

Official Minutes  
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL  
Ocean Campus, Science Building Room 204  
Wednesday, December 12, 2007

**Council Members Present:** Beth Cataldo, Mark Fan, Hal Huntsman, Suzanne Lo, Billington Mbolo, Elliot Osborne, Marie Osborne, Rodolfo Padilla, Muriel Parenteau, Francine Podenski, Lisa Romano, Karen Saginor, Leticia Silva, Jane Sneed, Pierre Thiry, Melinda Weil, David Yee

**Council Members Absent:** Loren Bell, Michael Estrada, Christine Francisco, Lynda Hirose, Luz Maria Pena, Denise Quinn, Edgar Torres

**Other Senate Members Present:** Cecile Dawydiak, Agnes Leong, Susan Lopez, Howard K. Yu

**Guests:** Dean Linda Squires Grohe

**I. Call to Order**

The Academic Senate Executive Council came to order at 2:43 p.m.

**II. Adoption of Agenda**

Council adopted the agenda.

**III. Approval of Minutes: 2007 November 28**

Council approved the minutes.

**IV. Officers' Reports**

A. President Romano reported:

- On the progress of the Basic Skills Initiative (BSI) meetings. About fifty responses to the call for participation were received; further are expected in the Spring. An independent flex day activity will be held January 10.
- Dr. Anita Grier and Clara Starr announced a college-wide, open forum to seek input from the College community on the chancellor description/profile. The forum will be held on Friday, December 14 from 1-3 pm at the Ocean campus, Rosenberg Library, Rm. 305.
- Participated in the 4<sup>th</sup> annual CCSF Job Fair at the Kabuki Hotel in Japantown. She encouraged department participation with future job fairs.
- Will prepare an article to go out in City Currents to recruit volunteers to participate in the Article X workgroup. Also seeking members from Executive Council who would like to participate.
- Circulated a draft of the Dean of Diversity and Student Equity position for review.

B. 1<sup>st</sup> Vice President Yee attended Website Redesign Focus Group, which Beth Cataldo led with recognizable skill. Preparation continues for the Spring Bipartite by submitters of courses for general education approval. At the San Francisco Board of Education meeting, Proposition 92 was discussed but tabled because some members could not understand how the redistribution of funds could not negatively impact K – 12. Officers met with Kristin Charles to discuss the Institutional Review Board (IRB), which the college must form in order to oversee grants which include human testing. Liberal Arts degrees are no longer allowed; thus, new designations must be determined for previous degrees of this type. A Student Payroll glitch occurred during which data were lost; however, the information was re-entered. Some Groupwise patches are causing crashes; other Groupwise errors are occurring but causes have not been identified. Yee has consistently advised that network switch replacements be scheduled only during times when the college is closed; after four months, ITS agreed.

C. 2<sup>nd</sup> Vice President Hal Huntsman advocated for continuing effort toward helping Prop 92 pass.

**V. Committee Appointments**

Yee passed out documents with recommended appointments for shared governance committees and subcommittees. Podenski suggested that the areas for the department of each possible appointee be included. Cataldo suggested that interested parties be informed that appointment as a resource member and attendance without voting rights is possible for all committees. Various methods of providing this information were discussed. A document with appointees to the Basic Skills Initiative workgroups and a list of the volunteer steering task force members was included.

**Resolution 2007.12.12.01: Shared Governance Committee Appointments**

**Resolved**, that the Academic Senate Executive Council approve the shared governance committee appointments, as recommended by the Committee on Committees.

Moved: Lo; seconded: Parenteau; motion carried. See Appendix A.

**Resolution 2007.12.12.02: Basic Skills Initiative Workgroups Appointments**

**Resolved**, that the Academic Senate Executive Council approve the appointments, as recommended by the Committee on Committees.

Moved: Podenski; seconded: Lo; motion carried. See Appendix B.

**Resolution 2007.12.12.03: Basic Skills Initiative Steering Task Force Appointments**

**Resolved**, that the Academic Senate Executive Council approve the appointments, as recommended by the Committee on Committees.

Moved: Podenski; seconded: Padilla; motion carried. See Appendix C.

**VI. Unfinished Business**

**A. Academic Senate Goals for 2007 – 2008 Associate Senior Counsel for Policy Review**

A ballot was distributed with the listed goals that Council has had for several weeks but, without quorum, no action could be taken.

**B. Preparation for Spring Bipartite Meeting**

Yee reviewed the documents he distributed last Council meeting, including the relevant Title 5 sections, the Associate Degree Graduation Requirements, and the CCSF Graduation Requirements. Concentration was on the criteria for General Education (GE) courses and the GE graduation requirement Areas descriptors. Sample Course Outlines of Record were distributed for practice voting. Yee reminded Council that past practice is no longer to be used as an argument for inclusion in a GE Area.

**VII. New Business**

**A. Nursing – Amendment to the Lottery Selection Process**

The Nursing Department presented a proposal to change the application process procedure. During the presentation, the Nursing Department received a call with information from the State of California Chancellor's Office that rendered the discussion moot because giving special consideration to applicants based on their residency is interpreted to be illegal.

**VIII. Open Forum**

Saginer remarked that the Student Grade and Files subcommittee has encountered inconsistencies in terms of membership versus function. President Romano will assist in finding a solution. Podenski remarked that email among Council members should be respectful and aware of the Brown Act. Continued concern regarding email discussions was expressed by other members. Parenteau announced a push to ban smoking on all campuses except in designated areas, beginning in January 2009; Podenski noted that it is unlikely the SEIU will support it.

**IX. Adjournment**

Council adjourned at 4:42.

Respectfully submitted,

Melinda L. Weil, Academic Senate Secretary

**Appointments for Committee/Subcommittee  
Academic Senate Meeting  
12/12/07  
(Approved by the Executive Council)**

*Appointments to Committees with Limited Membership*

**Academic Policies**

Renato Larin, EOPS [Reappointment]  
Fred Teti, Math [Reappointment]

**CSU/UC Breadth**

Maria Heredia, Counseling, New Students

**CalWorks Advisory**

Jane Sneed, Transitional Studies [Reappointment]

**Continuing Education**

Yukiko Kukimoto, Vocational Nursing

**Contract Education**

Kovak Williamson (Business)

**Curriculum Committee**

Matthew Kennedy, Behavioral Sciences  
Pierre Thiry, CNIT

**Discrimination and Harassment Prevention Subcommittee**

Paula Cahill, Student Health [Reappointment]  
Herb Green, English  
Rick Kappra, ESL  
Robin Roth, Health Science [Reappointment]  
Leslie Simon, Woman's Studies [Reappointment]  
Joan Vitrorelo, Counseling, International Student [Reappointment]

**Equivalency**

Maria Heredia, Counseling, New Student) [Reappointment]

**Facilities Review**

Julia Bergman, Library  
Lori Hernandez Haffner, Nursing  
Muriel Parenteau, DSPS  
Donald Santos, Art

**Financial Aid Advisory**

Susanna Mayorga, LSN [Reappointment]

**Honors Issues**

Sheryl Blumenthal, Counseling, Continuing [Reappointment]

**Matriculation Advisory**

Anastasia Fiandaca, LSN [Reappointment]  
Gregory Johnson, CDPC [Reappointment]  
Deborah McNeil, Nursing  
Jane Sneed, Transitional Studies [Reappointment]  
J. Spingola-Connolly, Counseling, New Students  
Lev Vaygortin, Mathematics [Reappointment]  
Laura Walsh, English [Reappointment]

**Student Preparation and Success**

Emilyn Ostrea, Nursing

Jack Sugawara, Counseling, Transfer

*Appointments to Committees with Unlimited Membership*

**Basic Skills Subcommittee**

Quinci Lee, Counseling, New Student

**International Education Subcommittee**

Tom Blair, Foreign Language [Reappointment]

Sheryl Blumenthal, Counseling, Continuing Student [Reappointment]

Frank Grandits, ESL

Deborah Kitchin, Business

Sue Lian, Foreign Language [Reappointment]

Natasha Maresca, Counseling, International Student)

Joan Vitorelo, Counseling, International Student [Reappointment]

Paul Wong, Counseling, International Student [Reappointment]

Sharron Zakus, Health Science [Reappointment]

Yi Liang, Library

Louise Louie, Institute for International Students {Resource}[Reappointment]

**Sustainability Subcommittee**

Kerin Keys, Mathematics

Susan Lopez, ESL

Peggy Lopipero-Langmo, Biology

Lia Smith, ESL

Jana Zanetto, ESL

**Appointments to BSI Workgroups  
Academic Senate Meeting  
12/12/07  
(Approved by the Executive Council)**

**Student Development and Academic Support**

Burt, Tracy	(Child Development)
Gratch-Lindauer, Bonnie	(Library)
Jenkins, Alvin	(EOPS)
Lansang, Jean	(LVN)
Ma, Thi Thi	(ESL)
MacDaniel, Lillian	(Transitional Studies)
Messer, Alisa	(English)
Mitchell, Kathleen	(CDPC)
Mueller, Madeline	(Music)
Reyes, Joe	(Biology)
Silva, Leticia	(Latino Services Network)
Straus, Amber	(Learning Assistance Center/IDST)
Vargas, Nancy	(Counseling, Continuing Students)
Wong, Paul	(Counseling, International Students)

**Basic Skills in Career and Technical Education**

Alary, Dominique	(ESL)
Dilworth, Helen	(Music)
Hunstman, Hal	(Math)
Massin, Terri	(VESL)
McAteer, Bob	(Photography)
Riehle, Elizabeth	(Culinary Arts)
Saniee, Fabio	(Engineering Technology)

**Basic Skills Programs and Services**

Bravewoman, Mary	(Math)
Cahill, Gregoria	(African American Scholastic Program)
Delacorte, Erika	(ESL)
Francisco, Christine	(Peer Mentoring)
Homer, Suzanne	(Social Sciences)
Huang, Joanne	(Counseling, New Students)
Johnson, Stephen	(Phil/Social Sciences)
Lo, Suzanne	(Library)
Molinari, Jennifer	(English)
Sauve, Jim	(English)
Tran, Trinh	(Biology)

**Basic Skills in the Liberal Arts and Sciences**

Blair, Tom	(Foreign Language)
Chee, Curtis	(Math)
Doane Timotha	(ESL)
Drucker, Ronald	(Chemistry)
Gamba, Ray	(Behavioral Science)
Leong, Lorelei	(EOPS)
Mauleon-Santana, Rebeca	(Music)
Rosenthal, Nadine	(Learning Assistance Center)
Schubert, Lou	(Social Sciences)
Sugawara, Jack	(Counseling, Transfer Center)
Toebe, Carole	(Biology)
Uribe, Maria Rosales	(Transitional Studies)

**Appointments to BSI Steering Task Force  
Academic Senate Meeting  
12/12/07  
(Approved by the Executive Council)**

**STEERING TASK FORCE**

Bravewoman, Mary	(Co-Chair, Basic Skills Subcommittee /Math)
Denney, Erin	(English)
Goodyear, Bill	(Dept. Chair, Continuing Students Counseling)
Heredia, Maria	(Dept. Chair, New Student Counseling)
Ikeda, Vivian	(ESL)
Keech, Gregory	(Dept Chair, ESL)
Loo Josephine	(Co-Chair, Student Prep and Success Committee/Learning Assistance Center)
Peterson, Sara	(Math)
Piontkowski, Dennis	(Dept. Chair, Math)
Romano, Lisa	(President, Academic Senate /New Student Counseling)
Rosenthal, Nadine	(Dept. Chair, Learning Assistance Center)
Sneed, Jane	(Dept Chair, Transitional Studies)
Teti, Fred	(Chair, Academic Policies Committee /Math)
Vanderslice, Ann	(Co-Chair, Student Prep and Success /DSPS)
Yee, David	(First Vice President, Academic Senate/Dept. Chair, Physics)
Zarubin, Elizabeth	(Co-Chair, Basic Skills Subcommittee/English)