

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday, October 20, 2010
Ocean Campus, Room MUB 370

Council Members Present: Thomas Blair, Steven Brown, Venette Cook, Beth Ericson, Beth Freedman, Hal Huntsman, Lancelot Kao, Suzanne Lo, Enrique Mireles, Madeline Mueller, Glenn Nance, Elliott Osborne, Indiana Quadra, Indiana Quadra, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Fred Teti, Ellen Wall, Kim Wise,

Council Members Absent: Mary Bravewoman, Christine Francisco, Matthew Holsten, Susan Lopez, Jane Sneed, Diana Verdugo, Carlos Webster,

Other Senate Members Present: Monica Bosson, James Macale

Guests: Deanna Abma, Leilani Battiste, Katie Gelardi, Ed Wong

I. Call to Order

The Academic Senate Executive Council came to order at 2:32 pm.

I. Adoption of Agenda

Council adopted the agenda.

II. Approval of Minutes: October 6

Council approved the minutes of October 6 with corrections.

III. Public Comment

Ed Wong from AFT 2121 came to seek faculty support for Propositions 24 and 25.

IV. Committee Appointments

Resolution 2010.10.20.01 Ad Hoc Committee Appointments – Accreditation Self Study Ad Hoc Committee.

Resolved, that the Academic Senate Executive Council approve the appointments to the Accreditation Self-Study Committees, as recommended by the Committee on Committees.

Moved: Blair; seconded: Brown; motion carried unanimously. Appendix A.

Resolution 2010.10.20.02 Shared Governance Committee Appointments – Unlimited Membership.

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: Wise; seconded: Brown; motion carried unanimously. Appendix B.

V. Unfinished Business

A. Accreditation.

Council discussed the importance of accreditation work and the need for more faculty to join.

Resolution 2010.10.20.03 Accreditation Self Study Chart and Timeframe.

Resolved, that the Academic Senate Executive Council approve the Organizational Chart and Accreditation Self-Study Timeframe.

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

Timeframe: http://www.ccsf.edu/Offices/Research_Planning/pdf/AccreditationTimeframe.pdf

Self-Study Chart:http://www.ccsf.edu/Offices/Research_Planning/pdf/AccreditationOrgChart.pdf

B. Second Reading: Bipartite Committee on Graduation Requirements

Council reviewed documents to be discussed in the Bipartite meeting on November 3. Council identified questions and concerns about the courses. A summary of concerns will be sent to Department Chairs prior to the meeting.

C. Second Reading: Credit by Examination.

Second Vice President Teti and Deanna Abma explained Credit by Examination policy. Council discussed policy options, fees, transferability, and ways to clarify the language describing the policy.

Resolution 2010.10.20.04 Credit By Examination Policy.

Resolved, that the Academic Senate Executive Council recommend the Board of Trustees approve the Credit by Examination Policy with minor changes.

Moved: Brown; seconded: Wise; motion carried unanimously. Appendix C.

D. Second Reading: Disposal of Empty Envelopes-Election and Chancellor Review.

Council reviewed the proposal presented by Schubert and Brown to dispose of envelopes used in elections in a secure and sustainable way.

Resolution 2010.10.20.05 Disposal of Empty Envelopes-Election and Chancellor Review.

Whereas, in the aftermath of the Academic Senate elections, many election envelopes with signatures remain, and

Whereas, retaining these envelopes for the purpose of handling potential election challenges becomes unnecessary after a reasonable period following the election,

Be it Resolved, that the Academic Senate Executive Council recommend that the envelopes be saved until the end of the second week of the subsequent semester, fall or spring, as appropriate. At that point they shall be shredded for protection of faculty signatures and disposed of.

Moved: Wise; seconded: Lo; motion passed with one abstention.

E. Second Reading: Sunshine Policy.

Schubert reviewed policy as it refers to faculty's intellectual property, which has been previously negotiated with AFT 2121. Council discussed unfinished status of document, the lack of clear wording, and the unacceptable vagueness. District Council Battiste presented information about the need to follow the California Public Records Act, and the evolving nature of intellectual property law. Council tabled further discussion until a clean document is received.

F. Second Reading: Administrative Position: Associate Dean of Contract and Continuing Education. Council discussed updated job description and the relationships between faculty and deans when coordinating instruction.

Resolution 2010.10.20.06 Associate Dean of Contract and Continuing Education

Resolved, that the Academic Senate Executive Council recommend the job description for Dean of Contract and Continuing Education as amended.

Moved: Huntsman; seconded: Wise; motion carried unanimously. Appendix D.

VI. New Business

A. First Reading: Administrative Position: Associate Dean of Registration and Records (Noncredit)

Council discussed number of deans, open administrative positions and the College budget. Council members were asked to send comments to President by email.

B. Proposal to Name Basketball Court for Brad Duggan

Council discussed a proposal to name a basketball court for Coach Brad Duggan. Council offered no objections to this proposal which the Board of Trustees will have on their October 27th agenda.

VIII. Officers' reports

A. President Saginor reported that:

- Aggressive campaigns by Human Life Alliance at the Ocean Campus have been called to her attention.
- Faculty are needed to serve on search committees, such as the Vice Chancellor of Legal Services and Dean of Downtown Campus and School of Business.
- Faculty are also needed to conduct an RFP (Request for Proposal) to select a vendor for the Multi-use Building Cafe.
- Also, an Academic Senate member needs to be nominated to serve on the Board of Trustees for the Foundation of City College of San Francisco. Brown volunteered and Council approved.
- The Chancellors' office has announced five Student Equity Hearings beginning Friday Oct 22, 2010. Dates have been posted on the Associated Students website.
- Facilities Review committee will consider "re-purposing" space for ITS at Gough Street and the Veterans Resource Center in Cloud Hall.

- An explanatory memo has been sent to the Board of Trustees to facilitate understanding about Shared Governance and reasonable timeframes. Memo also has been posted on Associated Student website.

B. Vice President Wise reported that letters and email of confirmation have been sent to new Shared Governance committee members who were approved at the last Council meeting.

C. Second Vice President Teti reported that By-laws workgroup continues to meet.

IX. Committee Reports:

A. AP committee is continuing work on clarifying the incomplete removal policy, transfer degree SB 1440. The committee is also developing mechanism, for example, attachment to the instructional calendar, for informing faculty about changes in academic policy that affect instruction.

X. Open Forum

A. James Macale presented information about Financial Aid for approximately 27,000 students. Counselors will present information about the impact of grading on Financial Aid on Flex Day. Online resources are available:

<http://www.ccsf.edu/NEW/en/student-services/financial-aid/RtTitle4.html>

<http://www.ccsf.edu/NEW/en/student-services/financial-aid/SAP.html>

B. Brown announced Facilities Review Committee meeting will include a discussion of the impact of ADA work.

XI. Adjournment (5:00)

Respectfully submitted,
Venette Cook, Academic Senate Secretary

Appendix A

Faculty requests for appointment to Accreditation Self-Study October 20, 2010

Andrew Chandler	Architecture
Anna Asebedo	Art
Rebecca Ancheta	Behavioral Sciences
Ray Gamba	Behavioral Sciences
Susmita Sengupta	Biology
Francine Podenski	Broadcast Electronic Media Arts
David Dore	Business
Dora Dye	Business
Robin Pugh	Business
Claudia Ferreira da Silva	CNIT
Donna Hayes	Continuing Student Counseling
Jack Sparks	Continuing Student Counseling
Ellen Conaway	DSPS

Paul Johnson	DSPS
Soon Lee	DSPS
Philip Magalong	DSPS
Olga Shvarts	DSPS
Marc Kitchel	Economics
Cynthia Dewar	Education Technology Office
Jodi Naas	English
Ellen Wall	English
Jennifer Worley	English
Michelle Gorthy	English/ Speech
Steven Brown	Environmental H/F
Lorelei Leung	EOPS
Scarlett Liu	EOPS
Beverly Beisbier	ESL
Lori Cabansag	ESL
Kim Franklin	ESL
Robin Gates	ESL
Anna MacAndrew	ESL
Teresa Pon	ESL
Lee Vogt	ESL
Winnie Yiu	Financial Aid Office
Jacques Arceneaux	Foreign Languages
Ana Garcia	Foreign Languages
Hsin-Yun Liu	Foreign Languages
Isabelle Motamedi	Foreign Languages
Nora Goodfriend-Koven	Health Science
Ish Ishibashi	IDST
Caroline Priestley	Institute for International Students
James Connor	Adm. Justice and Fire Science
Barbara Johnson	Adm. Justice and Fire Science
Alan D'Souza	Library/LLRC
Bonnie Gratch-Lindauer	Library/LLRC
Sascha Hutchings	Library/LLRC
Andrea Niosi	Library/LLRC
Luis Escobar Jr.	New Student Counseling Department
Marie Osborne	New Student Counseling Department
James Wong	New Student Counseling Department
Madeline Mueller	Music
Erin Cunningham	Nursing
Fred Cauthen	Physics
Kyle Thornton	Radiologic Sciences
Pablo Rodriguez	Trans Studies
Maria Rosales Uribe	Trans Studies

Appendix B

Appointments to Committees with *Unlimited Membership*
Academic Senate Meeting
10/20/2010
(Approved by the Executive Council)

International Education Advisory

Name	Department	Credit/NC	Campus
<i>Re-appointment</i> Isabelle Motamedi	Foreign Languages	C	Ocean

Sustainability

Name	Department	Credit/NC	Campus
<i>New Faculty</i> Alan D'Souza	Library Services	C	Ocean

Works of Art

Name	Department	Credit/NC	Campus
<i>Re-appointment</i> Mine Ternar	Art	C	Ocean
<i>New Faculty</i> Jeffrey Goldthorpe	English	C	Ocean

Appendix C

Credit by Examination

According to Section 55050 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit by examination, under certain circumstances:

- a. City College of San Francisco may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
- b. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- c. Units for which credit is given shall not be counted in determining the minimum 12 semester hours of credit that must be taken at CCSF to meet the residence requirement. (See Associate Degree Graduation Requirements.)

1. Credit by CCSF Examination

Students may be eligible for credit by examination if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course. Permission to challenge

a course by examination is granted by the appropriate department chair, who also determines which courses are eligible for credit by examination. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration.

Students may petition for credit by examination for selected courses offered at City College of San Francisco in accordance with the following policies and procedures:

1. Determination of eligibility for credit by examination:
 - a. The student must be currently enrolled [in City College](#).
 - b. All enrollment and or nonresident tuition fees must be paid in full and any holds on registration must be cleared prior to petitioning for credit by examination.
 - c. The student must be in good standing, and cannot be on academic or progress probation.
 - d. The student must meet the requirements for the individual course as specified in the current City College catalog.
 - e. The student may not have already completed nor currently be enrolled in a course more advanced than that for which credit by examination is requested.
 - f. The student must not have previously enrolled in and received an evaluative symbol (e.g., letter grade, W, P/NP) for the course for which credit by examination is requested.
 - g. The student must not have previously attempted the course by examination and failed.

2. Maximum credit allowable:
 - a. The maximum number of units creditable by examination toward the Associate degree is 45 semester units.
 - b. A student will not be permitted to receive a certificate or an associate degree using credit by examination for more than three quarters of the units completed at City College.
 - c. A student will not be permitted to fulfill the general education or major requirements for the Associate degree using credit by examination for more than three quarters of the units completed at City College.

3. Limitations:
 - a. Credits awarded by examination are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors, [financial aid](#), or graduation residency requirements.
 - b. Only one course in a direct series of courses may be awarded credit by examination, e.g., MATH 90, MATH 95, or MATH 110A or MATH 110B, not more than one of these courses. A student with the appropriate knowledge may take the examination in MATH 110B and receive four semester units for this course; however, the student cannot take examinations in all four courses above and be awarded 16 semester units of credit by examination. (The Allied Health and Nursing Programs are exempted from this policy.)
 - c. **Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept credit by exam.**
 - d. Credit by examination is awarded the grade of "P" (pass) or "NP" (no pass), which does not factor into the student's cumulative G.P.A.

4. Process to petition:
 - a. Contact department chair to inquire if credit by exam is available for the course.
 - b. Complete Petition for Credit by Examination form.
 - c. Pay fee. Note: The fee for credit by exam will not be more than the current cost per unit.

- d. Take the examination given by the department chair or designee.
- 5. Transcript: A grade of “P” (pass) or “NP” (no pass) will be noted on the student’s transcript at the end of the semester.

Appendix D

DRAFT RESOLUTION:

Resolved, that the Academic Senate Executive Council approve the job announcement for Associate Dean Education/Continuing Education using the text and providing clarifications for Major Duties and Responsibilities, and Desirable qualifications as shown as in Attachment

Updated ~~9/20/10~~ 2010/10/20

Associate Dean, Contract Education/Continuing Education (Office of the Vice Chancellor of Policy and Research)

Position Description: The Associate Dean of Contract Education/continuing Education provides administrative leadership and supervision for contract education and continuing education programs.

Reports to: Associate Vice Chancellor, Office of Workforce and Economic Development and Grants

Major Duties and Responsibilities:

Responsibilities in Contract Education:

1. Administer and manage all contracts, projects, and ancillary services to businesses, industry, and government agencies in accordance with District policies, procedures, and regulations.
2. Coordinate the initiation of contracts with businesses and industry; monitor the implementation and delivery of educational services.
3. Coordinate, supervise, and evaluate Contract Education program activities and staff.
4. Provide leadership in implementing marketing strategies to expand program offerings.
5. Develop distance learning strategies using videoconferencing facilities.
6. Prepare quarterly program and financial reports. ~~Prepare quarterly program and fiscal reports; prepare and monitor budget; ensure that income and expenditures are consistent with projection. [Please clarify: for whom are reports written? state agencies? auditors?]~~
7. Supervise preparation of board resolutions, special service agreements, and other related paperwork related to District procedures.
8. Confer with Department Chairs ~~and~~ School Deans, and faculty in staffing classes.
9. Coordinate and serve as liaison to instructional departments that are involved in the delivery of contracts; coordinate arrangement for classes and facilities as needed.
10. Ensure that all programs are conducted according to contract ~~Ensure that all program areas are implemented according to contract guidelines.~~
11. ~~Chair~~ Attend meetings of the Contract Education Advisory Subcommittee and the Workplace Learning Advisory Committee. Serve as chair if elected.
12. Work with Associate Vice Chancellor of Workforce, Economic Development and Grants, School Deans, Department Chairs, and faculty to implement Workforce component of the Education Master Plan.

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13. ~~Oversee the implementation of~~ Collaborate with CCSF ITS to monitor the network and database system in the Contract Education Office.

14. Prepare written and oral reports as requested; develop and deliver presentations to businesses, industry, and government agencies; supervise the revision of the marketing plan.

15. Coordinate with other community colleges and local private/public higher education institutions in ~~delivering~~ collaborative projects.

16. Represent the Office of Contract Education and the District; attend various local and/or state agency meetings as assigned.

17. Serve on District ~~S~~shared ~~-G~~overnance committees as assigned.

18. Perform other duties as assigned by the supervisor.

Responsibilities in Office of Continuing Education:

19. Provide overall supervision in the planning, development, and implementation of a self-supporting continuing education program.

20. ~~work-Confer~~ with Department Chairs, School Deans, and faculty to develop classes, and workshops.

21. Coordinate faculty assignment, class scheduling, and facilities coverage with appropriate administrators, Coordinators, and Department Chairs.

22. Provide orientation for new instructors and lecturers and ensure they understand lifelong-learning component of the CCSF Mission Statement.

23. Prepare quarterly program and financial reports.; Prepare and monitor budget to ensure that income and expenditures are consistent with projection. [Please clarify: for whom are reports written? state agencies? auditors?]

24. Prepare budget modification and transfers as needed.

25. Oversee the internal operating system to ensure that office procedures are consistent with District policies and regulations.

26. Supervise Continuing Education program coordinators, program developers, and support staff.

~~27. Prepare quarterly program and financial reports.~~

28. Provide overall supervision in fee collection, accounting, refunds, and bank deposits.

29. Coordinate and monitor the preparation of board resolutions, faculty assignment forms, guest lectures, special services agreements, and related paperwork.

30. ~~Participate on the~~Attend meetings of the Continuing Education Advisory Subcommittee and the Program Advisory Committee. Serve as chair if elected.

~~31. and other~~Serve on District ~~S~~shared ~~-G~~overnance committees as assigned ~~by the Associate Vice Chancellor of Workforce, Economic Development and Grants.~~

~~34~~32. Develop an external marketing plan.

~~33~~32. Evaluate the College for Teens Program; work with Department Chairs and administrators, as appropriate, to plan for summer program. [Please verify, College for Teens is under Continuing Ed or Contract Ed??]

~~34~~3. Perform other duties as assigned by the supervisor.

City College of San Francisco Minimum Requirements:

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds (Required).

2. Earned Master's Degree or higher from an accredited institution of higher education.

3. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

4. Three (3) years of experience in instruction or student services in an accredited post-secondary institution.

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[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Demonstrated knowledge in all phases of business operations, including controlling and managing all phase of the business operation: controlling and managing operating budgets.
2. Demonstrated knowledge in pricing and marketing.
3. Successful experience in personnel management and success in working with administrators, classified staff, department chairs, and faculty.
4. Demonstrated ability to successfully communicate complex facts and ideas both in writing and in public speaking.
5. Demonstrated ability to make sound decisions in a timely manner.
6. Demonstrated ability in identifying problems, to take initiative in carrying through the required actions to completion.
7. Demonstrated ability to develop consensus through collegial consultation.
8. Demonstrated knowledge of and successful experience in developing marketing strategies.
9. Demonstrated knowledge of and successful experience in curriculum/program planning, program development, and evaluation.
10. Demonstrated ability to work under pressure and tight timelines.