

OFFICIAL MINUTES
ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday, September 15, 2004
2:30-5:00 p.m.
Downtown Campus, Room 320

Council Members Present: Loren Bell, Rosemary Brinson, Dominique Chapuis, Ophelia Clark, Sunny Clark, Mark Fan, Maria Franco, Christopher Greger, Darrel Hess, Lynda Hirose, Christopher Johnson, Joshua Law, David Lisker, Susan Lopez, Madeline Mueller, Glenn Nance, John Odell, Denise Quinn, Pablo Rodriguez, Lisa Romano, Karen Saginor, Jane Sneed, Fred Teti, Melinda Weil, Grace Yu

Council Members Absent: Fred Chavaria, Ann Clark, Pierre Thiry

Other Senate Members Present: Sharon Seymour, John Batty-Silvan, Karen Cox

Guests: Dean Bruce Smith; Student, Marlon Lumang [reporter from the Guardsman]

I. Call to Order

President Teti called the meeting to order at 2:30 PM.

II. Adoption of Agenda

Council adopted the agenda by consensus.

III. Announcements

Madeline Mueller: Moon Festival Concert will be held on Saturday, September 18, 2004 with Wilma Pang, Vocalist and Madeline Mueller, Pianist

Sunny Clark: Reminded faculty to ask for equipment under the CCSF Block Grant.

IV. Approval of Minutes

September 1, 2004 - Approved by consensus.

V. Officers' Reports

President Fred Teti: Distributed a written report and expanded on a few of the points.

1. Meetings/Events Attended (in capacity as President) since 2004-09-01: College Advisory Council (9/2); Accreditation Steering Committee (9/7); Board of Trustees Work Session (9/9). Upcoming Meetings: Agenda Review (9/20); College Council (9/23), and don't forget...ASCCC: Area B Regional (10/16); State Senate Fall Plenary (10/28-10/30).

2. The Senate received a problematic job announcement last week for a faculty position with no clearly specified, educational role. The Officers worked with the position's supervisor and Human Resources to change this, but it shows that Council will need to discuss again faculty and administrator roles.

3. Council member Fred Chavaria, Chair of the Latino Studies Department, is serving also as the "Interim Director" of the Latino Services Network. These extra duties will preclude his attendance at Council until October; he sends his regrets.

4. Fred Teti has been trying to find out what happened to last year's Council photograph. I expect to hear from District photographer Monica Davey soon. Also, the Officers plan to agendize this year's photograph during the Fall (possibly at our 11/10 meeting at Mission) so the result will be available to the current Council come the Spring.

1st Vice President Lisa Romano: Watch for the report on Committee vacancies in the next issue of *City Currents*.

2nd Vice President Sunny Clark: Health and Safety Committee is meeting next week. Police have been very helpful with traffic control on Ocean Avenue Campus.

VI. Unfinished Business

A. Report on Accreditation Self-Study [Ophelia Clark]

Accreditation Steering Committee met to update the Chancellor and others on progress. Volunteers are developing templates and gathering data.

B. Fall 2004 Senate Retreat [Teti]

President Teti presented the synopsis of the goals generated in the Academic Senate retreat. Discussion was invited and ensued, resulting in the passage of Resolution:

Resolution 2004.09.15.01

Be it Resolved that the Executive Council of the Academic Senate adopt Goals 1 through 3 as the Academic Senate Goals for 2004-2005

- 1. Improve channels of communication, especially between the Divisions and among the Departments.**
- 2. Follow the development of the “Academy for Improved Student Success”**
- 3. Investigate the status of inactive and/or elusive Governance committees**

Moved: Susan Lopez; Second: Karen Saginor; Motion carries: Unanimous.

C. Discussion Session on the Proposed CCSF Written Expression Graduation and Transfer requirements [Council, other Senate members and Guests]

Dean Bruce Smith recapped the history of the issue and explained why it is becoming before us now. Sharon Seymour clarified issue from the ESL perspective. The important issues are assessment, progress of students, and the necessity of ensuring that exit skills from one level match the entrance skills for the next.

VII. New Business

A. Archivist Report [O. Clark]

Archives consist of minutes from the Council, committee minutes and reports, documents and agreements, etc. and are important for tracking issues and maintaining institutional memory. At one time, faculty who had administrative release time was not allowed to serve on Council. Available copier technology allows one to scan, file, and e-mail any document.

B. Student Development Administrator Search Committee

A formal request will be presented by administration to Council in the near future. This is clarified as a new issue; in the past when exceptions were made to the current hiring document, they were under the agreement that it did not create a precedent.

C. Motion in Support of proposed Board Resolution [Teti]

President Teti presented the Organization Chart for the Governor’s Proposed Resolution. Susan Lopez agreed to consult on behalf of Council with Leslie Smith, Dean of Governmental Relations, on the legal repercussions on the proposed Governor’s Restructuring.

Resolution 2004.09.15.02

Be it Resolved that the Academic Senate of City College of San Francisco support the CCSF Board of Trustees’ vote of non-support for, opposition to and rejection of the Governor’s proposed Restructuring to place community colleges into K-12 system

Moved: Karen Saginor; Second: Sunny Clark; Resolution Carries: Unanimous

VIII. Committee Reports

A. Curriculum [Odell]

Council discussed the Committee on Standard 2, Learning Outcomes. If Departments would like to have a Learning Outcome in the Catalog, now is the time to consider it. At CCSF, “objectives” have been rigorous and clear enough to serve as equivalent to “outcomes.” Committee agreed that a new dateline, to indicate “minor revision only”, would clarify the process and prevent errors. All outlines that have been approved can be accessed and downloaded by linking through: www.ccsf.edu, Faculty/Staff Resources, Office of Instruction, (Credit or Noncredit) Course Outlines. (Call Office of Instruction for the ID and password.)

B. Student Preparation and Success [Romano]

1. The last ESS recommendation, CLL4, Student Services Orientation, is coming to Council.
2. Committee discussed concerns about safety and security on campus and plans to invite Student Health and Campus Police to help inform students to be more aware.

C. Faculty Travel [O. Clark]

There are now Academic Senate Faculty Travel funds. The process is as follows: Ophelia Clark informs Department Chairs as to their allocation based on their Department’s FTES. Travel funds are allocated and Travel Requisition Order Forms are approved by Department Chair. Department chairs will be sent the Academic Senate Faculty Travel Regulations.

IX. Open Forum

Discussion about Student Behavior

Council discussed perceived increases in fights, drugs, and graffiti. Sunny Clark will discuss these matters in Health and Safety Committee with Police Chief Carl S. Koehler. Sunny would like us to create a simple reporting form for incidents that are observed. The idea of creating a “What’s Broken” and “Who’s Responsible?” column was entertained.

Outside Sites

Ophelia Clark reported that there has been miscommunication between the College and building management/security for classes held at non-CCSF sites.

X. Adjournment

Council adjourned at 5 p.m.

Respectfully Submitted,

Jane Sneed