calado (IDST) [Resource]

VII. Unfinished Business

A. Report on Shared Governance Review: Yee

There is nothing new to report on this item.

- B. Enhanced Self Study Recommendation Update:** Mueller/A. Clark
The recommendations are moving along. New ones should be coming before Council.
- C. Status of Tenure-Track Instructionally Related Assignment:** Podenski
This item is still under discussion with the Chancellor. A report will be made at the next Senate meeting.
- D. Honorary Degree Recommendation (from AP):** Teti
The Academic Policies Committee passed a recommendation for the CCSF Honorary Degree, a copy of which was passed out to Council. After discussion, Council approved the recommendation:

2003-11-05-02 (Teti/Podenski) MSP

Be It Resolved that Council recommends the following changes in the wording on the diplomas awarded to those honorary CCSF degree recipients who are nominated for the degree by the CCSF administration.

- (1) If Council so chooses, replace “Based on the recommendation of the faculty ...” with “Based on the recommendation of the Chancellor and the Board of Trustees...”
- (2) Insert the word “honorary” before the word “degree”.
- (3) Replace “Associate of Arts” with “Associate of Humane Letters
or
Replace “Associate of Science” with “Associate of Humane Sciences”.

It is understood that if these changes are made, the administration will continue, out of collegiality, to ask the Executive Council to ratify the nomination of the honorary degree candidate.

VIII. New Business

- A. Report on Continuing and Contract Education:** Judy Teng, Dean of Continuing Education & Contract Education
Continuing Education offers more than 700 fee-based short-term classes and workshops to the public every year, earning more than \$800,000 in revenues, and is completely self-supporting. The office of Contract Education earns an average of \$500,000 in revenues each year and is completely self-supporting. The Office also manages two regional economic development grants: Center of Excellence and Workplace Learning Resources Center funded by the State Chancellor’s Office. In the summer of 2003 a College for Teens Program was established for students in the San Francisco Unified School District who weren’t able to attend summer school because of last minute cuts in their summer program. Six hundred seventy-one high school students received grades, and over one hundred students received Certificates of Completion for completing Computer Camp and Academic Camp. Due to outside grants, the entire program was operated without using CCSF unrestricted general funds. Due to the SARS outbreak, the CCSF China Campus program was temporarily put on hold. There are currently a few short-term assignments being carried out, and Dean Teng will be meeting with representatives of the Chinese Olympics Program who will be in San Francisco soon about future program ideas.

- B. Committee Referral for Facilities Master Plan Draft:** Teti
Council discussed the Facilities Master Plan Draft Plan:

2003-11-05-03 (Teti/Schubert) MSP

Whereas City College has not had a Facilities Master Plan on file with the City of San Francisco since the seventies, the Facilities Review Committee of the Planning and Budgeting Council has been working diligently for years to produce a new Facilities Master Plan. The Board may vote before the end of 2003 on the final draft. Its contents will affect all CCSF constituencies and will drive facilities planning District-wide until 2015; and

Whereas as a matter of collegiality, such documents as this are “sunshined” in all three Governance systems before the Board votes. Some members of the Facilities Review Committee have suggested that Council begin studying the current draft.

Be It Resolved that the Academic Senate Executive Council refers the Facilities Master Plan Draft to its Academic Policies and Student Preparation and Success Committees;

Be It Resolved that the Academic Policies Committee consider whether the Plan Draft is appropriately supportive of academic endeavors;

Be It Resolved that the Student Preparation and Success Committee consider whether the Plan Draft is appropriately supportive of student services and activities;

Be It Resolved that both committees evaluate the Facilities Master Plan draft to determine whether the plan meets the Academic and Student service needs of City College students; and to ensure that the Facilities Master Plan draft is consistent with current District planning documents”;

Be It Resolved that both Committees report to Council with their concerns and/or recommendations as soon as possible.

IX. Committee Reports

A. TLTR: Willett

The Teaching and Learning Technology Round Table has decided to meet at other campuses in the District so as to address the specific needs of each site. One recent, highly successful, activity was a tele-conference from the Downtown campus. This activity enabled the participants not only to take care of business, but also to familiarize themselves with this mode of communication. There are more and more questions about what kind of services are available, especially in the wake of the recent computer roll-out. The TLTR has been discussing all aspects of the Strategic Master Plan, especially Priority Seven “Strengthen and Expand Technology Programs”. A sub-group is looking at Copyright Information/Policy Revision as a result of the Teach Act. Another sub-group went to Sacramento to look at interactive computer programs.

B. Academic Policies (AP): Teti

AP is about to come to a vote on the Information Competency degree requirement. Departments have been surveyed about what courses that they might be offering that would satisfy this requirement. A proposal has been crafted, and it will come to Council for approval and then to the Bipartite Graduation Requirement Committee. It is anticipated that after the process has gone through completion, the requirement will appear in the Fall '05 CCSF Catalog.

C. Information Technology Policy Committee (ITPC): Yee

There was no report given.

X. Open Forum

Brinson brought up the question of where incidents of harassment in the District should be reported. Council discussed the appropriate venue, and it was suggested that Podenski could work with her on this issue. Sneed reported that the Basic Skills Committee met and will be writing out guidelines of research on how to proceed.

XI. Adjournment

The meeting was adjourned at 5 PM.

Respectfully submitted,

Glenn Nance, Secretary