

**Minutes of the Academic Senate Executive Council
Ocean Avenue Campus, Room R518
December 3, 2003**

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

Council Members Absent: Dominique Chapuis, Ann Clark, Joshua Law, Barry Lynch, Pablo Rodriguez

I. Call to Order

The meeting was called to order at 2:35 PM by President Yee.

II. Adoption of Agenda

The agenda was adopted by consensus.

III. Approval of November 19, 2003 Minutes

The November 19, 2003 minutes will be approved early in 2004.

IV. Announcements

Yee: 1) The Faculty Association New Faculty Get Together will be Tuesday, December 9 at 4:30 PM in the Pierre Coste Room; 2) The Scholarship Award Ceremony will take place at 4:30 PM in the Pierre Coste Room on Friday December 12.

V. Officers' Reports

President Yee:

- 1) Council will not meet on Wednesday, December 17.
- 2) The CCSF Honorary Degree will be considered by the College Advisory Committee at its upcoming meeting.
- 3) The Officers of the Senate are scheduling a meeting for Spring 2004 with Dean Brian Ellison and with the DCC to discuss Delineated, and Non-Delineated majors
- 4) The Senate Officers will be meeting with AFT Officers to discuss mutual issues. Let us know if you have any concerns that you would like to be brought up.

Vice President Teti: No report.

Second Vice President Podenski:

- 1) Met with Rosemary Brinson yesterday to discuss various diversity issues. These issues will be presented to the Diversity Committee at its December 16, 2003 meeting.
- 2) Attended the Teaching, Learning and Technology Roundtable meeting. They were discussing the most effective ways to institutionalize on-line classes at CCSF.
- 3) The 2004 League for Innovation conference will be held in San Francisco in late January, early February. It will be hosted by CCSF and De Anza Community College. Faculty interested in volunteering at the conference should contact James Rogers <jrogers@ccsf.edu> for more information.
- 4) The Student Assessment of Learning Gains Project is a website that offers a way for College faculty to monitor student satisfaction and student learning. Faculty can sign on, develop surveys, and ask or require students to visit their class password protected web page and complete the survey. The data is reported in summery form to the instructor. For more information:
<http://www.wcer.wisc.edu/salgains/instructor/>.

Secretary Nance: No report.

VI. Committee Appointments: Teti

Council approved the following new appointment

2003-12-03-01 (Teti/Clark) MSP

Honors Issue Subcommittee: Sue X. Lian (Foreign Languages)

VII. Unfinished Business

A. Report on Shared Governance Review: Yee

As part of the Shared Governance Review, each constituent group will be asked to respond to study questions about the College's Shared Governance system. If anyone has any questions or comments about these questions, get them to President Yee before the January deadline.

B. Enhance Self-Study Recommendation Update: Mueller/Clark

There was no report.

C. Status of Tenure-Track Instructionally Related Assignment : Podenski

Steps are being taken to set-up a retreat with the Chancellor to discuss and begin to resolve this issue. A tentative date of Friday, February 6, 2004 was set for the retreat.

D. Faculty/Administrative job classifications (Institutional Research Officer): Yee

After discussion with the Chancellor, it was agreed that the title "Coordinator" would be used only for faculty positions and title "Director" or "Dean" used for administrative positions. Council discussed this issue as it might relate to duties, salary, etc.

VIII. New Business

A. Report on Annual Community College League of California(League) Meeting: Yee

There were quite a few break out sessions on Accreditation at the League Conference. Some emphasize quantifying information on student performance. Others emphasize more dialogue in the effort to look at a broad spectrum of information. It seems that a lot of feedback is being generated which will probably be used by the WASC Committee. In the final analysis, we will have to make sure that we coordinate our criteria with that being used by the visiting teams.

B. Information on Information Competency: Teti

Bonnie Gratch-Lindauer has been spearheading the effort to establish an Information Competency Graduation Requirement. At this point, seven skills have been identified and the ways in which these skills can be satisfied. Course outlines will determine whether or not a course satisfies the Information Competency Requirement. Information from various sources was distributed and Council discussed concerns that they had. They were assured that this is just a preview of what it will eventually look like. Council will have the opportunity to look over the finished version before it's approved.

C. Resolution for Steve Levinson: Yee

A resolution acknowledging the passing of Steve Levinson was approved unanimously by Council. A Memorial Service will be held in the Pierre Coste Room on Thursday December 11 at 3:30 PM.

2003-12-03-02 (Entire Council) MSU

Whereas, Steven Levinson taught in the English Department at City College of San Francisco for 37 years; and

Whereas, Stephen Levinson served on many committees of the English Department including four years on the English Curriculum Committee; and

Whereas, Stephen Levinson served as the first President of the merged Academic Senate from 1992 to 1994; and

Whereas, Stephen Levinson led the Academic Senate during some of the most important developments at City College of San Francisco, among them establishing the Faculty Hiring Document, merging the Centers and College Divisions of the Academic Senate, and creating the Shared Governance system; and

Whereas, Stephen Levinson was the Project Director for the Title III Education Technology Grant awarded to City College of San Francisco from 1995 to 2000; and

Whereas, Stephen Levinson led the establishment of the Teaching, Learning, and Technology Roundtable (TLTR) as the shared governance committee that recommends policies for the use of technology in instructional support and student services; and served as co-chair of the TLTR from 1996 to 2000; and

Whereas, Stephen Levinson was instrumental in initiating the first on-line course offerings at City College of San Francisco; therefore be it

Resolved, that the City College of San Francisco Academic Executive Council recognize and deeply appreciate Stephen Levinson's valuable contributions throughout the San Francisco Community College District; and finally be it

Resolved, that the City College of San Francisco Academic Senate Executive Council honor the memory of Stephen Levinson for his exemplary work on behalf of students, staff, and faculty at City College of San Francisco and for his life-long dedication to City College of San Francisco.

**D. Action Item on Missing Student Project: Teti
2003-12-03-03 (Nance/Yee) MSU**

Whereas, monumental art installations are a hallmark of political expression; and

Whereas, access for community college students will be adversely impacted due to current and potential future tuition increases; and

Whereas, the quality of community college programs and course offerings will be negatively affected due to potential budgetary reductions; therefore be it

Resolved, That the CCSF Academic Senate Executive Council support the efforts made by all California community college groups to enhance awareness of the financial burden borne by our students during the current budget crisis; and be it further

Resolved, That Council support the advocacy and vision behind the Missing Community College Student Project; and be it further

Resolved, That Council commend Leslie Smith, Dean of Governmental Relations, for taking a leadership role in the Missing Community College Student project; and finally be it

Resolved That Council urge all constituents of the CCSF community to participate in the Missing Community College Student project to whatever extent they choose.

E. Information on Spring 2004 Issues: Yee

Late breaking important information that will affect the Spring 2004 will be posted to xcouncil list.

IX. Committee Reports

A. Diversity Advisory Committee of the College Advisory Council: Nance/Hirose

The final touches are being made on the “Grow Your Own” program, a program which will provide students, particularly CCSF students, with financial assistance to complete their upper division and graduate education with the intention of returning to teach at CCSF. Concerns about the ways in which this program might negatively impact any of our current faculty are being resolved with AFT 2121. At its last meeting, a Transgender delegation of students and faculty brought difficulties that they are faced with at CCSF. One major concern was that City College doesn’t formally recognize them as an endangered group with unique concerns of their own. In that sense, out of the other “protected” groups of endangered students, they are an “invisible” constituency. This makes them vulnerable to be victims of predators. The Committee is also looking at more effective ways of hiring new faculty who’ll be able to effectively teach the broad diversity of students at CCSF. It is felt that the manner in which students are taught to learn is as important as the subject matter that are being exposed to. Sue Homer and Lynda Hirose are conducting training sessions for faculty who are interested in learning how they can more effectively incorporate diversity into their curriculums.

B. Information Technology Policy Committee (ITPC): Yee

The installation of the new phones has begun. A number of the new phones are now operating at the various campuses and the rest will be installed during the Spring ’04 semester. Banner is being upgraded. ITPC passed a resolution that establishes a policy to reduce the number of existing program modifications to Banner so as to support all future upgrades of Banner. Also, ITPC is working on a uniform wireless network policy for the District so as to develop a secure, serviceable system.

C. Planning & Budgeting Committee (PBC): Yee

The Faculty Position Allocation Committee (FPAC) recommendations have been released. In October, request for replacement positions were sent out to departments. Based on those requests, FPAC has recommended that the requests fall into three categories. They are: replacement to start in Fall 2004/Spring 2005, replacement but to start at a later time, and denied. In the recommendation by FPAC, 23 positions were for starting in Fall 2004/2005, 8 approved but not funded for Fall 2004/Spring 2005, and 10 denied. Concerns about the selection process were voiced by some Council members.

X. Open Forum

Shore: The John Adams Campus will hold a Language-Culture Exchange Day on Wednesday, December 10, 2003. Everyone is invited to meet new friends from other cultures and backgrounds.

XI. Adjournment

The meeting was adjourned in the memory of Stephen Levinson.

Respectfully submitted,

Glenn Nance, Secretary