

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Ocean Campus, Science Building, Room 204
Wednesday, November 07, 2007

Council Members Present: Loren Bell, Beth Cataldo, Michael Estrada, Mark Fan, Christine Francisco, Lynda Hirose, Hal Huntsman, Suzanne Lo, Billington Mbolo, Elliot Osborne, Marie Osborne, Rodolfo Padilla, Luz Maria Pena, Francine Podenski, Lisa Romano, Karen Saginor, Leticia Silva, Jane Sneed, Edgar Torres, Melinda Weil, David Yee

Council Members Absent: Muriel Parenteau, Denise Quinn, Pierre Thiry

Other Senate Members Present: Joao Barretto, James Gibson, Donna Hayes, Sue Homer, Lancelot Kao, Susan Lopez, Enrique Mireles, Madeline Mueller, Indiana Quadra, Fred Teti, Ellen Wall

Guests: Guillermo Villeneuve

I. Call to Order

The Academic Senate Executive Council came to order at 2:38 p.m.

II. Adoption of Agenda

Lo moved that Item VI B be moved to VI A; Padilla seconded. The motion passed. Council adopted the amended agenda.

III. Approval of Minutes: 2007 October 24

Council approved the minutes.

IV. Officers' Reports

- A. President Romano reported on her attendance at the ASCCC Fall Plenary meeting. Issues discussed were impending changes to Chapter 6 of the Title 5 regulations, for example, policies regarding student withdrawals from credit courses and funding apportionment, awarding credit for noncredit course work, coursework standards for adult high school programs, and non-compliant AA/AS degrees. There was a lunch time presentation on diversity. This year the ASCCC teaching institute will be focused on Counselors and counseling issues. The institute will be held Feb 22-24 at the Westin South Coast Plaza in Costa Mesa, CA. Each Community College is limited to 5 participants.
- B. 1st Vice President Yee reported on the Officers Meeting with AFT 2121 last week; he noted that the union just finished negotiations for this year, but are accepting items for next year. Some of the items agreed for this year are: 3.5% increase retroactive to Aug 2007, part-time pro-rata pay increases from 85% to 86%, top step now becomes a full step, and lab/lecture load factor increases from 0.8 to 0.85. Yee asked the Union to consider faculty identification card as a negotiation item for next year. The Basic Skills Initiative group met. Although they are not a shared governance group, there are four Academic Senate President/Past-Presidents in attendance to remind them of including shared governance in whatever process is created. The ITPC met in Oct. Among the topics discussed was the network switch replacement that will affect internet and phones. A schedule was presented for the first time along with areas affected for each replacement. Concern was expressed that there were still too many switches being installed when the college is open for business which might disrupt instruction.
- C. 2nd Vice President Huntsman attended a meeting on Proposition 92, the community college initiative, and reported on their efforts.

V. Unfinished Business

- A. Job announcements for:
 1. Vice Chancellor of Student Development

Yee led a discussion regarding minimum qualifications for this position: 1) a minimum of three years experience at the Dean or Vice President level or above versus a minimum of five or seven; and 2) a minimum of three years teaching experience versus a requirement that it be full-time teaching.

Resolution 2007.11.07.01: Job Announcement for Vice Chancellor of Student Development:

Resolved, that the Academic Senate Executive Council approve the job announcement for Vice Chancellor of Student Development with the stipulations that 1) employment qualification require a minimum of five years experience at the Dean or Vice President level or above, and 2) that the term “full-time” will be used as a desirable qualification for teaching experience, 3) that the term “or equivalent” is removed from teaching experience and 4) add “Coordinates activities and programs with established college departments as appropriate” under major duties and responsibilities.

Moved: Saginor; seconded: Podenski; motion carried.

2. Associate Dean of Distance Education

Huntsman reminded Council that he has provided summarized the differences between the paper(original version) and online(updated version). He noted that the online version reflects previous Associate Dean position minimum qualifications. Discussion focused on details of language and intent in all the sections of the job announcement in order to include all aspects of distance education and prevent interference with department rights.

Resolution 2007.11.07.02: Job Announcement for Associate Dean of Distance Education:

Resolved, that the Academic Senate Executive Council approve the job announcement for Associate Dean of Distance Education with a series of changes detailed in Attachment A.

Moved: Francisco; seconded: Cataldo; motion carried.

B. Chancellor’s Job Announcement

Huntsman noted the de-emphasizing of the shared governance process in the new Chancellor’s job announcement major duties and responsibilities. In a previous version, item 13 included specific language regarding participatory governance.

Resolution 2007.11.07.03: Chancellor’s Job Announcement:

Resolved, that the Academic Senate Executive Council approve the job announcement for Chancellor but strongly urge that item 13 in the previous job announcement emphasizes the shared governance process be re-included.

Moved: Cataldo; seconded: Lo; motion carried.

C. Resolutions: Committee on Committees Selection Process

1. Article X: Nomination Resolution for the 2007 – 2008 Academic Year

Resolution 2007.11.07.04: Article X Resolution for the 2007 – 2008 Academic Year:

Whereas, a fully operational COC is needed for the Council to appoint faculty to shared governance committees and administrative hiring committees.

Whereas, the process for selecting the members of the COC should be fair, open, and transparent, and should allow for the Council to ensure that the membership of the COC is as reflective of the broad diversity of our college as possible.

Whereas, the Council has a well-established and familiar process for selecting its officers, as stipulated in Article VI of the Academic Senate Constitution.

Be it therefore resolved that the process for selecting the four (4) members—aside from the Academic Senate President, who is automatically a member of the COC according to Article X of the Academic Senate Constitution—of the COC for the 2007-2008 academic year be modeled upon the process the Council uses for selecting its officers, with the addition of a mechanism for prospective COC members to inform the council of their college background.

Be it further resolved that this process shall be as follows:

The Academic Senate President shall list those Council members eligible for COC membership; eligibility shall be determined according to Academic Senate Shared Governance Appointment Policy.

The Academic Senate President shall open the floor for nomination for "seat #1" of the COC.

Council members shall nominate for seat #1 from among the eligible Council members.

The nominated Council member shall be asked if he or she accepts the nomination.

Once the prospective nominee accepts the nomination, the name of the nominee shall be added to a list of nominees for seat #1.

When all nominations are complete, each nominee shall briefly state for the other Council members his or her CCSF background; background statements shall include, but are not limited to: full-time or part time status, department(s), campus(es), credit/non-credit, number of years at the college, number of years on the Executive Council, and shared governance committees on which he or she has served in the past. Nominees are encouraged to distribute this information in written form to each council member after accepting the nomination.

If the seat is uncontested, the nominee can be selected for the seat by acclamation.

If the seat is contested, the Council shall vote by paper ballot. The ballots shall be counted by a teller or tellers, designated by the Academic Senate President. The results of the vote shall be announced by the teller or tellers; if one nominee has received a majority of the votes, that nominee shall become a member of the COC; if no nominee has a majority of the votes, then there shall be a run-off vote, by paper ballot, to break the tie among the nominees with the most votes.

Once seat #1 has been filled, the above process shall be repeated for seats #2, #3, and #4, until the membership of the COC is determined for 2007-2008.

Moved: Hirose; seconded: Cataldo; motion carried.

2. Article X Workgroup Resolution for the 2007 – 2008 Academic Year

This resolution seeks the formation of a workgroup from Academic Senate members which will perform research with the intention of making recommendations for a new COC membership selection process. It was determined that workgroups reporting to a body can consist of members not in that body. Sneed asked that the language of the resolution be amended; it was accepted as a friendly amendment. Hirose moved that the resolution be amended to say "Executive Council form a workgroup of volunteers from Executive Council members only"; Padilla seconded. This was not accepted as a friendly amendment. Padilla moved that this issue be postponed until the November 28 Executive Council meeting; Mbolo seconded. The motion to postpone passed.

VI. New Business

A. Discussion: Process for the selection of Committee on Committees (COC)

Eligibility for nomination was established for each Council member based on the CCSF Academic Senate Shared Governance Appointment Policy. For seat #1: Torres nominated Lo; Lo accepted. Sneed nominated Yee; Yee accepted. Sneed nominated Mbolo; Mbolo accepted. Candidates made statements about their backgrounds as required. Lo was elected by ballot. For seat #2: Sneed nominated Yee; Yee accepted. Hirose nominated Torres; Torres accepted. Podenski nominated Mbolo; Mbolo accepted. New candidates made statements about their backgrounds as required. Torres was elected by ballot. For seat #3: Padilla nominated Huntsman; Huntsman accepted. Sneed nominated Yee; Yee accepted. Podenski nominated Mbolo; Mbolo accepted. E. Osborne nominated Saginor; Saginor accepted. New candidates made statements about their backgrounds as required. Huntsman was elected by ballot. For seat #4: Padilla nominated E. Osborne; Osborne accepted. Francisco nominated Yee; Yee accepted. Podenski nominated Mbolo; Mbolo accepted. New candidates made statements about their backgrounds as required. A tie between E. Osborne and Yee occurred. Yee was elected by ballot.

B. Update of Website/Portal Redesign

Cataldo informed Council that focus groups and stakeholders needs assessment interviews will occur during the last week of November and the first week of December. She encouraged faculty and their students to involve themselves in the process.

VII. Adjournment

Council adjourned at 5:13.

Respectfully submitted,

Melinda L. Weil, Academic Senate Secretary

Attachment A

ASSOCIATE DEAN OF DISTANCE EDUCATION (draft)

Last revised September 27, 2007 based on input from the Academic Senate meeting of September 26, 2007.

POSITION DESCRIPTION:

The Associate Dean of Distance Education reports to the Dean of Education Technology and is member of the Academic Affairs Division management team. The Associate Dean is directly responsible for overseeing the Technology Mediated Instruction Office (TMI) which includes supervision of the staff and management of the budget. The TMI Office coordinates, advertises, delivers, and supports distance education and tech-enhanced courses at City College. The TMI Office provides training and technical support to faculty. The Associate Dean works closely with the Student Development Division, Admissions and Records Office, The Scheduling Office, Dean of Evaluation and Curriculum, the Office of Research, Planning and Grants, Information Technology Services, Broadcast Media Services and EATV Channel 27 and 75 to provide services to both faculty and students of distance education courses.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Plan, design and develop the services of the TMI Office in concert with the Dean of Education Technology, to provide for the delivery of credit and non-credit courses, which includes online courses, telecourses and technology-enhanced courses.
2. Coordinate the development of new online courses and telecourses with faculty, department chairs and school deans, including the identification of potential target populations for distance learning.
3. Plan and coordinate training programs for online faculty and tech-enhanced faculty.
4. Provide technical support with pedagogical issues unique to distance learning. Coordinate technical support to distance education faculty provided by staff, and through online resources and a help desk.
5. Supervise the TMI office and technical support staff, which provide all of the back office support services for online courses and telecourses. This includes registration issues, scheduling and advertising the distance education courses, working with vendors to procure telecourse materials and software licenses, and mailing of telecourse materials to students.
6. Develop and manage the TMI Office budget. This includes budget projections to support the expansion of online courses and other distance learning modalities.
7. In concert with the appropriate Student Development offices, plan and develop online student services which can be used by both distance education students, as well as traditional students who want access from off-campus (e.g. counseling services, study skills and tutoring, financial aid assistance, transfer assistance).
8. Collaborate with the Office of Research, Planning and Grants to conduct research on the impact and efficacy of distance learning at City College.
9. Work closely with Information Technology Services to ensure the reliable delivery of online courses, as well as faculty access to appropriate hardware and software to develop and deliver courses. Work closely with Broadcast Media Services and EATV Channel 27 and 75 to schedule the broadcast of telecourses. Coordinate with Library Media Services to ensure student access to the telecourse materials in the Media Center.
10. Work closely with the Dean of Curriculum and Evaluation on the approval process for the distance education courses by the Curriculum Committee, and in the development and administration of an evaluation process appropriate for faculty teaching online courses.
11. Coordinate closely with campus-wide committees such as Teaching and Learning Technology Roundtable and Distance Learning Advisory Committee.
12. Provide the appropriate reports and surveys as required by the State Chancellors' Office.
13. In concert with the Dean of Education Technology, serve as the City College liaison to external organizations related to Distance Education (DTAC of the State Chancellors' Office, @ONE, and other statewide organizations/consortia).
14. Perform other related duties as assigned by supervisor.

Minimum Qualifications:

1. Earned Masters Degree or higher from an accredited institution of higher education.

2. One year of demonstrated successful supervisory and management experience in instruction in an accredited post secondary institution.
3. Demonstrated knowledge, skills and ability to work with faculty, staff, students, as well as community groups of diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.
4. Three years of experience in instruction at an accredited post-secondary institution.

Desirable Qualifications:

1. Demonstrated experience in an administrative or management position in distance education in an accredited institution of higher education with responsibility for personnel, budgets, scheduling, reporting and operations.
2. Demonstrated experience in development and management of projects related to instructional technology in post secondary education.
3. Demonstrated success in working with other departments and operational units, including shared governance organizations, department chairs and deans, in both Academic Affairs and Student Development Divisions.
4. Demonstrated knowledge of state regulations, including Title 5, related to distance education.
5. Demonstrated ability to develop consensus through collegial consultation and make sound decisions in a timely manner.
6. Demonstrated knowledge of current technology used in distance education, including learning/course management systems.
7. Demonstrated ability to identify problems, to take initiative in solving them, and to carry through the required actions to completion.
8. Demonstrated ability to communicate complex facts and ideas effectively in English both orally and in writing.