

Official Minutes  
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL  
Ocean Campus, Rosenberg Library Room 518  
Wednesday, January 30, 2008

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

**Council Members Absent:** Mark Fan, Christine Francisco, Denise Quinn

**Other Senate Members Present:** Allan Fisher, Lancelot Kao, Deborah Levy

**Guests:** Deanna Abma, Tom Boegel

**I. Call to Order**

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

**II. Adoption of Agenda**

Council adopted the agenda.

**III. Approval of Minutes**

A. December 12, 2007

Council approved the minutes with small corrections.

B. January 11, 2008 Spring Plenary Session

Council approved the minutes.

**IV. Officers' Reports**

A. The President's report will be shared throughout the various items on today's agenda.

B. 1<sup>st</sup> Vice President Yee attended the Board of Trustees Special Session regarding the investigation into the 2005 campaign for bond measure "A"; the Board accepted the report and will implement the recommendations. A California State Auditor, Richard Lewis at [RichardL@bsa.ca.gov](mailto:RichardL@bsa.ca.gov), is performing an audit of student textbook cost at several universities and colleges in order to elicit suggestions for improvement. Yee is attending meetings for the implementation of Bipartite changes approved by Council last year.

C. 2<sup>nd</sup> Vice President Hal Huntsman reported on information from the Chancellor. Dr. Day will seek Board approval for the two upgrade positions and also for the other positions approved by Council last semester; however, for the latter, the positions will not be filled yet. Council members inquired as to why the two upgrade administrative positions are occurring in a time of severe economic problems.

**V. Committee Appointments**

Documents with recommended appointments for shared governance committees and subcommittees were distributed.

**Resolution 2008.01.30.01: 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: Thiry; seconded: Osborne; motion carried. See attachment A.

## Resolution 2008.01.30.02: 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 attachment B.

### VI. Unfinished Business

#### A. Update of Chancellor's Search

President Romano reported that the hiring committee for the Chancellor's search had its first meeting January 16 at Gough Street. Discussion centered upon developing a realistic timeline that is not rushed, and that takes into account College scheduling and the Board of Trustees election. The proposed timeline is for the committee to finish work around the second week of October; semi-finalist names would then be forwarded to the Board and campus visits and forums would be set up. The hire date would be January 2009. The next meeting is scheduled for February 26. Romano distributed the *Guardian* issue which includes the article listing committee members.

#### B. Resolution Commending Nursing Dept (First Reading)

Yee presented the resolution for the first reading. Some changes were suggested. It was asked that we consider a process by which to "fast-track" some items such as this; it was suggested that we add that consideration to the agenda for the next meeting.

#### C. Update on Workgroup for Article X of the CCSF Constitution

Romano noted that the article submitted to *City Currents* did not appear in the last issue. Members for the workgroup from Executive Council were solicited; Huntsman will organize a first meeting of the participants. Hirose made suggestions for soliciting further membership.

#### D. Preparation for Spring Bipartite meeting

Yee presented information on the February 27, 2008 Bipartite Committee on Graduation Requirements, which included the agenda and some of General Education course proposals. Yee urged that Council review The first groups of proposal distributed in the packet. Council wondered what criteria allowed courses to be added to more than one Area and discussed the requirements for inclusion in Area C.

### VII. New Business

#### A. Revision of Spring 2008 Executive Council meeting dates

Romano passed out the proposed meeting schedule and recommended that the May 21 meeting be moved up to May 14 in order not to meet during finals. New Council members would be seated on May 14 which would be the last Council meeting for Spring 2008. She also distributed a proposed schedule for Council elections. Suggestions for clarification were made.

#### B. Proposed changes to the Associate Degree

Tom Boegel presented the history regarding the problem with community college associate degrees; a discrepancy was discovered between Title 5 and the *Program and Course Approval Handbook, 2<sup>nd</sup> Edition*. Specifically, 18 units of transfer general education coursework is not an acceptable option. The proposed solution is one in which the CCSF Transfer Associate Degree is deleted, but an option of taking 18 units of courses in one of four areas of emphasis – Arts and Humanities, Communication and Critical Thinking, Science and Mathematics, and Social and Behavior Sciences, with a possible addition of Liberal Arts (if found to be compliant) – is added to the CCSF Associate Degree. Catalog rights still apply to present students. Discussion ensued regarding ensuring student success and completion with these changes.

#### C. Resolution on the Institute Review Board (IRB)

Lancelot Kao described the function of the IRB, which is to oversee the college's compliance with federal and state regulations regarding the use of human subjects in research, including the gathering of information from students. Because CCSF may receive grants for such research, a need to convene an IRB was identified. A basic structure is proposed, including composition and terms. Although an IRB is not usually a shared governance committee, because members report to the federal government, it is recommended that it pass through the shared governance system. It was suggested that students and staff could be included as resource members; however, confidentiality issues are important and resource members could not be included in all

meetings. Council voted to extend this discussion beyond the time limit assigned to it. Kao explained further the details of the practices affected by the IRB.

**Resolution 2008.01.30.03: Institute Review Board Proposal**

**Whereas** CCSF receives many grants from the National Science Foundation (NSF); and

**Whereas** NSF requires an Institute Review Board (IRB) to review proposals that are submitted; and

**Whereas** the Academic Policies Committee (AP) has approved establishing an IRB at CCSF at its December 5 meeting; and

**Whereas**, at the same meeting, AP approved a structure of the IRB (membership and term limits);

**Therefore let it be resolved**, that the Academic Senate Executive Council approve the recommendation brought forward from AP.

Moved: Podenski; seconded: Saginor; motion carried.

**D. CCSF Sustainability Initiatives**

Deborah Levy distributed a document regarding sustainability practices on campus and elsewhere. Earth Day 2008 events on April 22 will be used to provide ideas for change; suggestions for departmental contribution were made; methods by which sustainability information can be distributed were presented. Council members responded by urging that using public transportation be part of these efforts, by outlining methods by which reducing paper usage can be taught to students, and by suggesting that public outreach include the campus papers and broadcast media. Levy was informed that the City Car Share and the Rideshare Program will attend events such as Earth Day by request. Levy was alerted that members from the Sustainability Subcommittee should attend the Facility Review Committee meetings. Romano reminded Levy that the two-part Sustainability Plan must pass through the Academic Senate.

**VIII. Shared Governance Report**

**A. Planning and Budget Council/Budget Update**

Yee presented information from the January 24 budget meeting. The projected state deficit for the next 18 months is \$18 billion; thus, in 2008 – 09 the college needs additional revenue in the amount of \$4.5 million, plus more for other, special items. Potential ideas for budget were listed. Backfilling in Categorical Funds could result in a \$1.5 million increase, leaving a \$6 – 7 million shortfall in 2008 – 09.

**IX. Adjournment**

Council adjourned at 5:04.

Respectfully submitted,  
Melinda L. Weil, Academic Senate Secretary

**Appointments for Committee/Subcommittee  
Academic Senate Meeting  
01/30/08  
(Approved by the Executive Council)**

*Appointments to Committees with Limited Membership*

**Discrimination and Harassment Prevention Subcommittee**

Hoffman, Camille            ESL

**Parking and Transportation Subcommittee**

Parenteau, Muriel    DSPPS [Reappointment]

**Staff Development Committee**

Foreman, Joyce    DSPPS, NC [Reappointment]

**Student Preparation and Success**

Lansang, Jean            Vocational Nursing

*Appointments to Committees with Unlimited Membership*

**Noncredit Issues Subcommittee**

Ikeda, Vivian            ESL [Reappointment]

**Scholarship Subcommittee**

Cheng, Eva            Counseling, New Student [Reappointment]

De Cordova, Andre    Counseling, Continuing Student [Reappointment]

McCarthy, Monica    Counseling, Continuing Student [Reappointment]

Wall, Ellen            English [Reappointment]

**Sustainability Subcommittee**

Pogge, Crima            Biology

**Teaching, Learning, and Technology Roundtable (TLTR)**

Lamha, Carmen        CNIT [Reappointment]

Quinn, Denise        ESL [Reappointment]

**Vocational Education Subcommittee**

Curtis, Arthur        Graphic Communication [Reappointment]

Dore, David            Business [Reappointment]

**Works of Art Subcommittee**

Pugh, Suzanne        Art

Grandits, Frank        ESL

**Appointments for Basic Skills Initiative Workgroups  
Academic Senate Meeting  
1/30/08  
(Approved by the Executive Council)**

**Basic Skills Programs and Services**

Atkinson, Nathan	Graphic Communications
Avila, Jorge	Counselor/LSN
Duffy, Kathleen	DSPS
Ginther-Webster, Kimberly	Library JAD
Heard, Carol	WSP/LAC
Henderson-Brown, Tessa	LAC/CSCD
Keech, Greg	ESL
Kelly, Priscilla (Penny)	English
Lee, Quinci	NSCD
Levine, Stephanie	ESL
Michelucci, Mabel	EOPS
Naas, Jodi	English
Queen, Miriam	ESL
Sanford, Curt	ESL
Scott, Diana	Art
Selleck, Denise	ESL ALE
Peterson, Sara	Math
Podenski, Francine	BCST
Sneed, Jane	Transitional Studies
Vitorelo, Joan C.	Counseling, International Students

**Student Development and Academic Support**

Cabansang, Lori	ESL n/c CHNB
Chen, Pearl	Counseling, New Student
Chuck, Terence	DSPS
Cohen, Rachel	LAC/ESL
Dennehy, Ann	ESL
Hector, Gina	Business
Heredia, Maria	NSCD
Ikeda, Vivian	ESL
Keys, Kerin	Math
Lamba, Carmen	CNIT
Mack, Amy	Counseling, New Student
Mar, Warren	Voc Ed
Mireles, Enrique	Counseling, Continuing Student
Muller, Lauren	IDST
Osborne, Marie	Counseling, New Student
Piontkowski, Dennis	Math
Powell, Celeste	CalWORKS
Rosenberg, Stephanie C.	Business
Schuricht, Robert	ESL
Walsh, Laura	ESL

**Basic Skills in Career and Technical Education**

Amen, Carol	DSPS
Antonich, Mischa	BEMA
Cataldo, Beth	IDST
Cheng, Eva	Counseling, New Student
Devlin-Clancy, Maura	CNIT
Donovan, Sharon	CDEV

Gormley, Jim

Transitional Studies

**Basic Skills in Career and Technical Education (con't)**

Harrison, Cindi	EOPS
Hernandez, Barbara	MIC GRPH
Johnson, Lisa	ESL n/c
Jones, Keith	Business, DTN
Lemley, Jamiel	Business, JAD
McCarthy, Monica	CSCD
Romano, Lisa	Counseling, New Student/Senate
Quadra, Indiana	CDPC
Skinner, Janey	HLTH
Song, Grace	ESL n/c CHNB
Thiry, Pierre	CNIT
Vanderslice, Ann	DSPS
White, Kathleen	CDEV
Zarubin, Elizabeth	English

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

Arack, Patricia	ESL
Beisbier, Beverly	ESL
Cheremeteff, Maria	Art
Denney, Erin	English
Elliott, Nancy	Art
Garcia-Denson, Diana	Foreign Language
Gillespie, Elgy	ESL n/c DTN
Gougoutas, Anne	Transitional Studies JAD
Guichard, Peggy	Health Care TC
Hale, Cecil	BEMA
Harada-Garcia, Betty	Counseling, International Student
Holsten, Matthew	ESL
Kukimoto, Yukiko	LVN
Lau, Scott	Counseling, New Student
Liu, Scarlet	EOPS
Loo, Josephine	WSP/LAC
Maestre, Jose M.	Business
Montagna, Michael	English
Munson, Chantilly	Biology
Rowley, Shaun	LAC
Spingoloa-Connolly, Jeannie	Counseling, New Student
Teti, Fred	Math

**Basic Skills in the Liberal Arts and Sciences (Con't)**

Toth, Andrea	ESL
Wall, Ellen	English
Yee, David	Physics

**Faculty requesting reassignment of committee**

<b><u>NAME</u></b>	<b><u>CURRENT GROUP</u></b>	<b><u>NEW GROUP</u></b>
Johnson, Stephan	Programs & Services	Liberal Arts & Sciences
Messer, Alisa	Stud Dev & Acad Support	Programs & Services
Tracy Burt	Stud Dev & Acad Support	Programs & Services