

Official Minutes ACADEMIC SENATE EXECUTIVE COUNCIL

Ocean Avenue Campus, Room R518

Wednesday, December 15, 2004

2:30-4:00 p.m.

Council Members Present: Loren Bell, Dominique Chapuis, Fred Chavaria, Ann Clark, Ophelia Clark, Sunny Clark, Maria Franco, Darrel Hess, Joshua Law, Winnie Leong, Susan Lopez, Madeline Mueller, John Odell, Denise Quinn, Lisa Romano, Karen Saginor, Jane Sneed, Fred Teti, Grace Yu

Council Members Absent: Rosemary Brinson, Mark Fan, Christopher Greger, Lynda Hirose, Christopher Johnson, David Lisker, Glenn Nance, Pablo Rodriguez, Pierre Thiry, Melinda Weil

Other Senate Members Present: David Yee

I. Call to Order

Council came to order at 2:40 p.m.

II. Adoption of Agenda

Council consented to adopt the agenda as written.

III. Announcements

President Fred Teti distributed a printed copy of his announcements. He announced the Academic Senate for California Community College's (ASCCC) call for nominations for the Hayward Award for an Outstanding Instructor and for the Regina Stanback-Stroud Diversity Award.

IV. Approval of December 15, 2004 Minutes

Council approved the minutes with minor corrections.

V. Officers' Reports

A. President Fred Teti announced that everyone is invited to the swearing in ceremony for the new Board of Trustees to be held in the Hiram W. Johnson State Building on January 6, 2005.

The Draft Student Equity Report is available and will be on the agenda for the next Council meeting.

B. 1st Vice President Lisa Romano reported that she attended the CCSF chapter of the American Association of Community Colleges National Council of Black America Affairs fund raiser where approximately \$5000 was raised for scholarships. An author of a cookbook catered the event with the assistance of students from the Culinary Arts and Hospitality Services Department.

C. 2nd Vice President Sunny Clark reported that the Committee on Parking and Transportation is discussing the City of San Francisco Department of Transportation's proposed plan to include bicycle lanes on either side of Phelan Avenue. Traffic is still being

monitored on Phelan Avenue. Please be aware that there may be traffic confusion at the beginning of the Spring '05 semester.

Due to limited resources for custodial services, paper trash is building up in restrooms. Automatic air-dryers will be installed in some restrooms to help curb the problem.

VI. Committee Appointments

1st Vice President Lisa Romano distributed a written copy of Shared Governance committee nominees as recommended by the Committee on Committees.

Resolution 2004.12.15.01: Shared Governance Committee Appointments

Resolved, that the shared governance nominees be approved.

Moved; seconded; approved unanimously.

VII. Unfinished Business

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

The Accreditation reports are in four parts: (1) overview, (2) templates, both in narrative form and point by point, (3) linking the standards to the themes, and (4) ratings. The Core Performance Indicators Report (historically generated by the Research, Planning and Grants and presented to the Planning and Budgeting Council) was not published this fall and the Accreditations Committee missed it.

President Teti complimented the Accreditation Self-Study group on their accomplishments.

B. Update on Council Goal Working Groups [S. Clark]

The Working Groups will bring a report to the next Council meeting.

C. Resolution on Efficiency and Saving Paper [Sneed, S. Clark]

Secretary Jane Sneed reported that she spoke with Human Resources Director Clara Starr, who indicated that there are legal issues involved in being absolutely sure that everyone who might wish to have a job announcement should receive one. In effect, a legal challenge is potentially more expensive than the paper.

D. Resolution on Academic Renewal Waiting Period [Teti]

Resolution 2004.12.15.02: Academic Renewal

Resolved, that the waiting period for Academic Renewal be reduced from two years to one year.

Moved: John Odell; seconded: Fred Chavaria; passed unanimously.

VIII. Committee Reports

A. Curriculum [Odell]

The Curriculum Committee approved proposed changes to the course outline template.

The Committee discussed a revision date in addition to the approval date. An outline that is more than six years old would be ineligible for the simple update. This issue will be referred to Academic Policies Committee in Spring '05.

Curriculum Committee Chair John Odell presented the letter that he wrote to the Department Chairs and Deans. The Department Chair Council agrees that each department will revise all course outlines every six years. This will have a positive effect in keeping our college up to date. We should congratulate ourselves on our excellent course outlines.

B. Student Preparation and Success [Romano]

1st Vice President Lisa Romano reported that the Draft Student Equity Plan might come to the Academic Senate on January 19, 2005. The draft is available at the Vice Chancellor of Academic Affairs Don Griffin's office; see Velma Quan.

C. College Advisory Council (CAC) [Teti]

1. President Fred Teti distributed a written report. Among other things, he reported that Dean Gabriner is busily working on the Shared Governance recommendations; one such was the creation of a new CAC Committee on "Sunshine."
2. The ITPC Chair David Yee reported on two issues.
 - a. Banner 6. For various reasons, the Banner 6 conversion is postponed until the Presidents' Day weekend. Council asked Yee to keep the needs of Counseling and Library Departments in mind.
 - b. Groupwise. ITPC is soliciting reports and suggestions from "end users" to report their experiences in working with new products. Please e-mail dyee@ccsf.edu to report your Groupwise feedback.

D. Planning and Budgeting Council (PBC) [Teti]

President Fred Teti distributed a written report. Among other things, he reported that the PBC approved the latest draft of the Annual Plan with a few corrections; continued kudos to Susan Lopez for her careful reading. He also wrote that Chancellor Day reported that in Sacramento, the Legislative Analyst's Office (LAO) has recommended, and the Department of Finance has agreed, to renege on a promise made about the Proposition 98 split and to fund only 3% for COLA and 2.5% for Growth for the California Community Colleges.

The PBC survey deadline was extended by one week. So far, a good amount of comments and suggestions have been submitted.

IX. Adjournment

The Executive Council of the Academic Senate adjourned at 4:05 p.m. in memory of Lisa Romano's grandmother, Jane Chun, who passed away recently.

Respectfully submitted,

Jane Sneed, Secretary