

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday, April 29, 2009
Chinatown/North Beach Campus, Room 101

Council Members Present: Mary Bravewoman, Beth Cataldo, Ophelia Clark, Hal Huntsman, Suzanne Lo, Madeline Mueller, Marie Osborne, Luz Maria Pena, Francine Podenski, Karen Saginor, Jane Sneed, Fred Teti, Edgar Torres, Ellen Wall, David Yee

Council Members Absent: Steven Brown, Michael Estrada, Nora Goodfriend-Koven, Lynda Hirose, Tore Eldor Langmo, Renato Larin, Elliott Osborne, Indiana Quadra, Denise Quinn, Lisa Romano, Maria Rosales-Uribe, Leticia Silva, Trinh T. Tran

Other Senate Members Present: Susan Lopez

Guests: none

I. Call to Order

The Academic Senate Executive Council came to order at 3:58 pm.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: April 15, 2009

Council approved the minutes of April 15.

IV. Officers' Reports

President Huntsman reported that:

- The Chinese Ambassador to the United States, Zhou Wenzhong, and a delegation of high level Chinese government officials, including State Councilor Liu Yandong, visited City College on April 20. They were very interested in how community colleges work, looking at our model for providing education to Chinese citizens who have not gone to college.
- Huntsman, Torres, and Yee attended the State Academic Senate Plenary meeting April 16-18. They helped pass a resolution to recommend that the Board of Governors approve Biotechnology as a discipline for Community Colleges with specified minimum qualifications for instructors.
- At State Academic Senate Plenary a resolution was passed to relax the requirements for applying pre-requisites across disciplines (such as a Math prerequisite for a Physics course), by eliminating statistical evaluation and relying on a more careful content review process. The resolution included an amendment reminding districts to provide a process for students to challenge a prerequisite (taking a test, for example).
- The Basic Skills Ad Hoc Coordinating Committee is continuing to meet. Beth Cataldo has started work as CTE Coordinator. The Committee is working towards filling the remaining coordinator positions. The First Year Experience pilot is going forward for Fall 2009.
- Balloting for Executive Council closes Friday, May 1 at noon. The election commissioners hope to have the ballots counted by Tuesday afternoon.
- A position announcement is being drafted for Interim Associate Dean of Student Activities to replace Skip Fotch, who is retiring at the end of this semester.
- The hiring process for the Chief of Police is going forward, on pace for filling this position at the May meeting of the Board of Trustees.
- If the May 19 State ballot measures fail, our budget will be very seriously impacted. Next year is likely to be very difficult for CCSF financially.

2nd Vice President Yee reported on State Plenary sessions he attended.

Secretary Saginor reported that she is continuing to audio record Executive Council meetings.

V. Committee Appointments

Resolution 2009.04.29.01 Shared Governance Committee Appointments – Limited Membership.
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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: Yee; motion carried unanimously. Appendix A.

VI. Unfinished Business

A. Proposed Program Review Process.

The Program Review Committee has received 106 reports from departments and programs. A survey will be conducted to get feedback about the templates and the process. Adjustments will be made for next year.

B. Basic Skills Coordinators Positions – Reporting Process.

The position that Executive Council approved on March 25th specified that this coordinator would report to the Basic Skills Ad Hoc Coordinating Committee. However, the administration cannot approve the structure of a person reporting to a committee. It was proposed that one of the administrators serving on the BSAHCC be designated as the coordinator's supervisor.

Resolution 2009.04.29.02 Revision of Basic Skills Coordinators Positions.

Resolved, that the Academic Senate Executive Council revise the language previously approved in order to amend the hiring and reporting structure to bring it into conformity with college practices.

Moved: Podenski; seconded: Cataldo; motion carried.

The final language will be kept on file at the Academic Senate Office.

C. Discussion: Academic Calendar.

The problem of multiple Monday holidays will be examined by other shared governance committees. This issue was tabled to time uncertain.

VII. New Business

A. First Reading: Changes to Proposed Naming Policy.

Resolution 2009.04.29.03 Proposed Amendment to Board Policy on Memorials and Naming Opportunities (PM 7.16 or BP 6620) San Francisco Community College District Naming Policy.

Resolved, that the Academic Senate Executive Council endorse suggested changes to Board of Trustees Naming Policy Amendment.

Moved: Saginor; seconded: Cataldo; motion carried unaimously. Appendix B.

Executive Council examined a draft of guidelines for Named Gift Opportunities.

B. CTEA Allocations – Fred Teti.

Resolution 2009.04.29.04 CTEA Allocations.

Resolved, that the Academic Senate Executive Council accept the Perkins Career and Technical Education Act allocations for Fiscal Period 2008-2009.

Moved: Podenski; seconded: Cataldo; motion carried.

C. Basic Skills Initiative – Center for Teaching and Learning Coordinator Positions.

Resolution 2009.04.29.05 Center for Teaching and Learning Coordinator Positions.

Resolved that the Academic Senate Executive Council approve the proposed positions for Center for Teaching and Learning Coordinators as revised.

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

The final language will be kept on file at the Academic Senate Office.

D. Resolution Regarding the Use of the CCSF Logo and Name – David Yee.

Resolution 2009.04.29.06 Faculty Usage of the Trademarked CCSF Name.

Whereas, City College of San Francisco's name has been trademarked; and

Whereas, using the name of City College of San Francisco (CCSF) requires a payment of a trademark fee; and

Whereas, CCSF faculty in the course of their duties often need to use the name of CCSF on stationery, banners, etc; and

Whereas, the Vice Chancellor of Student Development at the February 2009 College Advisory Council meeting orally indicated that faculty could utilize the CCSF trademark without any fee;

Therefore, be it Resolved that the Vice Chancellor of Student Development provide a letter to the Academic Senate that reflects the intent of the oral agreement about unrestricted usage by faculty in their various college roles of the trademark name of City College of San Francisco and waiver of the associated fees; and

Be It Further Resolved, that the Vice Chancellor of Student Development establish a simple and easy process, in consultation with the Academic Senate, for faculty to get trademark usage authorization, e.g. when dealing with outside vendors; and

Be it Finally Resolved, that the Vice Chancellor of Student Development give a report on the final process of using the trademark to the Academic Senate by no later than October 1, 2009.

Moved: Wall; seconded: Teti; motion carried unanimously

Huntsman was asked to share this resolution with other constituent groups.

E. Discussion: Administrator Evaluations – David Yee.
This issue was not discussed.

F. Brown Act – Francine Podenski.
This issue was not discussed.

VIII. Open Forum

There was no open forum.

IX. Adjournment

Council adjourned at 5:14 pm.

Respectfully submitted,
Karen Saginor, Academic Senate Secretary

APPENDIX A
Committee Appointments

**Appointments to Committees for Committee/Subcommittee
Academic Senate Meeting
4/29/09
(Approved by the Executive Council)**

Appointments to Committees with Limited Membership

Basic Skills Ad Hoc Coordinating Committee

Suzanne Lo	Library / Learning Resources
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College Diversity Committee

Lynda Hirose (Reappointment)	Culinary Arts / Hospitality
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Curriculum Committee

Sylvia Buford	Child Development (Area E)
Elliott Osborne	Counseling (Area F)

Discrimination Harassment Prevention Committee

Manuel Romero	Auto / Trade Skills
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Information Technology Policy Committee

Anthony Costa	Library / Learning Resources
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Student Grade and File Review Committee

Karen Saginor	Library / Learning Resources
John Wilde (Resource, Reappointment)	DSPS
Jill Yee (Reappointment)	Behavioral Sciences

APPENDIX B

Proposed Amendment to Board Policy on Memorials and Naming Opportunities (PM 7.16 or BP 6620). San Francisco Community College District Naming Policy endorsed by the Academic Senate Executive Council 4/29/09

Considerations for Naming

It is the policy of City College of San Francisco to name buildings, other facilities and programs based on the following considerations:

1. To honor persons with appropriate outstanding historic, artistic, scientific or other extraordinary achievements; or
2. To honor persons recognized as having given extraordinary, dedicated service to the college; or
3. To honor persons who have made significant financial contributions to the college; or
4. To designate the function of the building of facility; or
5. To recognize a neighborhood or location.

District facilities may not bear the following types of names:

1. names that may cause confusion
2. names deemed to be prejudicial or discriminatory
3. names that reflect or promote individual or organizational intentions that are not consonant with the District's mission
4. names that imply an endorsement of an ideological or partisan political position
5. names taken from organizations or companies that sell or promote alcohol, tobacco, weapons, or illegal products
6. names whose financial sponsors could threaten the integrity of a District program or function

Internal District Procedures for Naming Opportunities:

The College's Shared Governance system shall review all naming proposals and make recommendations to the Chancellor and the Board of Trustees.

Proposals for naming buildings, facilities and/or programs shall be presented for review before the Facilities Review Committee (FRC). The FRC review includes, but is not limited to, consultation with faculty and staff working in the facility

The FRC will forward its recommendation to the Planning and Budgeting Council, the College Advisory Council (CAC) and the Academic Senate Executive Council, each of which will make its own recommendation to the Chancellor as to approval or disapproval of the recommendation. Upon review of the recommendations, the Chancellor shall forward his or her own recommendation with a summary of the constituent recommendations to the Board of Trustees.

If the name of a faculty member is being considered for a naming opportunity, the procedure will be the same as outlined in the previous paragraph, except that the Board will rely primarily upon the advice and judgment of the Academic Senate and its representatives.

The Board of Trustees shall make the final decision regarding the naming of buildings, other facilities, and programs within the San Francisco Community College District.

Changing Facilities Names

The renaming of any District facilities shall be subject to the above internal District procedure for naming opportunities.

The Board also reserves the right to remove any name that would violate the above naming considerations. If at any time following the naming of a District facility, circumstances change substantially or the District obtains information suggesting that the continued use of the name may violate the naming principles, the Chancellor shall consult with the District's General Counsel as appropriate regarding future action.

Administrative Regulations Regarding Gift Levels for Certain Naming Opportunities

Administrative Regulations regarding gift levels for certain naming opportunities shall be developed and approved by the Institutional Advancement Office and the CAC, with input from the City College of San Francisco Foundation Board of Directors through its Executive Director, and sent to the Chancellor as guidelines for his or her approval in seeking outside gifts for naming opportunities. These guidelines shall be reviewed annually and modified when deemed appropriate.

The Board of Trustees has final authority in accepting any and all proposed gifts for naming opportunities and approving any contractual agreements and/or necessary fiduciary oversight connected to any proposed gifts in relation to a naming opportunity.