

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday, December 1, 2010
Ocean Campus, MUB Room 370

Council Members Present: Thomas Blair, Steven Brown, Venette Cook, Beth Ericson, Beth Freedman, Hal Huntsman, Lancelot Kao, Suzanne Lo, Susan Lopez, Enrique Mireles, Madeline Mueller, Glenn Nance, Elliott Osborne, Karen Saginor, Louis Schubert, Jane Sneed, Fred Teti, Diana Verdugo, Ellen Wall, Carlos Webster, Kim Wise.

Council Members Absent: Mary Bravewoman, Christine Francisco, Matthew Holsten, Indiana Quadra, Maria Rosales-Uribe,

Other Senate Members Present: Francine Podenski

Guests: Chung Cheung Liu, Pam Mery, Mimoza Rapo

I. Call to Order

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

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: November 10, 2010

Council approved the minutes of November 10, 2010, with corrections.

IV. Public Comment

- Steve Brown announced Horticulture holiday gift sale.
- Madeline Mueller announced “Carmina Burana” on Sunday and Tuesday Jazz Concert.

V. Officers’ Reports

President Saginor distributed a list of meetings she attended and:

- Reported that at the State Plenary, she learned about State Senate Bill 1143, first proposed as a
- ~~planned~~ ~~completed~~ ~~performance~~ ~~base~~ ~~budget~~ ~~figure~~ ~~steps~~ ~~passed~~ ~~in~~ ~~the~~ ~~form~~ ~~of~~ ~~an~~ ~~abolish~~ ~~grad~~ ~~task~~
- ~~force~~ ~~to~~ ~~examine~~ ~~AF~~ ~~holiday~~ ~~party~~
- ~~announced~~ ~~the~~ ~~AF~~ ~~holiday~~ ~~party~~
- ~~input~~ ~~from~~ ~~local~~ ~~Senates~~ ~~towards~~ ~~definitions~~ ~~of~~ ~~student~~ ~~success~~. Saginor will host two meetings in December to discuss metrics of student success. Senate members were invited to contact Saginor.

2nd Vice President Teti reminded:

- Committee and Council of upcoming bylaws workgroup meetings.

Secretary Cook reported that

- Sound files for minutes will soon be available online, and
- She introduced two Associated Student Council Officers from Civic Center Campus, President Mimoza Rapo and VP Chung Cheung Liu.

VI. Committee Appointments

Faculty who have applied more than one year ago to serve on committees will need to reconfirm their interest before appointments are made.

Resolution 2010.12.01.01 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: Brown; seconded: Blair, motion carried unanimously. Appendix A

Resolution 2010.12.01.02 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: Blair; seconded: Wise, motion carried with 3 abstentions. Appendix B

VII. Unfinished Business

A. Second reading: Named Gift and Other Giving Opportunities & Board Policy BP 6620: Memorials and Naming Buildings.

Council discussed P1 with regard to shared governance. Saginor explained that P1 and S2 were pulled from November 9 Board of Trustees meeting. Mueller discussed workgroup review of P1 and previous policies and naming regulations. The current P1 document contains parts of past policies and future ideas. Council suggested “sponsor” is better language than “naming”, and that the college reserve the exclusive right to name a facility.

Resolution 2010.12.01.03 Approval for BP 6620 and Named Gift and Other Giving Opportunities

Resolved, that Council approve Draft Policy BP 6620 and Guidelines for Named Gift and Other Giving Opportunities with suggestions and with the understanding that further review will be made.

Moved: Brown; seconded: Lopez; motion carried.

B. Second Reading: Electronic Faculty Discussion Forum.

Council discussed and then amended the resolution after one time extension. Council agreed that the recently created listserv will need further refinement for ease of use and management, so that faculty have ample opportunity for discussion, and yet are not overburdened by large volumes of messages which cause storage problems in groupwise email.

Resolution 2010.12.01.04 Approval for Academic Senate Listserv

Resolved, that Council refer the listserv resolution to its workgroup for further refinement with regard to access and storage.

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

C. Second Reading: Administrative Positions

Saginor reported that after meeting with Clara Star some suggestions had been rejected by administration regarding Dean of Downtown Campus. Council stated that general responsibilities should be stated in each job description and that some discussion would be best served within Department Chairs Committee.

Resolution 2010.12.01.05

Resolved, that Council authorize the President to bring the proposed job descriptions as edited by the Council for: Dean of Faculty Support Services, Course/Room Scheduling; Dean of Evans and Southeast Campuses; Dean of Behavioral and Social Sciences; Dean, School of Science and Mathematics; and Dean of International Education and Retention Programs, to Human Resources.

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

VIII. New Business

A. Discussion: Strategic Plan Second Draft

Council discussed semester's activity, district wide procedures and comments from draft hearings in order to be ready to suggest changes in the next meeting. Council discussed draft language and detailed suggestions were requested by email. Pam Mery noted items on each page are not prioritized; yet there is symbolic meaning in the order. Saginor asked that Council prepare to discuss again in detail at the January meeting and also asked Council to contact her with ideas about what council endorses and does not endorse in the plan which exists to feed all other plans and is part of accreditation process.

B. First Reading: Waiting Lists and Priority Registration.

Resolutions from Academic Policies Committee were presented and discussed about current practices for waiting list procedures.

Resolution 2010.12.01.06 Waiting Lists

Resolved, that the Academic Senate Executive Council approve a proposal from Academic Policies Committee to adopt policies and procedures to achieve the following:

- a) that a student must take action with 48 hours of receiving the e-mail alert;
- b) that the pre-requisite check be done when the student applies for the wait list;
- c) that a student can only put his/her name on one waiting list for the same class;
- d) that time conflicts be deemed okay if for a different course;
- e) that students be allowed to see their place on the waiting list;

And,

Be it Further Resolved, that these policies and procedures become retroactively effective for the term of Spring 2011: and

Be it Finally Resolved, that Registration and Enrollment Subcommittee solicit feedback from participants to assess impact.

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

Resolution 2010.12.01.07 Registration Priorities for Guardian Scholars and SFUSD graduates

Resolved, that the Academic Senate Executive Council approve a proposal from Academic Policies and the Registration and Enrollment Committees to grant priority registration to Guardian Scholars at the same level as Athletes;

And,

Be it Further Resolved, that registration priority for new matriculated SFUSD graduates be continued as a pilot program for one year to give priority for new SFUSD graduates in Fall, 2011;

And

Be it Finally Resolved, that any future request for registration priority be accompanied by a plan from the Vice Chancellor of Academic Affairs to add sufficient corresponding sections to accommodate the cohort without displacing any other groups.

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

Resolution 2010.12.01.08 Accommodating International Students without special registration priority

Resolved, that the Vice Chancellor of Academic Affairs be urged to work with various departments to reserve seating and direct international students to open classes without special registration priority;

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

IX. Open Forum

- Podenski requested that students be more fully advised about their Ed Plans so that when they cannot get into first choice classes, they take other classes to get priorities later. Counselors responded they make every attempt to do so.
- Council closed with moment of silence for Dean Glick.

X. Adjournment

Council adjourned at 5:00 p.m.

Respectfully submitted,
Venette Cook, Academic Senate Secretary

**Appointments to Committees for Committee/Subcommittee
Academic Senate Meeting
12/01/10
(Approved by the Executive Council)**

Appendix A

Appointments to Committees with Unlimited membership:

Career and Tech. Education Subcommittee (Academic Policies)

Constance Conner	c	Computer Science/Technology	New Application	11/9/2010	L130
Patricia Chytrowski	c	Graphic Communications	New Application	10/31/2010	V48

Facilities Projects Subcommittee (Facilities Review)

Andrew Chandler	c	Architecture	New Application	11/15/2010	L229
Linda Hege	c	Business	New Application	11/29/10	C106

International Education Subcommittee (Academic Policies)

Lee Vogt	n	ESL	New Application	11/22/10	JAD
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Noncredit Issues Subcommittee (Academic Policies)

Carmen Roman-Murray	n	ESL	New Application	11/29/2010	JAD
Lee Vogt	n	ESL	New Application	11/22/10	JAD

Sustainability Subcommittee (Facilities Review)

Carla Grandy	c	Earth Sciences	New Application	11/19/2010	S5
Diva Conrad	n	Business	New Application	11/9/2010	JAD

Works of Art Subcommittee (Facilities Review)

Robin Gates	c	ESL	New Application	11/8/2010	L186
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Appendix B

Appointments to Committees with Limited membership:

College Planning and Budgeting Council

Madeline Mueller (DCC)	c	Music	DCC	Reappointment	11/23/2010	A83
Marc Kitchel (AFT)	c	Social Sciences	AFT	Reappointment		L142
Fred Teti	c	Mathematics		New Application	10/26/2010	L254
Hal Huntsman (Resource)	c	Mathematics		New Application	11/19/2010	L328

Curriculum Committee (Academic Senate)

Louis Schubert (A)	c	Social Sciences		New Application	10/8/2010	L138
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Discrimination Harassment Prevention Subcommittee (College Diversity)

Jennifer Levinson	c	English		New Application	11/16/2009	L122
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Distance Learning Advisory Subcommittee (Academic Policies)

Carol Reitan	c	Foreign Languages		New Application	2/5/2010	LB2
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Information and Technology Policy Committee (College Advisory Council)

Constance Conner	c	Computer Science/Technology		New Application	11/9/2010	L130
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Parking-Transportation Subcommittee (Facilities Review)

Joy Durighello	c	English as a Second Language		New Application	10/8/2010	L128
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Student Preparation and Success Committee (Academic Senate)

Carla Grandy c Earth Sciences

New Application

11/19/2010

S5

Transfer Issues Advisory (Academic Policies)

Ana Rita Garcia c Foreign Languages

New App (2nd choice)

11/15/2010

A67

APPENDIX C (*Please refer to the attached document*))