

**Minutes of the Academic Senate Executive Council  
Ocean Campus, Room R518  
February 11, 2004**

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

**Council Members Absent:** Ann Clark, Camille Hoffman, Christopher Johnson, Barry Lynch, John Odell, Pablo Rodriguez

**Guests:** Trustee Lawrence Wong; Keith McAllister, Math; Julia Bergman, Library; James Lim, Library

**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. Approval of Minutes**

The minutes for the Senate meetings of November 19, 2003, December 03, 2003, and the Plenary Session of 2004 were approved as is. The minutes of the January 14, 2004 Senate meeting were approved with corrections.

**IV. Announcements**

Sneed: 1) Scholarships are still available to students. There will be one more scholarship workshop on February 26, 2004 in R-301, 11:30-12:30 PM.; 2) From February 10-May 7, 2004 The Rosenberg Library and the John Adams Library will mount "Jump Start", an exhibition showcasing over 15 activist projects. "Youth Speaks" will perform Black History Month programs on Wednesday, February 18, 2004, 12:00-1:00PM, in room R304 on the Ocean Campus, and February 25, 2004, 11:00-12:00PM in the auditorium at John Adams.

Teti: The Alpha Gamma Sigma Student Honor Society will host a reception called "Honor-Palooza" on Thursday, February 12, 2004 at 11:00 AM in the Student Union on the Ocean Avenue Campus.

Yee: 1) The State Academic for California Community Colleges Spring Session is scheduled to take place at the SFO Weston Hotel, April 15-17, 2004. Council members who are interested in attending contact President Yee; 2) The Academic Senate for California Community Colleges is holding Curriculum Colloquia on Graduation Requirements on Friday, February 27, 2004 at the District Office 333 East 8<sup>th</sup> Street, Oakland, California. The colloquium on English will be 9:00 am-11:30 am and the colloquium on Mathematics will be 1:00 pm – 3:30 pm; 3) Applications are solicited from individuals who wish to be considered for membership on the Accrediting Commission for Community and Junior Colleges. Commissioners are appointed for a three-year term and may re-apply for a second three-year term. If interested, contact the Senate Office.

Podenski: John Odell had a bicycle accident and will be temporarily incapacitated.

**V. Officers' Reports**

**President Yee:** 1) The Chancellor's evaluation is out and all faculty are encouraged to fill it out and return it promptly. 2) The Accreditation Committee has had two meetings since Council last met. We are shifting to a "Theme Based" approach with the idea that data will be collected which will be used as a base for the themes.

**First Vice President Teti:** 1) Thanked Council for making the Retreat the success that it was; 2) The next meeting of the Academic Policies Committee is Monday, February 23, 2004, 2:15-4:15, at the Downtown Campus. The Committee will continue discussing possible changes in the Associate degree requirements.

**Second Vice President Podenski:** 1) The Teaching and Learning Technology Roundtable has been working on a CCSF Copyright Webpage. Both in-classroom and distance faculty are encouraged to include the following language in future class syllabi: "The materials for this course are only for the use of students enrolled in this course for purposes associated with this course. Copyrighted course material may not be further disseminated. Learn more about copyright restrictions at the CCSF Copyright Information Web Link at <http://ccsf.edu/xxxx>." 2) I attended the Business Learning Advisory Committee meeting and they are grappling with two items. One would be a residency requirement for students who earn an on-line degree; the other concern is that small departments could suffer from the development of new on-line courses, since they would have to give up existing courses. These issues are being discussed by the Committee and reported on.

**Secretary Nance:** Council should congratulate Second VP Podenski for the excellent job that she did planning and setting up the Retreat.

## VI. Committee Appointments: Teti

Council unanimously approved the following faculty to these limited committees:

### 2004-02-11-01 MSU

**Sexual Harassment Prevention:** Jessica Sabalboro Behavioral Sciences

Council unanimously approved the following faculty to these unlimited committees:

**TLTR:**

|                   |                     |
|-------------------|---------------------|
| Janet Willett     | ESL                 |
| Beth Cataldo      | IDST                |
| Patty Chong-Delon | Counseling Services |
| Edward Sterling   | Foreign Languages   |

**International Education:** Ira Rothstein Film

**Basic Skills:**

|                          |                     |
|--------------------------|---------------------|
| Kathryn Brown            | DSPS                |
| Ana Fountonella          | ESL                 |
| Cindi Harrison           | Learning Assistance |
| Lynda Hirose             | CAHS                |
| Lisa King                | English             |
| Marylou Massey-Henderson | DSPS                |
| Keith McAllister         | Mathematics         |
| Alisa Messer             | English             |
| Joanne McGlothlin        | Learning Assistance |
| Lisa Romano              | Counseling          |
| Shaun Rowley             | CDPC                |
| Alexandra Teague         | English             |
| Gloria Yee               | English             |

## VII. Unfinished Business

### A. Report on Shared Governance Review: Yee

Information will be available for the next Council meeting.

**B. Development of Recommendation from Retreat on Tenure-Track Instructionally Related Assignment: Podenski**

Feedback and notes from the Retreat with the Chancellor were discussed by Council. Most of the evaluations were positive. It was felt that the classification of 100% released “non-instructional” faculty is contingent on their duties and who they report to. Some positions are clearly administrative whereas others are performing duties which are more classroom or student orientated, even though they aren’t teaching. Council discussed criteria that could be used to determine the administrative “cut off” point. After discussing faculty retreat rights, Council discussed what Chancellor Day might intend by the phrase “12 month faculty”, as differentiated from “9 month faculty” regarding, salary, etc. It was decided that the next step would be for the Officers to clarify the following points which had been discussed and bring them back to the next Council meeting:

**1) Definition:**

- (a) **What could be considered to be a “faculty” job description (as opposed to Administrator)?**
- (b) **What would be the difference between a regular and an extended working agreement?**

**2) Determine who, through their job description, would be classified as an “Administrator”.**

**C. Math Competency Equivalency Language: Teti**

A copy of Proposed Modifications for the Minimum Mathematics Graduation requirement Prepared by First Vice President Teti was distributed to Council. This was an attempt to address Council concerns about the Math Competency proposal that was presented at the recent Bipartite Graduation Requirement meeting. Council discussed in depth and accepted the language of the first three options as modified.

It was agreed that the Math Competency Requirement would be agendized for the next Council meeting. At which time Option number four (exam scores) would be discussed and resolved. The document would then go before the Bipartite Committee.

**VIII. Committee Report: There were no Committee reports.**

**IX. New Business**

**A. Upgrading and replacement of Rosenberg Library computer system: Bergman, Lim**

Bergman and Lim explained the extensive changes that were taking place in the Rosenberg Library to replace and update the existing computer system. The current server has outlasted its usefulness as a result of usage and dated software and hardware.

**X. Special Order of Business: Trustee Lawrence Wong**

Trustee Wong reminisced about his ten years of service on the CCSF Board of Trustees, twice as President, and stated that he would like to address some of the important unresolved issues that still remain, especially as they are related to the improvement of diversity in the District. We have made significant progress in this area over the years, but there is still room for improvement. He asked Council if they had any concerns that should be addressed in this regard. Council members made suggestions, such as creating more diversity in our hiring pools, doing more outreach to the various communities, and working to provide more attractive working and living conditions in a city that has a very high cost of living. It was also pointed out that City College does have a very good record of diversity hiring and that we should be proud of this. The feeling of Council was that this dialog with Trustee Wong and the Board should continue and in addition to looking at changes in current practices, it should consider new, creative approaches to achieving progress in the area of diversity.

**XI. Adjournment**

The meeting was adjourned at 5:00 PM in the hope that John Odell's condition improves.

Respectfully submitted,

Glenn Nance, Secretary