

Official Minutes  
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL  
Wednesday, November 5, 2008  
Evans Campus, Room 220B

**Council Members Present:** Mary Bravewoman, Steven Brown, Beth Cataldo, Ophelia Clark, Nora Goodfriend-Koven, Hal Hunstman, Tore Elder Langmo, Renato Larin, Suzanne Lo, Elliott Osborne, Marie Osborne, Francine Podenski, Denise Quinn, Lisa Romano, Maria Rosales-Uribe, Karen Saginor, Jane Sneed, Fred Teti, Edgar Torres, Trinh T. Tran, Ellen Wall, David Yee

**Council Members Absent:** Michael Estrada, Lynda Hirose, Madeline Mueller, Luz Maria Pena, Indiana Quadra, Leticia Silva

**Other Senate Members Present:** Greg Keech

**I. Call to Order**

The Academic Senate Executive Council came to order at 246 pm

**II. Adoption of Agenda**

Council adopted the agenda.

**III. Approval of Minutes: Bipartite - October 5, 2008**

Council approved the minutes with corrections.

**IV. Approval of Minutes: October 22, 2008**

Council approved the minutes with corrections.

**V. Officers' Reports**

**A. President Huntsman reported:**

- Huntsman is on his way to attend the State Academic Senate Plenary in Los Angeles. He will be representing Engineering department in their effort to change the minimum qualifications for teaching biotechnology. Resolutions to be considered at the State Plenary may be reviewed online.
- The CCSF Technology Plan is currently being reviewed by the Academic Policies Committee. It will come back to us after that.
- The revised job description for Associate Dean of Financial Aid is available for review. If there are any concerns with this final version, contact Huntsman.
- Information is available concerning Perkins allocations for 2008-2009. Contact Huntsman if you'd like more information.
- The Bipartite graduation requirements committees have been formed with the following memberships:
  - Math.** Tom Boegel, Sharon Donovan, Quince Gilbert, Hal Huntsman, Muriel Meunier-Fiebelkorn, Alice Murillo, Dennis Piontkowski, Fariborz Saniee, Lisa Romano/Monica McCarthy (depending on availability for meeting times)
  - English.** Tom Boegel, John Batty-Sylvan, Hal Huntsman, Gregory Keech, Muriel Meunier-Fiebelkorn, Alice Murillo, Kyle Thornton, Lisa Romano/Monica McCarthy (depending on availability for meeting times)

**B. 2<sup>nd</sup> Vice President Yee reported on the groundbreaking ceremony for the Chinatown/North Beach Campus and the dedication of the Orfalea Family Center at the Ocean Campus.**

**C. Secretary Saginor announced that a progress report on the Soccer field is on the agenda for the Board of Trustees work session for Thursday, November 6.**

**VI. Committee Appointments**

<b>Resolution 2008.11.05.01 Shared Governance Committee Appointments – Unlimited membership.</b>
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**Resolved**, that the Academic Senate Executive Council approve the appointments to shared governance committees with unlimited membership, as recommended by the Committee on Committees.

Moved: Langmo; seconded: Wall; motion carried unanimously.

**Resolution 2008.11.05.02** Shared Governance Committee Appointments – Limited membership.

**Resolved**, that the Academic Senate Executive Council approve the appointments to shared governance committees with limited membership, as recommended by the Committee on Committees.

Moved: Podenski; seconded: Brown; motion carried unanimously.

## VII. Unfinished Business

### A. Basic Skills Initiative Implementation Plan.

#### i. Review of Section IV: Professional Development.

BSI monies include both one time funds and ongoing funds. The total allocation for CCSF is \$2.1 million. Ongoing funding comes to \$400,000 of which it is proposed that \$283,000 be budgeted for positions that would coordinate College efforts, and \$117,000 of ongoing funds budgeted for specific programs. Council discussed the issues of funding programs and funding coordination needs.

#### ii. First Reading: Proposed Basic Skills Coordinating Committee.

Council reviewed the proposal for the formation of the Basic Skills Coordinating Committee and suggested some revisions.

### B. First Reading: Program Review process.

The draft proposal describes an annual process. Some data would be supplied by the Office of Research, the rest of the report would be written by the department and then peer reviewed by division-specific subcommittees.

### C. Report from the Student Learning Outcomes Task Force.

Council looked at a preliminary draft for the position of Learning Outcome Assessment Coordinator that was developed under the direction of Dr. Murillo based on similar positions at 10 other community colleges in California.

## VIII. New Business

### A. Report on Academic Senate for California Community College's Noncredit Issues Committee – Greg Keech.

Basic information about noncredit has been compiled in "The Role of Noncredit in the California Community Colleges". This document is available on the web at [http://www.asccc.org/Publications/Papers/Noncredit\\_2006.html](http://www.asccc.org/Publications/Papers/Noncredit_2006.html). Keech is working on a second document, which further explores the issues and which will be discussed at State Plenary.

### B. Review of the College Mission and Vision Statements.

Council is encouraged to participate in the online survey, and to contact Huntsman about significant comments or concerns regarding the Mission and Vision statements.

### C. First Reading: Sustainability Plan – Part 1.

Council tabled the Sustainability Plan until November 19th.

### D. First Reading: Resolution on a Satisfactory Progress (SP) Grade for Noncredit Courses.

This resolution has been recommended by the Non-Credit Issues Subcommittee and Academic Policies Committee. The statewide version of this resolution was approved by the Executive Council last year.

**Resolution 2008.11.05.03** Satisfactory Progress (SP) grade for Noncredit courses.

**Whereas**, students in many noncredit classes are expected to progress at their own paces; and

**Whereas**, students may make satisfactory progress but require more than one term to complete the curriculum of a course; and

**Whereas**, there is currently no grade that adequately describes such satisfactory progress for many students in noncredit classes; and

**Whereas**, the Title 5 areas of faculty primacy include grading policies; therefore be it

**Resolved**, that the CCSF Academic Senate of City College of San Francisco approve adding SP for Satisfactory Progress to the Catalog list of grading option for noncredit courses; and be it further

**Resolved**, that the Senate direct the Senate Officers to pursue this addition with the appropriate administrators and the Board.

Moved: Podenski; seconded: Larin; motion carried unanimously.

E. Discussion: Board of Trustees Self-Evaluation.

Council reviewed the draft Board Policy on Board Self-Evaluation. Suggestions from Council members included:

- Solicit input from each of the constituent groups.
- Add surveys by members of constituent groups and the community.
- Provide access to finished overall evaluation documents, as is done with program review reports and planning documents.

F. First Reading: Resolution Honoring Julia Bergman.

Council reviewed the draft and suggested changes.

#### **IX. Open Forum**

Topics discussed included possible term limits for service on shared governance committees and creating staged timelines for Executive Council action on complex documents, such as Basic Skills Initiative and Strategic Planning.

#### **X. Adjournment**

Council adjourned at 5:00 pm.

Respectfully submitted,  
Karen Saginor, Academic Senate Secretary

Appendix A  
Committee Appointments:

**Appointments to Committees for Committee/Subcommittee  
Academic Senate Meeting  
11/05/08**

(Approved by the Executive Council)

*Appointments to Committees with Unlimited Membership*

**Basic skills**

Stephanie Denney (reappointment) English

**Career and Technical Education**

Steven Brown Environmental Horticulture and Floristry  
Stephanie Rosenberg Business

**International Education**

Isabell Motamedi (reappointment) Foreign Languages  
Diana Garcia-Denson Foreign Languages  
Joanne Huang Counseling Services

**Noncredit Issues**

Stephanie Rosenberg Business

**Scholarship**

Marie Osborne (reappointment) Counseling Services

**Teaching, Learning & Tech Roundtable (TLTR)**

Francine Podenski (reappointment) BEMA

**Works of Art**

Diana Garcia-Denson Foreign Languages

*Appointments to Committees with Limited Membership*

**College Diversity**

Glenn Nance (reappointment) African American Studies

**Honors Issues**

Sami Kudsi (reappointment) English

**Information Technology Policy**

David Yee (reappointment) Physics

**Student Preparation/Success**

Peter Stoffer Counseling Services