

**Minutes of the Academic Senate Executive Council
Evans Campus, Room 227B
November 19, 2003**

Council Members Present: Rosemary Brinson, A. Clark, O. Clark, S. Clark, Maria Franco, Christopher Johnson, Christopher Kox, Winnie Leong, Madeline Mueller, Glenn Nance, John Odell, Francine Podenski, Pablo Rodriguez, Lisa Romano, Chris Shaeffer, Jane Sneed, Fred Teti, David Yee

Council Members Absent: Gonzalo Castro-Gonzalez, Dominique Chapuis, Fred Chavaria, Shama Hasib, Darrel Hess, Lynda Hirose, Camille Hoffman, Joshua Law, Barry Lynch, Souis Schubert, Elisha Shore

Guest: Mike Kelly

I. Call to Order

The meeting was called to order at 2:52 PM by President Yee

II. Adoption of Agenda

The agenda was adopted by consensus.

III. Approval of November 5, 2003 Minutes

The November 5, 2003 minutes were approved as amended.

IV. Announcements

Yee: 1) The State Academic Senate is asking for candidates for the Hayward Award for Excellence in Education. Senate Members were asked to make recommendations; 2) There will be more RP Accreditation meetings coming up for those who missed the recent one; 3) Steve Levinson is ill.

Sneed: The Basic Skills Committee met and made up guidelines. Basic Skills related articles Were shown to Council and Council members may get copies of them. The next meeting will take place on December 9, 2003 in room S-200.

Mueller: There are discount tickets available for La Boheme and Barber of Seville. Those interested contact Mueller.

V. Officers' Reports

President Yee:

1) The Student Late Add Policy which was approved by Council is moving along and should be approved soon.

2) The RP Group Assessment Workshop which took place on Friday, November 7 was very informative. New insights about Student Learning Outcomes were explored.

3) Cliff Liehe and Ann Clark were the recipients of the Faculty Association for California Community Colleges (FACCC) Statewide Faculty Award.

4) There was much discussion at the last CCSF Board meeting about the Lumina Foundation for Education Award that CCSF recently received. Some felt that heading up this effort might overtax CCSF's resources.

5) The Officers discussed the job announcement for the "Research Coordinator" and are going to determine what the status of faculty retreat rights is for this position. It also seemed that this position should more properly be an "Associate Director", since the term "Coordinator" is used to designate a faculty position. Council discussed this issue and will bring it back for further discussion.

6) The Chancellor's evaluation is coming up and the question format is being discussed.

First Vice President Teti: No Report.

Second Vice President Podenski: 1) The Phone system roll-out will be deferred until after the final exams. Also lists of the new numbers will be given out before the Holiday starts.

2) At the recent DCC meeting "majors" were discussed. According to current policy, if a student happens to take 18 or more units in a particular discipline, it will be reflected on their transcript as a major. This will happen automatically, without consulting the Department Chair. If a department creates a major with specific course, the student must complete those courses to be awarded a major.

Secretary Nance: The S.F. Independence newspaper, in a recent edition, ran an article about Chancellor Day and the Lumina Foundation for Education Award that CCSF recently received.

VI. Committee Appointments: Teti

All of the new appointments were approved unanimously by Council.

VII. Unfinished Business

Report on Shared Governance Review: Yee

- A. The Council packet contained study questions for College Shared Governance. If anyone has any questions about these questions, get them to President Yee before the January deadline.
 - a. **Enhance Self-Study Recommendation Update: Mueller/Clark**
 - b. O. Clark met with Kathy German and reviewed the pending ESS recommendations. Three should be coming to Council fairly soon. There was discussion about why some of the recommendations are currently on hold. Some will not be able to move until further action is taken.
 - c. **Status of Tenure-Track Instructionally Related Assignment : Podenski**
- B. Officers have been discussing the issue of non-teaching faculty positions with Dr. Day for quite a while. In our last meeting the Chancellor suggested a retreat at which we can all get together to resolve this issue. It seems that positions that report to an administrator should be considered "administrators". Council discussed the difficulty of defining who are "faculty" and who are "administrators". It was felt that questions about this should be aired at the retreat.

VIII. New Business

A. Report on State Academic Senate Fall Plenary Session : Yee

One important break-out was about Transfers. Representatives from the U.C. and the CSU systems said that budgetary cuts were causing them to stop accepting community college transfers. They are trying to work around that. Another issue was the effort to retain 60 unit transfers. Students who transfer with fewer units fill the slots and don't leave openings for regular transfers. Also discussed was the struggle of schools to maintain their individual character in the midst of the movement toward uniformity of standards. Another concern of the CSUs is articulation among them of lower division courses, how to retain equity of access and quality of education with raising entrance fees. One important issue was whether we should stay with Prop 98 money, or not.

The question of "Equalization", or the unequal allocation of funds to the various CC's was discussed, as well as what the "real" cost of education is. The State Academic Senate Organization Chart was distributed to Council.

B. Report on Assessment of Student Learning Outcomes Workshop: Yee/Leung

The RP Workshop was very informative. Many areas were covered which weren't covered on the prior Assessment of Student Learning Outcomes Workshop. The component that Yee went to dealt with organizational structures. He emphasized that the process has to be "bottom up", not top down. It is also important to do "recurring themes", instead of doing process vertically. Leung also felt that it is important to do the process bottom up. Some of the workshops attended were "Measuring Student Learning Outcomes", "Writing Student Learning Outcomes" (SLOs), and "Written Communication Skills Rubric". A synopsis of each workshop was distributed to Council.

IX. Committee Reports

A. Curriculum Committee: Kelly

Curriculum Committee Chair Mike Kelly distributed an information booklet to Council and discussed their policies, the web site, the orientations and workshops, committee procedures, senate appointments, the 2003-2004 calendar, and the submission process. Particular emphasis was placed on the current changes that have been made. Council commended the Curriculum Committee for their fine work.

B. Information Technology Policy Committee (ITPC): Yee

The phone roll-out is on hold until the Spring semester.

C. Planning & Budgeting Committee (PBC): Yee

There was no report.

X. Open Forum

It is really important to get students and faculty to get flu shots. A rumor is going around that there may be some danger associated with these shots which isn't true.

XI. Adjournment

The meeting was adjourned in the memory of (David Yee has names)

**Respectfully submitted,
Glenn Nance, Secretary**