Minutes of the Academic Senate Executive Council
Chinatown Campus, Room 101
January 28, 2004

Council Members Present:: Rosemary Brinson, Dominique Chapuis, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Darrel Hess, Lynda Hirose, Madeline Mueller, Glenn Nance, Francine Podenski, Pablo Rodriguez, Lisa Romano, Louis Schubert, Jane Sneed, Fred Teti, David Yee

Council Members Absent: Gonzalo Castro-Gonzalez, Fred Chavaria, Shama Hasib, Camille Hoffman, Christopher Johnson, Christopher Kox, Joshua Law, Winnie Leong, Barry Lynch, John Odell, Chris Shaeffer, Elisa Shore.

Guest: Bonnie Gratch-Lindauer, Library Sciences

Joanne Low, Dean of the Chinatown Campus: She gave a presentation about the program uniqueness of the Chinatown Campus and the variety of locations that courses are offered. Dean Low also gave a progress report on the new Chinatown Campus which is now in the planning stage including an update on some of the barriers which are holding up construction and Educational plans for the new Chinatown campus when it is completed.

I. Call to Order

The meeting was called to order at 2:45 PM by President Yee.

II. Adoption of Agenda

The agenda was adopted by consensus.

III. Announcements

Yee: The State Academic Senate will run a vocational seminar which will be held March 12 & 13, 2004, in San Diego. The cost for transportation will be taken care of by the State Academic Senate and State Chancellor's Office.

Sneed: A Hard Hat Groundbreaking and Fundraiser are being held at the Downtown Campus on Thursday, January 29, 2004, at 12:00 PM.

O. Clark: The CCSF Diversity Institute is scheduled to take place on March 12 & 13 on the Ocean Campus.

IV. Approval of Minutes

Because of a shortage in office staff, the November 19, and December 3, 2003 minutes will be placed on the next Council meeting agenda.

V. Officers' Reports

President Yee: He is working on issues that have to do with Accreditation Self Study and many other crucial issues. There will be a lot of demands placed on faculty this Spring and we will be spread pretty thin. Talk to faculty and ask them to get involved.

Vice President Teti: Be sure to talk to faculty about being involved with the Accreditation process. We are running a little short on help in the office.

Second Vice President Podenski: A signup sheet was circulated to Council members for those who will be coming to the retreat with the Chancellor.

VI. Committee Appointments: Teti

2004-01-28-01 (Teti/S. Clark) MSP Approve the following recommendations from the Committee on Committees for new appointments to unlimited committee membership.

Basic Skills	Timotha Doane (ESL)
International Education	Mary Renner (Business)
Scholarship	Jack Sparks (Counseling)

VII. Unfinished Business

A. Report on Shared Governance Review: Yee

The Academic Senate is working on the responses for the study questions on Shared Governance review. All constituent groups will be asked to submit their responses to the Office of Research and Planning by February 22. The responses will be collected together and discussed at the College Advisory Council at its March 4 meeting. Any comments about any of the study questions should be forwarded to President Yee for inclusion in the Academic Senate's responses.

B. Update on Accreditation Self-Study: Yee

President Yee discussed the different approaches to organizing the Self Study and explained why he felt that it would be best to use a "Thematic" approach, rather than using the four "Standards" approach. The Theme based approach makes it possible to weave issues such as Student Learning Outcomes into the other standards, rather than treat it as a separate issue in the Standards approach (Standard 2). This would make it easier to understand the ways in which Student Learning Outcomes is part of the overall educational process. In the process, the school would indicate how we integrate all of the standards together. The themes would also make it easier for those volunteering by using a simple theme description rather than a standards label which would require an understanding of what each standard represents. Yee handed out materials from two other schools (Moorpark and Merced Community College) that are using the Thematic approach and showed that the themes would address all the questions posed using the Standards approach. Council agreed overwhelmingly with this approach. In using the themes, Council suggested rather than having six themes using five themes with Student Learning Outcomes weaved into all the appropriate areas.

C. Special Retreat on Tenure-Track Instructionally Related Assignment: Podenski

Arrangements for the Retreat with the Chancellor which will take place on Friday, February 6, 2004 at 33 Gough Street were discussed. Council felt that the format of the retreat should address clarification of positions and the organizational chart, and not individuals who are currently in those positions. It was felt that the Officers should work out the agenda or structure of how the meeting will be conducted.

VIII. New Business

A. Workshop on upcoming Bipartite Committee: Teti

Six courses will be on the agenda of the Bipartite Graduation Requirement meeting which takes place on Wednesday, February 4, 2004 at 3:30 PM in R-518. Reasons why a course might not satisfy the Requirement were discussed. A course outline was passed out to Council as an example of one that failed to qualify and explanations of why it did were discussed. Reasons could be that some course that have prerequisites or they could actually be upper division courses. As each course comes up on the agenda they will be considered. Faculty and administration vote as a block. If there is not consensus among either group, then a break can be taken for them to caucus.

B. Math Equivalency Recommendations from Academic Policy Committee: Teti

The proposed language for the Math Graduation Requirement was handed out, along with other supportive material. It was explained that approval by Council today would allow discussion at the Bipartite meeting next week. Council discussed the Math Requirement and decided that it should be pulled from the agenda so as to reconsider the language in Part #1, establish criteria for #2 and #3, and check the SAT scores in #4.

C. Consideration of Job Announcement for Vice Chancellor of Academic Affairs: Yee

It is being proposed that the advertisement of the Vice Chancellor of Academic Affairs position be advertised in April 2004. This would ultimately allow the new person to work with the current Vice Chancellor of Academic Affairs before he retires. As a result, the job announcement needed to be written. Yee handed out the job announcement for previous two times that the Vice Chancellor's position was available for Council to examine.

D. Information Competency Graduation Requirement: Gratch/Teti

Gratch distributed copies of the CCSF Information Competency Graduation Requirement that was approved by Academic Policies Committee and discussed the criteria that was used and why it was employed. Many schools in the state have adopted similar requirements. Its implementation will not require the taking of extra courses. Even though some schools have used this approach, CCSF will not. In order to satisfy City College's requirement, students will have to satisfy one of five competency areas which range from courses which incorporate these skills to specially designed workshops. Council commended Bonnie Gratch for her work on information competency.

2004-01-28-02 (Brinson/Teti) MSP

The Executive Council approved the CCSF Information Competency Graduation Requirement.

2004-01-28-03 (Teti/Brinson) MSA

That the CCSF Academic Senate Executive Council commend Senate member Bonnie Gratch-Lindauer for her tremendous efforts toward developing the proposed Informational Competency requirement and for the similar role is playing in CCSF's achieving their academic goal.

IX. Committee Reports

A. Planning & Budgeting Committee (PBC): Yee

No report was given.

B. Academic Policies Committee (AP) : Teti

Results of recent meeting: (1) A group is drafting an IGETSI Pattern Transfer Associate degree; (2) It was moved to permit the Teaching and Technology Round Table to have unlimited membership; and (3) Heard report from Vocational Education subcommittee and Associate Vice-Chancellor Phyllis McGuire who serves on a statewide committee. She said that they were very impressed with our English Departments work on Learning Outcomes.

X. Open Forum

O. Clark: Reported an incident in which she was disrespected by Book Store staff who questioned whether or not she was a faculty member as she attempted to enter the Book Store.

XI. Adjournment

The meeting was adjourned at 5 PM.

Respectfully submitted,

Glenn Nance, Secretary