

Minutes of the Academic Senate Executive Council
Ocean Campus, Room R518
March 10, 2004

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

Council Members Absent: Camille Hoffman, Christopher Johnson, Barry Lynch, John Odell

Guests: Keith McAllister, Mathematics; 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

Council adopted the agenda.

President Yee informed Council that the Council meeting will be temporarily adjourned at 3:30 PM at which time the Bipartite Graduation Requirement meeting will be convened to discuss the Math Graduation Requirement and the Information Competency Graduation Requirement. After the Bipartite business is completed, Council will reconvene to complete the remainder of its agenda.

III. Approval of Minutes

The minutes for the Senate meeting of February 11, 2004 were pulled from the agenda until the next Senate meeting.

IV. Announcements

President Yee:

- 1) The March on Sacramento to protest the increase of educational costs is scheduled to take place on Monday, March 15, 2004. Buses have been scheduled to pick up students from each Campus;
- 2) The State Academic Senate 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.

Brinson: The Friends of the Library asked that we encourage faculty to join this group.

V. Officers' Reports

President Yee:

- 1) Two weeks ago I attended the Academic Senate for California Community Colleges Curriculum Colloquia on the English and Mathematics Graduation Requirement. Some colleges have very high standards, others low. The consensus seemed to be that this issue should be discussed at the local level. This will be discussed in greater depth in a *City Currents* article which I'm currently working on;
- 2) I also attended a C.C.C.C. I.O. (Chief Instructional Officers) Conference and attended some of the workshops.

First Vice President Teti:

- 1) I will be attending the State Senate Meeting in April;

2) I attended the Mathematics portion of the February 27, 2004 Area B meeting on Graduation Requirements. I urged the participants to respect local autonomy and the evolving nature of the college student body, and thus not to change the Title 5 language.

Second Vice President Podenski :

1) I attended the Teaching and Learning Technology Round Table meeting and there was discussion about standardizing smart class rooms throughout the district that are being equipped for state-of-the-art technology. Also discussed was the institutionalization of online courses, or funding on-line courses at the department level. There was also discussion about CCSF offering distance learning.

Secretary Nance: The Senate Officers met with AFT Officers and discussed issues of common concern. Among items discussed were: the extended faculty calendar; the reestablishment of faculty travel funding; and the idea of CCSF offering Distance Learning AA degree.

VI. Committee Appointments: Teti

Council unanimously approved the following faculty to the respective committees:

2004-03-10-01 (See the appended list)

VII. Unfinished Business

A. Report on Shared Governance Review: Yee

Summary recommendations of the Shared Governance report were distributed to Council. Podenski covered some added recommendations. Under the Academic Senate, #3, it was proposed that there be a protocol agreed upon by all participating groups, we should all be governed by the same rules. It was also felt that the current committee appointment process be retained, that is the Senate is the sole body that appoints faculty.

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

A draft "CCSF Administrator and Faculty Roles" resolution which had been moved, seconded and tabled for revision at the last Senate meeting was distributed for discussion. Among the concerns expressed were the primary work assignments of faculty. After much discussion and the resolution was approved with two changes.

2004-03-10-02 (See appendix for complete resolution).

C. Report on Accreditation Self –Study: Yee/O. Clark

Accreditation "Core" meetings have been taking place and some matrices have been made up based on the evidence from WASC. An Accreditation Guide has been passed out to Council and it contains suggestions of what could be considered to be "evidence" for each of the standards. The Committee has to define what evidence is and how it should be processed. Information will have to be flushed out and analyzed to determine how various policies function to contribute to the educational process at CCSF. It will be necessary to have a close look at what we are doing in order to evaluate the Student Learning Outcomes (SLO) are. Dialog will be an important factor in the determination of what we think we are doing to educate and how well what we are doing it. The most important aspect of the process this semester is recruitment, getting people involved in the process and training people to take part in the self study. Timelines have been set for the achievement of various goals. The Chancellor will be sending out announcements for volunteers.

D. Update on Executive Council Election: Yee

Election information is going out in *City Currents* and packages will be sent out to faculty soon. A timeline for the process was in the Senate packet for this meeting and the process is all set to go. The deadline for submission is March 19, 2004 and it is important for Council members to get the word out to the faculty so that we can meet this deadline.

VIII. New Business:

A. Proposed Special Retreat with Board Diversity Committee: Podenski

After the official Senate meeting (February 11, 2004) at which Council met with Trustee Lawrence Wong adjourned; a handful of Council members continued a dialog with Trustee Wong about Diversity in the District. Out of this discussion came a suggestion that Council have special Board members to discuss some of these issues. It was felt by Council that a retreat at this time and for this purpose is premature. Council felt that time didn't permit another retreat and that there was a full agenda of business between now and the end of the semester.

It was also felt that the Council really hasn't done its homework in preparation for such a meeting. Council strongly felt, however, that dialog should continue with Trustee Wong, he should be invited back to continue this exchange of ideas at future meetings should be carried out. The meeting between Trustee Wong and the Senate was viewed as only the first step toward the development of a productive, ongoing, working relationship between the Senate, President Lawrence Wong and CCSF Board members.

B. Evaluation of Administrators for Spring 2004: Yee

The next issue of *City Currents* is carrying an article on the Administrator Evaluations Procedure which everyone should read to get a better understanding about the process? There is a need for more faculty input? There will be more discussion about this at the next Senate meeting.

IX. Committee Reports:

There were no committee reports.

X. Adjournment

The meeting was adjourned at 5 PM.

Respectfully submitted,

Glenn Nance, Secretary

Appendix A

Resolution 2004.03.10.01: Committee Appointments: Teti

Council unanimously approved the following faculty to the respective committees:

Academic Policies:	Lancelot Kao	Astronomy
CalWORKS Advisory:	Teresa Henderson-Brown	Counseling
Concert and Lecture:	Mark Fan	Library Services
	Brian Fergus*	Music
Contract Education Advisory:	Darian Taha*	Computer Networking
CSU/UC Breadth Requirements:	Maria Heredia*	Counseling
Noncredit Issues**:	Kathryn Brown	DSPS
Registration & Enrollment:	Fred Safier*	Mathematics
Student Preparation & Success:	Tessa Henderson-Brown	Counseling
TLTR**:	Patty Chong_Delon	Counseling
	Francine Podenski	Broadcast
Vocational Education Advisory**:	Kathryn Brown	DSPS
Works of Art**:	Patricia Arack	ESL
	Roger Baird	Art
	Beth Erickson	ESL
	Jayne Ogrodnick	ESL
	Mine Turner	Art
	Jim Torlakson	Art

*Reappointed -

**Unlimited -

Appendix B

Resolution 2004.03.10.02: Resolution on CCSF Administrator and Faculty Roles (approved 2004 March 10)

Whereas, The CCSF Academic Senate Executive Council and Chancellor Day have discussed at a Special Retreat the roles of San Francisco Community College District (SFCCD) employees as administrators and as faculty; and

Whereas, The Chancellor has expressed strong interest in hiring faculty/certificated employees on an extended calendar; and

Whereas, the Committee on Committees considers an employee of the SFCCD to be a faculty member for the purposes of Governance appointments by the CCSF Academic Senate Executive Council if all of the following apply:

- (1) The SFCCD hired the employee by the process described in the Faculty Hiring Document, or
The SFCCD hired the employee by the process described in the Administrator Hiring Document and the employee has exercised Retreat Rights.
 - (2) The employee's work assignment primarily includes contact with students as an instructor, a librarian, a counselor, a department chair, or a health service professional.
 - (3) The Employee or the employee's primary supervisor is a member of the Department Chairs' Council.
- And

Whereas, Council expressed various concerns about administrator roles and faculty roles at its 2004 February 11 meeting: therefore be it

RESOLVED, That the CCSF Academic Senate Executive Council

- Develop a process to affirm or modify the definition of "faculty" for the purposes of Governance appointments,
- Work to clarify distinctions between administrator roles and faculty roles, - irrespective of calendar, at CCSF, and -
- Consult collegially on these issues with AFT2121 and other appropriate District groups.