

**Official Minutes**  
**ACADEMIC SENATE EXECUTIVE COUNCIL**  
**Ocean Avenue Campus, Room 518**  
**Wednesday, February 16, 2005**  
**2:30-5:00 p.m.**

**Council Members Present:** Loren Bell, Rosemary Brinson, Dominique Chapuis, Fred Chavaria, Sunny Clark, Mark Fan, Darrel Hess, Lynda Hirose, Christopher Johnson, Winnie Leong, David Lisker, Susan Lopez, Glenn Nance, John Odell, Lisa Romano, Jane Sneed, Fred Teti, Pierre Thiry, Melinda Weil, Grace Yu

**Council Members Absent:** Ann Clark, Ophelia Clark, Maria Franco, Joshua Law, Madeline Mueller, Denise Quinn, Pablo Rodriguez, Karen Saginor

**Other Senate Members Present:** Francine Podenski, Josie Loo

**Guest:** Sharon Nunley

- I. Call to Order  
Meeting called to order at 2:58 p.m.
- II. Adoption of Agenda  
Agenda adopted as written.
- III. Announcements
  - A. President Fred Teti distributed a written copy of his announcements. He announced the upcoming Academic Senate for California Community Colleges Spring Plenary which will be held April 7-9 at the SF Westin Hotel; the induction ceremony for Trustees Rodis and Berg will be on Tuesday, February 22, at 6 p.m., in the West Pavilion of the Yerba Buena Garden; the @One Spring Distance Education Technology Training brochure is available.
  - B. 1st Vice President Lisa Romano announced the deadline for applying for Asian Coalition Scholarships is Friday, March 11, 2005. Lisa Romano also announced the upcoming Asian Coalition Dinner and suggested to the Council that we may wish to reserve a table for the fundraising celebration.
  - C. Secretary Jane Sneed announced a Call for Proposals for the 11<sup>th</sup> annual International Conference of the Coalition of Urban and Metropolitan Universities (CUMU) which will convene in Torrance, California from October 1 - 4, 2005.
  - D. 2<sup>nd</sup> Vice President Sunny Clark announced that on Thursday, March 24, 11 - 12:30, there will be a panel presentation on Suicide Prevention. Sunny urged faculty to allow students to attend, suggesting the idea of allowing students to earn extra credit for writing about the presentation.
  - E. Glenn Nance announced the various programs for Black History Month. Glenn handed out a flyer and urged faculty and students to attend the presentation of Felix Justice in a one man show as Martin Luther King, "Prophecy in America".
  - F. Lynda Hirose announced that on Friday, April 22, the Culinary Arts/Hospitality Studies Department will hold their next CCSF festive fundraiser, a Wok on the Wild Side.
- IV. Approval of Minutes  
The 2005 February 2 minutes were approved by consensus as corrected.
- V. Officers' Reports
  - A. President Fred Teti distributed a written copy of his report.

1. In the Officers' last chat with the Chancellor, Dr. Day said that he stands on record as being committed to the principle of hiring faculty into DCC-recognized departments. He also expressed agreement that those who are being advised by a shared governance committee should be non-voting resource members of the committee.
  2. The Board of Trustees asked Sunny Clark and Fred Teti to write a letter outlining the proposed process with a timeline for updating the Faculty Hiring Document.
  3. The Chancellor asks that we be aware of the possibility that administrators may approach us on the following proposals: students on search committees for administrators in Student Development; student service (not optional) on certain faculty search committees; creating a new position: Associate Vice Chancellor for Information Technology; the compressed calendar.
  4. President Teti reminded Council to attend the Bipartite Committee on Graduation Requirements on Wednesday, February 23, from 3:30 to 5:00 p.m. in Rosenberg 518.
- B. 1<sup>st</sup> Vice President Lisa Romano reported on the progress of the Basic Skills Committee. This semester they will have several simultaneous activities, including a cooperative reading of Collaborative Learning Techniques; Reflective Teaching Circle of Inquiry that creates a formal process for peer problem solving, the drafting of a plan for the Teaching and Learning Academy for Basic Skills which will be presented to the Academic Policies Committee.
- C. Secretary Jane Sneed reported that on February 17, she will attend the "Improving Transition Outcomes Conference in San Francisco" that Jack Wilde of Disabled Students Programs and Services Department has helped to organize. On February 24, Jane will attend the Association of Community and Continuing Education conference in Oakland; Leslie Smith will be a presenter at the conference. Also, Jane read an e-mail from Dean Bruce Smith, thanking the faculty who participated in the site visit from the representatives from the Carnegie Foundation.
- VI. Committee Appointments [Romano]  
1<sup>st</sup> Vice President Lisa Romano presented the committee nominees as recommended by the Committee on Committees.

**Resolution 2005.02.14.1: Shared Governance Committee Appointments**  
Resolved, that the shared governance nominees be approved.  
Moved John Odell; seconded Sunny Clark; approved unanimously.

- VII. Unfinished Business (3:05)
- A. Report on Accreditation Self-Study [S. Lopez]  
There are three levels of Self Study organization: Work Group, Steering, and Themes Groups.
  - B. Update on Council Goal Working Groups [S. Clark]  
Francine Podenski will present on Communications Working Group
  - C. Update on 2005 Senate Elections [Teti]  
Elections are moving forward.
  - D. Update on the Status of Remaining ESS Recommendations [S. Lopez]  
The ESS recommendation that CCSF institute noncredit automated attendance reporting had been on hold, pending the CA legislative approval to allow census reporting. The State's financial situation was blocking his idea. The issue will be on the Academic Policies agenda later in February.
- VIII. New Business

- A. Update on Chancellor's and Administrators' Evaluation [Teti]  
The deadline for the Chancellor's evaluation is this Friday, February 18. The administrator evaluation list will be forthcoming. When administrators select people to evaluate them, those evaluators get the long form. If other faculty request participation, they get the short form. This form is available from the Senate Office. All evaluations are anonymous.
- B. Preparation for the Spring 2005 meeting of the Bipartite Committee on Graduation Requirements [Chorus]
  - 1. According to the City College of San Francisco General Education Graduation Requirements (1983), only under special circumstances are there prerequisites to General Education Graduation Requirement courses. President Teti will contact those Department Chairs who included prerequisites in their applications. Any proposals with prerequisites may be withdrawn from the Bipartite Agenda. (Resubmit proposals to Curriculum, and resubmit to Bipartite next year.)
  - 2. Various Departments submitted courses for consideration: Astronomy, Computer Networking, Computer Science, English, ESL, Graphic Communications, IDST (Social Sciences), Latin American and Latino/a Studies, Photography, Physical Education, Theatre Arts, Women's Studies
  - 3. 1<sup>st</sup> Vice President Lisa Romano reported that Continuing Students and Transfer Counseling Department faculty expressed concern regarding impact that the proposed Written Transfer Requirement may have on ESL students. The Communication Graduation Requirement should be looked at separately from the Written Transfer Requirement.
  - 4. Information Competency Working Group will report next week to the Bipartite Committee on Graduation Requirements.

**IX. Committee Reports (3:50)**

- A. College Advisory Council's Communications Committee [Francine Podenski]  
The committee has had several study groups: time schedule, college catalog, and EATV-Channel 27. Other items being discussed are the College Web Site, KCSF Radio, City Currents, Newspaper Kiosk Proposal, and Accreditation. The Council was introduced to the committee's SFCCD Communications Plan, recommendations of which are now being presented to the college community.

**Resolution 2005.02.14.02**

Be it Resolved, that the Academic Senate Executive Council commend Francine Podenski as the Chair of the Communications Committee for her excellent and informative report on the efforts and improvements of communications at the college.  
Moved, Susan Lopez; seconded, David Lisker; passed unanimously.

- B. Student Preparation and Success [Nunly, Loo]  
Sharon Nunley and Josie Loo, co-chairs of the Student Preparation and Success Committee, reported on the committee's response to the DRAFT Student Equity Report with five suggestions, entitled "How do we do MORE with less?" Suggestions expanded on ideas to link more already existing classes, re-define success, formalize a bridge between credit and non-credit, coordinate and publish a campus-wide workshop calendar, and to promote the value of extracurricular activities and community service to students. Council agreed to delegate to the officers the review and possible approval of the final draft of the Student Equity Report.

Resolution 2005.02.14.03

Be it Resolved, that the Academic Senate Executive Council commend Sharon Nunley and Josie Loo, co-chairs of the Student Preparation and Success Committee, for producing their response to the Draft Student Equity Plan.

Moved, Susan Lopez; seconded, Lisa Romano; passed unanimously.

C. Planning and Budgeting Council [Teti, Lopez]

Susan Lopez handed out a draft of the Core College Performance Indicator(s) and commented on some of the trends. She pointed out that the plan is limited in its coverage of noncredit, emphasizes short-term over long-term trends, and uses directional arrows that present an over-simplified picture of current trends for each Strategic Priority. Council noted that base numbers need to be included for comparisons. The last table compares the ethnicities of students to administration, full-time and part time faculty, and classified staff, but without any mention of gender or sexual orientation.

X. Adjournment

The Executive Council of the Academic Senate adjourned at 5:10 p.m.

Respectfully submitted,  
Jane Sneed, Academic Senate Secretary