

Official Minutes
ACADEMIC SENATE EXECUTIVE COUNCIL
Ocean Avenue Campus, Rosenberg 518
Wednesday, August 31, 2005
2:30-5:00 p.m.

Council Members Present: Joao Barretto, Loren Bell, Monica Bosson, Rosemary Brinson, Lori Brown, Dominique Chapuis, Fred Chavaria, Ophelia Clark, Dora Dye, Mark Fan, Maria Heredia, Darrell Hess, Lynda Hirose, Christopher Kox, Suzanne Lo, Susan Lopez, Rodolfo Padilla, Lisa Romano, Karen Saginor, Jane Sneed, Fred Teti, Pierre Thiry, Melinda Weil, Jessica Williams

Council Members Absent: Amy Conger, David Lisker, Denise Quinn, Grace Yu

Other Senate Member Present: Lauri Fried-Lee, David Yee, Bonnie Gratch-Lindauer

I. Call to Order

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

II. Adoption of Agenda

Council adopted the agenda.

III. Announcements

- A. Donate to the American Red Cross for the victims of hurricane Katrina at www.redcross.org.
- B. Student tickets to the fall season of the San Francisco Opera are now available.
- C. The Asian Entertainment Club is sponsoring a Chinese Brush Painting Workshop.

IV. Approval of Minutes

- A. May 18, 2005. The Council approved the minutes as amended.
- B. August 16, 2005 Plenary. The Council approved the minutes as reported by the Secretary.

V. Officers' Reports

- A. **President Fred Teti** distributed a written report.
 - 1. Teti listed the past meetings and events he attended since 5/18/05 and listed the upcoming meetings/events he plans to attend.
 - 2. The Officers selected Council members to fill special Senate roles:
 - a. Ophelia Clark will continue as both Senate Archivist and Faculty Travel Chair.
 - b. Susan Lopez will continue as Parliamentarian.
 - c. Dominique Chapuis has agreed to serve as the fifth member (beyond the four Senate Officers) of the **Committee on Committees**.
 - 3. There were various changes in the administrative ranks over the summer.
 - 4. Dr. Day is moving forward with his plan to reorganize the Office of Research, Planning and Grants as the proposed Office for Institutional Advancement, with the Dean of RP&G becoming a Vice Chancellor. Dr. Day plans to present his ideas at our next council meeting.
 - 5. President Teti reported on the Planning and Budgeting Council meeting where Peter Goldstein, Vice Chancellor of Finance and Administration, presented the 2005-2006 CCSF Budget Report and 2006-2007 Budget Forecast. Vice Chancellor Goldstein predicted a ~\$7M shortfall and presented a list of suggestions to eliminate it. He also projected a ~\$5M shortfall for 2006-2007.
 - 6. Teti reported on the August 11, 2005, Board of Trustees Retreat where the Trustees discussed Diversity and Hiring, Communication, Facilities, the ACCT Handbook, and Board Priorities.

- B. **1st Vice President Lisa Romano** reported that she is communicating with faculty about Committee openings and appointments.
- C. **2nd Vice President Fred Chavaria** reported that he is working on the plans for the Academic Senate retreat which will be held at 33 Gough Street on September 16, 2005.

VI. Unfinished Business

A. Update on Student Service on Administrator Search Committees

Dr. Don Griffin, Vice Chancellor of Academic Affairs and Interim Vice Chancellor of Student Development, and Teti are discussing the Administration's request for students being seated on Search Committees for Student Development administrators. The Administrator Hiring Procedures Document is negotiated by mutual agreement (Title 5 §53200c11) between the Board and the Senate.

B. Faculty Travel Report

Ophelia Clark distributed the written CCSF Faculty Travel Guidelines and Regulations. She reported that the allocations are based on the Fall FTEF from the previous academic year. Department chairs decide how their department's funding is distributed. Teti thanked Clark for her work. Clark thanked Evelyn Tavisora and Mia Nguyen for their work on Faculty Travel.

C. Accreditation Update; Co-Chairs' Reports for Standards I and II

- 1. Working group members Ophelia Clark, Lauri Fried-Lee, Bonnie Gratch-Lindauer, and David Yee, and Steering Committee member Susan Lopez, were present to speak about the document, *Full Draft of the Accreditation Self-Study*.
- 2. Teti explained that Accreditation is #7 in the 10+1 of Title 5 Section 53200c1-10.
- 3. Clark reviewed the process and progress of the report; Fried-Lee explained the editing process; Yee presented a Power Point report on the timelines for the remaining reviews and approvals. They distributed Modifications Report forms for submitting comments to the Self Study Steering Committee with deadlines of September 2, September 19 and October 3, 2005. Council discussed the first two Standards at length and agreed to read the remaining 3 Standards in preparation for discussion at the next meeting.

VII. New Business

Report on the Council Retreat

Chavaria described the planning of the Retreat and asked Council members to sign up. Teti distributed the draft agenda for the Retreat which includes State Law (Education Code and Title 5 and the 10 +1), Local Documents, and Goals for the 2005-2006 Executive Council.

VIII. Committee Reports

Teti explained that the Senate has four Standing Committees: Academic Policies, Curriculum, Staff Development, and Student Preparation and Success.

A. Academic Policies

Teti reported that, for exigent reasons, he canceled the August 29 meeting. Academic Policies will discuss the Information Competency requirement and the Basic Skills recommendations at its September meeting.

B. Curriculum

Council member Maria Heredia is also on the Curriculum Committee and agreed to report to Council.

C. Staff Development

Teti agreed to seek a Council liaison with the Staff Development Committee.

D. Student Preparation and Success

1st Vice President Lisa Romano reported that there are vacancies on this committee. While Romano is not on this committee, she keeps in contact with them and offered to report to the Council.

IX. Open Forum

Council discussed issues relating to salary column movement awarded for Staff Development activities.

X. Adjournment

The meeting was adjourned at 4:55 p.m. with thoughts for the victims and best hopes for the survivors of Hurricane Katrina.

Respectfully submitted,

Jane Sneed, Secretary