

Official Minutes of the Academic Senate Executive Council
Ocean Avenue Campus, Room R518
2004 May 12

2003–2004 Council Members Present David Yee, Fred Teti, Francine Podenski, Glenn Nance, Rosemary Brinson, Dominique Chapuis, Fred Chavaria, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Darrel Hess, Lynda Hirose, Camille Hoffman, Christopher Johnson, Winnie Leong, Madeline Mueller, John Odell, Pablo Rodriguez, Lisa Romano, Louis Shubert, Chris Shaeffer, Elisa Shore, Jane Sneed

New Council Members Present Mark Fan, Christopher Greger, David Lisker, Susan Lopez, Denise Quinn, Melinda Weil

2003-2004 Council Members Absent Gonzalo Castro-Gonzalez, Fred Chavaria, Shama Hasib, Christopher Kox, Joshua Law, Barry Lynch

New Council Members Absent: Loren Bell, Karen Saginor, Pierre Thiry, Grace Yu

I. Call to Order

President Yee called the meeting to order at 2:30 p.m.

II. Adoption of Agenda

Council adopted by consensus the agenda with minor changes.

III. Announcements:

- Denton Crews, Consultant, CCSF: The GroupWise email system suffered a hard disk crash. People with email addresses beginning with A–J are affected. The situation will continue until sometime later this week. To keep from losing the entire GroupWise system, we have had to stop queuing email from outside A–J people on GroupWise. This email is available on fog. The Help Desk can reactivate your fog email account and change your password if needed.
- Mueller: Share the Holiday with the Music Department's end-of-the-semester presentations.
- Rodriguez: The Mission Campus will have a farewell party, 11:30-1:00 p.m. on Friday May 21, 2004.
- Yee: AFT2121 will have an end-of-the-semester party 3:00 p.m. to 6:00 p.m. at the AFT office, 311 Miramar Ave., near Ocean Avenue, on Friday, May 21, 2004.

IV. Approval of April 28, 2004 minutes

Council approved by consensus the minutes (with corrections) for April 28, 2004.

V. Officers' Reports

A. President Yee

- (1) I want to thank Lynda Hirose for the wonderful "Wok on the Wild Side" program put on by the Department of Culinary Arts and Hospitality Studies.
- (2) I would also like to thank Council for the support that they gave me during my term as President of the Academic Senate.
- (3) I was the only community college representative at the Statewide IMPAC meeting which oversees articulation between Community Colleges and the U.C. and C.S.U. systems.
- (4) There is an ongoing discussion as to whether the ceremonies for new Tenured Faculty should be continued. I expressed the opinion that it should be continued.

B. First Vice President Teti

- (1) I gave the Academic Senate report to the Board of Trustees at its April meeting
- (2) I will be chairing a meeting of the Academic Policies Committee on Monday, May 17, at 2:15 p.m. in Arts 303, on the Ocean Avenue Campus. The Committee will hear proposals from the English and ESL Departments' Curriculum Committees on Written Expression requirements. All are invited to attend.

C. Second Vice President Podenski:

- (1) I met with the Chair of the English Department to discuss the proposed State Academic Senate English graduation requirement proposal that is coming forward. There are a number of people at the State level who are pushing to make English 1A the English graduation requirement. The State Academic Senate will vote on this next spring.

- (2) I attended a Program Review meeting and there was a lively discussion about the criteria recommendations.
- (3) At the Communication Committee meeting, an ESS recommendation was discussed which will come to the Senate in the Fall. The proposal will request the development of new student information services.
- (4) I attended a College Advisory Council meeting for a discussion about Shared Governance Review that will be discussed later at the meeting.
- (5) This is my last officer's report. I've really grown a lot and I will be back. Council is performing a very important function at CCSF.

D. Secretary Nance: I just wanted to thank the Officers and Council members for the support given to me as Academic Senate Secretary over the past years.

VI. Committee Appointments:

2004-05-12-01 (MSC) Council approved the following faculty for unlimited and limited committees:

Nominations for Unlimited Committees

Noncredit Issues	Diane Fredericks Sue Yee	[Transitional Studies] [Counseling]
-------------------------	-----------------------------	--

Nominations for Limited Committees

Curriculum	Thomas Boegel	[CS] (area B)
Facilities Review	Julia Bergman	[Library Services] (reappt)
Reassigned Time	Darlene Alioto Madeline Mueller Francine Podenski	[Social Sciences] [Music] [Broadcast Electronic Media Arts]

VII. Unfinished Business

A. Report on Shared Governance Review: Yee/Podenski

President Yee contacted Stephen Herman, Director of Administrative Services, and urged him to convince the Administrators Association that the best approach toward legitimacy in the Shared Governance process would be to activate the Administrators Committees that are currently in the Shared Governance agreement. Herman conferred with his constituency and they agreed. A copy of a draft of the Shared Governance Review document, with Council's recommended changes, was handed out. Underlying faculty concerns included

- restoring the Shared Governance Coordinator / Officer staff back to 80%, so as to function more efficiently, and
- reviewing and clarifying the mission of each Shared Governance committee and subcommittee.

2004-05-12-02 (A. Clark/O. Clark, MSU) That Council agree with the spirit of the recommendations list, with the understanding that it is still subject to changes.

B. Report on Accreditation Self-study: Yee/O.Clark

An orientation was held on Friday, May 7, at the Mission Campus. Sessions will continue until the end of the semester. Faculty who are interested may still volunteer for Accreditation Committees.

C. Update on Executive Council Election: Yee

The results of the Senate election were handed out. Since we could only seat three faculty from each area (except ESL), two of the Counselors could not be seated.

- D. Report on Proposed Changes to Program Review for Instructional Units: Podenski**
The Office of Research and Planning is working on a new version of the document that we reviewed at our last meeting. After the last Program Review Committee meeting, it was agreed that a question asking what a Departments plan is in assessing Student Learning Outcomes would be included in the Review. Learning Outcomes would include objectives as stated in the course outline, and other activities. This would give departments the option of using course objectives as an option in Student Learning Outcomes. This seemed to address the concerns that Council had at our last meeting. If council has any questions or concerns, they can put them on the Council email.

VIII. New Business:

- A. Report on Spring State Academic Senate Plenary: Yee/Teti/Podenski/Nance**
Each of the Officers reported on the workshops that they attended and their other experiences at the State Plenary Session. 2nd Vice President Podenski distributed prepared notes about her experiences.
- B. Special Order of Business: Trustee Lawrence Wong**
Lawrence Wong, President, CCSF Board of Trustees, indicated that he supports AFT's proposed criteria for placement and movement of current and new faculty hired into the non-M.A. disciplines, but he was not speaking for the CCSF Board. A top priority at a recent Board retreat was District diversity. The Board will now look at the various aspects of diversity and identify the areas where improvement is needed. Trustee Wong thanked Council members for their hard work and support over the year.
- C. Report on State Academic Senate 2003-2004 resolutions: Yee**
President Yee distributed copies of the State Academic Senate 2003-2004 Resolutions to Council members so that they can get a sense of important statewide issues that are being discussed and coming forward.
- D. AFT's Proposed Change in Salary Column Requirements: Ed Murray/Allan Fisher**
Allan Fisher distributed copies of AFT's proposed change in salary were distributed to Council to get input. The chart outlined proposed District changes in Professional Growth Increments in disciplines not requiring a masters degree. The District proposal is designed to help faculty who are in disciplines where an M.A. is either not available or not required. This change should help faculty who are grossly underpaid. This would conform to changes to minimal qualifications made in AB1725 legislation. AFT disagrees with the District proposal on these points:
- (1) The District requires a B.A. at 45 units. AFT feels that a BA would be beneficial for everyone to attain at some point, but that they should get it at 60 units past the A.A. because if a B.A. were required at 45 units it would be difficult to move beyond 45 units
 - (2) The District is requiring a Master's Degree to reach the highest limit. AFT feels that in lieu of an M.A., all that one should have to show is advanced training of some sort in a particular area. The changes in salary column movement above Column E will be reviewed in the Fall 2004 semester. If Council members have any comments or suggestions they can take them directly to AFT.
- E. Resolution for Greg Kuhns: Teti/O.Clark**
President Yee distributed a resolution for Greg Kuhns, the Business Department Instructor who passed away recently. Council approved it after minor changes. Second Vice President Podenski will print it on parchment and frame it for the memorial service to be held in his memory on Thursday, May 13, 2004.
O. Clark/Podenski (2004-05-12-03) (see attached)

- IX. Seating of Executive Council Members: Yee**
All of the Council members and Officers who had termed off of Council were honored. The new Council members were seated.

X. Election of Officers: Fan

Frederick Teti was nominated for and elected by acclamation as President.
Lisa Romano was nominated for and elected by acclamation for First Vice President
Sunny Clark was nominated for and elected by acclamation for Second Vice President.
Jane Sneed was nominated for and elected by acclamation as Secretary.

XI. Adjournment to Faculty Association Retirement Reception

Council adjourned at 5:00 p.m. in the memory of Greg Kuhns of the Business Department.

Respectfully submitted,
Glenn Nance, Secretary

RESOLUTION FOR CRAIG KUHNS

WHEREAS, Craig Kuhns served on numerous Business Department Committees, including hiring, retention, tenure review, faculty evaluation, and master plan; and

WHEREAS, He served on the International Student Scholarship Fund and mentored students in the Foreign Students Program; and

WHEREAS, He graciously and with high regard interacted in an outstanding manner with his students, in current semesters and for the 41 years of his teaching; and

WHEREAS, He created a major in General Business, enabling students, upon completion of the major, to effect direct transfer to business programs at four-year institutions; and

WHEREAS, He established liaison with the University of California, Berkeley, Haas School of Business, leading to acceptance of a General Business course for full credit; and

WHEREAS, He was exceptionally instrumental in assisting students to transfer successfully to many prestigious institutions of higher education, as a result of the preparation and instruction provided to the students in his classes; and

WHEREAS, He delighted in assisting his students to success during his long career and in maintaining extensive contacts with alumni and they with him; and

WHEREAS, He was a world traveler, both in military and civilian life; and he readily and enthusiastically shared experiences and information gathered with his students and colleagues; and

WHEREAS, He served as a mentor to all his students, including international students who continued frequent contact with him over the years and from locations all over the world; therefore be it

RESOLVED, that the CCSF Academic Senate Executive Council recognize and commend Craig Kuhns for life-long dedication to the faculty, staff and students of the San Francisco Community College District.