

**Minutes of the Academic Senate Executive Council
Alemany Campus, Room-103
March 24, 2004**

Council Members Present: Rosemary Brinson, Dominique Chapuis, Ann Clark, Sunny Clark, Maria Franco, Shama Hasib, Camille Hoffman, Christopher Kox, Madeline Mueller, Glenn Nance, Francine Podenski, Lisa Romano, Elisa Shore, Jane Sneed, Fred Teti, David Yee

Council Members Absent: Gonzalo Castro-Gonzalez, Fred Chavaria, Ophelia Clark, Darrel Hess, Lynda Hirose, Christopher Johnson, Joshua Law, Winnie Leong, Barry Lynch, John Odell, Pablo Rodriguez, Louis Schubert, Chris Shaeffer

Guests: Augusta Goldstein, ESL; Carol Dent, ESL

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 February 11, 2004 were approved by consensus. The minutes for February 25, 2004 were approved with corrections.

IV. Announcements

Yee: The Asian Coalition Scholarship Dinner "Shanghai by Night" will be Friday, April 30, 2004, 6:30 PM at the Meriwa Restaurant at 728 Pacific Avenue, San Francisco.

Podenski: The KCSF Radio News students won the first place award at a recent regional competition.

Shore: Ivy Chung was the winner of the Student Athletic Award given to students who distinguish themselves athletically and academically.

Sneed: Joshua Law invites faculty to attend a recital Saturday, March 27, 2004 at 7 PM.

V. Officers' Reports

President Yee:

1) I attended the "March in March" in Sacramento on Monday, March 15, 2004. There was a good turn-out, state-wide, to protest potential Community College fee increases.

2) I attended the AFT-CIO Convention, "Education is Union Work" in Universal City, March 19-20, and went to some of the workshops.

3) I met with Dean Ellison and Dean Smith and discussed the logistics of implementing the Mathematics Graduation Requirement.

4) I mentioned attending the C.C.C.I.O. meeting recently, but forgot to mention that the new State Chancellor, Mark Drummond, was there and gave a presentation. He seemed to be very cognizant about the area of vocational training. He also talked about restructuring the State Chancellor's office and looking at ways that the limited funding available can be utilized more efficiently.

5) I distributed copies of the State Resolutions and amendments to the Resolutions which will be acted upon at the State Academic Senate for California Community Colleges Spring Session scheduled to take place at the SFO Weston Hotel, April 15-17. The Area "B" meeting will be taking place this Friday at College of San Mateo from 11:00 am to 3:00 pm. If anyone has any pressing issues to be brought forward, they can be written out in the form of a resolution and presented at that meeting.

6) I distributed copies of a draft of the resolution "Recommendation for a Retention Program for Asian Pacific American Students" which was presented to the Board of Trustees at the last Board meeting. A new location for this program has been designated.

First Vice President Teti:

1) I chaired an Academic Policies Committee meeting, March 22, 2004. The committee received a report about the joint English/ESL discussions on the Written Composition Graduation Requirement;

- 2) I attended the March in Sacramento and served as a faculty monitor on the DSPS bus;
- 3) I wrote an article for *City Currents* on the Shared Governance System and it has been published. Look for my article next week on the faculty appointment process;
- 4) I will also be attending the Area "B" meeting on Friday and the Spring Plenary in April;
- 5) We will adjourn this afternoon in the memory of Dean Bruce Smith's father who passed and with the hope of a speedy recovery for Shared Governance Coordinator, Attila Gabor.

Second Vice President Podenski:

- 1) I will be working on a *City Currents* article that summarizes what the Senate actually does and reviews some of the accomplishments of the Senate in the courses of the year.
- 2) I met with Dean Brian Ellison and discussed CCSF Majors with him. He said that CCSF Majors would appear on a student's transcript only after the major had been approved by the Curriculum Committee and the State Curriculum Office.
- 3) I will also be attending the Area meeting and State Plenary session.

Secretary Nance: I attended the Diversity Institute Workshop which took place on Friday, March 12 and Saturday, March 13, 2004. The workshop was facilitated by Dr. Frances Kendall, a specialist in work force diversity and organizational change. The workshop dealt with Institutional change, and how it can be brought about. There was a good turn-out of faculty and administrators.

VI. Committee Appointments: Teti

Council unanimously approved the following faculty to the Noncredit Issues committee:

2004-03-24-01

Carol Dent	[ESL]
Augusta Goldstein	[ESL]
Denise Quinn	[ESL]

VII. Unfinished Business

A. Report on Shared Governance Review: Yee/Podenski

A draft "Recommendations for Improvement of College Shared Governance", which was in Council's packet was discussed by Council. Second Vice President Podenski stated that the Senate recommendations were more extensive than those listed in summary of recommendations. There was only one Senate recommendation partially mentioned in the report. After discussion consensus of Council was that the report is unanimously unacceptable and that the Officers should express concerns to the College Advisory Council.

B. Report on Accreditation Self-Study: Yee/Clark

Since the last Senate meeting, break-outs of individual groups have been meeting.

C. Update on Executive Council Election: Yee

The close of the nominations was extended by one week.

D. Update on Spring 2004 administrator evaluations: Yee

The "Long Form" and the "Short Form" of the Administration Evaluation form were passed out to Council. President Yee stressed the importance of gathering as much information as possible for each evaluation. Some Council members felt that the faculty weren't getting enough information about administrative evaluation. It is important that faculty participate in the process.

VIII. New Business

A. Administrator Evaluation Oversight Committee: Yee

The Administrative Evaluation process includes an Administrative Oversight Committee. The function of the Committee is spelled out in the Administrators' Evaluation document. The Committee consists of the President of the Academic Senate and at least three additional faculty who are appointed by the Academic Senate. As of now, the function of the committee is still being fleshed out.

B. Proposed Information Competency Working Group: Teti

At the last Bipartite Graduation Requirement meeting at which the Information Competency Requirement was approved, there was discussion about forming a work group proposal details for implementation.

IX. Committee Reports:

A. Student Prep Success Committee: Romano

Student Prep is reviewing how Scholarship Office functions. For some of the scholarships, application process is fairly simple, whereas for others it's very complex. It will be necessary to review the entire system. The entire system is being reviewed and restructured. The current system will remain in use until the restructure is complete. The Asian Pacific American Retention Program has found office space and will be in operation in the Fall '04 semester.

X. Open Forum

Nance: In the last meeting with the Chancellor, the Council Officers inquired about the status of Faculty Travel and AB1725 Conference travel funding. Faculty Travel had been suspended at the time of the budget cuts but no arrangements had been made for its restoration. After some discussion, the Chancellor thought that he might be able to refund about \$20,000 - \$30,000 of the original amount until the original \$60,000 can be replaced.

XI. Adjournment

The meeting was adjourned at 5:00 PM in memory of Dean Bruce Smith's father who passed and with the hope of a speedy recovery for Shared Governance Coordinator, Attila Gabor.

Respectfully submitted,

Glenn Nance, Secretary