Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday, March 9, 2011
Downtown Campus, Room 821

Council Members Present: Thomas Blair, Mary Bravewoman, Steven Brown, Venette Cook, Beth Ericson, Christine Francisco, Matthew Holsten, Hal Huntsman, Lancelot Kao, Suzanne Lo, Susan Lopez, Enrique Mireles, Madeline Mueller, Glenn Nance, Elliott Osborne, Indiana Quadra, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Jane Sneed, Fred Teti, Diana Verdugo, Ellen Wall, Kim Wise

Council Members Absent: Beth Freedman, Carlos Webster

Other Senate Members Present: Kristina Whalen

Guests: Katie Gelardi, Lidia Jenkins, Pamela Mery

I. **Call to Order**
The Academic Senate Executive Council came to order at 2:35 p.m.

II. **Adoption of Agenda**
Council adopted the agenda as amended.

III. **Approval of Minutes: February 23, 2011**
Council approved the minutes of February 23 as perfected.

IV. **Public Comment**
- Associate Student representative Katie Gelardi spoke about the coming Student Council and Student Trustee elections. She welcomed faculty to attend a forum addressing election concerns and timeline.
- Brown reported on meeting with contractors and David Ligett concerning cypress tree removal behind Batmale Hall. He informed the Council that 10 new trees will be planted.
- Brown, recommended to the CCSF Foundation Board of Trustees by the Academic Senate, reported meeting twice with members of their nominating committee. He will attend another meeting of the CCSF Foundation Board on March 15th. Council spoke about the importance of faculty representation at Foundation meetings.

V. **Officers' Reports**
President Saginor reported that:
- She explained information about SB 1440 transfer degrees and the Bipartite Resolution at the February Board of Trustees meeting. The Board approved the resolution.
- She attended the State Academic Senate Student Success Institute across the Curriculum meeting. SB1143 and Performance Based funding continue to be topics of discussion at the state level.
- Numerous budget meetings continue being held by the College Planning and Budgeting Council as well as the Board of Trustees Budget Committee. Meetings are tentatively scheduled through June. She reported that no recommendations had been made to date.

- Administrative evaluation survey forms are now available. Requests for forms can be made via phone or email. She encouraged Council and all faculty to respond. Responses are confidential and anonymous.
- No money is available for faculty travel; very limited funding is in the budget for faculty development.
- Internet content filtering continues to be a college concern, and it was discussed at College Advisory Council and a resolution may be at the next Board of Trustees meeting. She presented concerns from CAC about access to wireless accounts and authentication requirements.
- She encouraged Council to respond to Employee survey before the March 9 deadline.

2nd Vice President Teti reported that

- Academic Senate 10+1 rules refer to budgeting process, and thus he encouraged Council to learn about and participate vigorously in the budget process.

Secretary Cook reported that

- Electronic Faculty Forum has been launched.
- Council can encourage and support colleagues who are new to listserv discussion procedures and offer useful discussion topics.
- The Senate website hosts introduction and welcome information.

VI. Committee Appointments

Resolution 2011.03.09.01 Shared Governance Committee Appointments – Limited Membership and Unlimited Membership.

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

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

VII. Unfinished Business

I. Council discussed the amended and improved Evaluation of the Chancellor, and the need to send evaluations to faculty before Spring break.

Resolution 2011.03.09.02 Evaluation of the Chancellor

Resolved, that the Academic Senate Executive Council approve the evaluation of the Chancellor as amended.

Moved: Lo; seconded: Blair; motion carried unanimously. Appendix B.

II. Council discussed role of Program Review as well as ways it can be conducted as succinctly as possible.

Resolution 2011.03.09.03 Program Review Time Line Change

Whereas, Program Review process is listed in Title 5 as one of the 10+1 areas of faculty primacy;

Whereas Program Review was changed three years ago from a comprehensive six-year process to a more streamlined annual process in order to make it both more relevant and less burdensome;

Whereas, Because Program Review remains burdensome and is not yet streamlined, due not to the quantity of information required, as much as to the yearly cycle during which these assessments must be carried out;

Whereas, The College would be better served if departments and units had an "off" year to be able to take action on the improvement plans they have made in their program review years;

Whereas, The information obtained in a biennial review would still be reasonably current for all purposes for which annual Program Reviews are now utilized; therefore, be it

Resolved, that the CCSF Program Review cycle be changed from annual to biennial; be it further

Resolved, That the Academic Senate urge the Chancellor and Vice Chancellors take such measures as required, in cooperation and consultation with the College Planning and Budgeting Council and the College Advisory Council, in order to effectuate this change; and be it finally

Resolved, That Program Review take place in 2011 as already scheduled and that the form, timeline, and other details be reviewed with the Program Review Committee prior to the next biennial deployment.

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

III. **By-Laws Work Group Recommendations:** Council discussed the provisions for calling meetings and the verification process for signatures and recommended the changes to Article II be returned to the work group. Council discussed language regarding Proxy voting. Council delayed vote on final three resolutions in order to give two weeks notice to entire Senate before changing constitution, as required.

IV. **Strategic Plan**: Council asked to email suggestions and changes to Saginor within one week. Compilations of suggestions and changes will be sent to Council members for further discussion at next meeting. Some Board of Trustees members have suggested that the Strategic Plan will be used in decisions about budget cuts. Council discussed challenging such a notion since this is not past practice.

VIII. **New Business**

I. **Excessive Member Absences:** Saginor emphasized the need to reliably and quickly reach quorum at Council meetings to conduct business. Council discussed how absences and possible changes to quorum affect the function of the Senate, and also how to be respectful in

communication about absences. Council recommended By Laws work group review language, and policy for the next meeting.

II. **Accreditation Self Study**: Council discussed language about the role of professionalism and academic freedom. Council asked to look at Self Study and give feedback to appropriate Chairs, to encourage colleagues to review, and/or to post statements to EFF. As the Self Study proceeds, WASC will determine if we are self reflective and work with a clear process that shows efforts to make improvements.

III. **Pilot Program for Concurrently Enrolled High School Students:**
Lidia Jenkins presented details about the proposed pilot program. Council discussed the pilot program and recommended careful consideration of data on student success. Chair Kristina Whalen said Student Success Committee would work together with Matriculation subcommittee. High school students and SF Unified principals need essential knowledge of course difficulty, prerequisites and existing data on student success. Council discussed ways to encourage high school students to enroll in summer programs, but also foster successful completion of courses. Council asked Prep/Success to consider continuing the pilot into the Fall 2011 semester.

Resolution 2011.03.09.04 Pilot Program for Concurrently Enrolled High School Students

Resolved, that the Academic Senate Executive Council recommend to the Board of Trustees the proposed pilot program for concurrently enrolled high school students for Summer Session 2011.

Moved: Brown; seconded: Sneed; motion carried.

IV. **Administrative Reorganization:** Chancellor announced at College Advisory Council that he will step down at end of next fiscal year and also wants to make interim appointments. He maintains these appointments will be cost effective and will merely shift workload. Council discussed administrative roles and budget concerns. Saginor will invite Chancellor to the next Council meeting.

IX. **Open Forum**

- Several members expressed concern about room maintenance and desk placement, which can negatively impact seating capacity in classrooms.
- A proposal is being made that AFT bargain to extend holiday observances in our calendar. These changes will be discussed at the AFT 2121 March 22nd meeting.
- Astronomy will showcase faculty on Friday afternoons and host an Open House on Wed. March 9th as part of 75th Anniversary Celebration.

X. Adjournment

Council adjourned at 5:06pm.

Respectfully submitted,
Venette Cook, Academic Senate Secretary

APPENDIX A

Committee Appointments

Faculty appointed to committees with limited membership:

Academic Policies Committee (Academic Senate)

Carla Grandy	c	Earth Sciences	New Application		S5

Grading Policies Subcommittee (Academic Policies)

Ellen Wall	c	English	New Application		L183

Student Grade and File Review (Student Preparation and Success)

Karen Saginor as RESOURCE	c	Library Services	Reappointment for Resource		E202

Faculty appointed to committees with unlimited membership:

International Education Subcommittee (Academic Policies) – Don't recruit for other committees

Kovak Williamson	n	Business	New Application		JAD

Scholarship Subcommittee (Student Prep/Success) – Don't recruit for other committees

Mandy Liang	b	Counseling Services	Reappointment		E205
Terri Taylor		Counseling Services	New Application		JAD

Teaching, Learning and Technology Roundtable (Academic Policies) – Don't recruit for other committees

Melissa McPeters	n	Transitional Studies	New Application		
Susan Schall	n	ESL	New Application		Gough

APPENDIX B

Evaluation Of The Chancellor

2010–2011 PERFORMANCE EVALUATION OF CHANCELLOR DR. DON Q. GRIFFIN

This instrument for the annual evaluation of the Chancellor consists of three parts: Management Responsibilities and Duties, Chancellor's Objectives, and Overall Assessment. It is intended that this instrument be used by members of the Board of Trustees in conjunction with a written report submitted by the Chancellor outlining his accomplishments.

The rating key for evaluating each of the items below is the following:

A = EXCELLENT — Frequently exceeds job requirements
B = GOOD — Exceeds job requirements
C = SATISFACTORY – Meets job requirements
D = IMPROVEMENT NEEDED – Meets some, but not all requirements; needs improvement
E = UNSATISFACTORY – Fails to meet job requirements
Blank = Not applicable or not observed

MANAGEMENT RESPONSIBILITIES AND DUTIES

The following elements for evaluation represent the major responsibilities and duties of the Chancellor in the areas of general management and leadership, planning leadership, staff leadership, student leadership, fiscal management, academic and student development leadership, community and outside leadership, communication and personal traits.

A. General Management and Leadership

1. Effectively articulates, communicates and implements the institutional goals, mission, and vision, and fosters institutional movement toward such goals.
2. Operates with the highest ethical standards and promotes the same within the total College operation.
3. Demonstrates an effective style of leadership in the discharge of all duties and responsibilities of the Office of the Chancellor.
4. Deals effectively with unusual or crisis situations.
5. Inspires confidence within the College community.
6. Encourages, supports and inspires academic achievement/excellence.
7. Encourages and supports professional staff development activities, e.g., scholarly productivity and grant-writing.
8. Has moved the District in a more environmentally friendly direction.
9. Maintains open and appropriate level of communications with internal constituencies of the College (Board of Trustees, faculty, administration, classified staff, and students).

B. Planning Leadership

10. Provides leadership necessary to ensure the successful implementation of the College's planning processes.
11. Provides fiscal leadership.
12. Provides leadership regarding planning for the future.
13. Provides leadership in planning and development of technology for administrative and academic purposes.

C. Staff Leadership

14. Demonstrates openness and accessibility to staff at all levels: faculty and administrative and classified staff.
15. Delegates authority to staff members appropriate to the position each holds.
16. Treats all personnel fairly.

D. Fiscal Management

17. Evaluates the financial needs of the District and prepares an appropriate annual budget.
18. Maintains stability and accountability in areas of budget and finance; reviews priorities, expenditures, processes, and procedures in light of fiscal constraints.
19. Deals effectively and decisively with financial constraints and/or economic challenges.

E. Academic and Student Development Leadership

20. Provides emphasis on academic issues; sets priority goals for improvement of student performance.
21. Develops policies to implement state community college performance outcomes for all programs, including but not limited to student enrollment, student retention, student transfer, student graduation, student placement, and employer satisfaction.
22. Demonstrates openness and accessibility to all students; actively participates in student activities; responds to students' needs and concerns.

F. Community and Outside Leadership

23. Maintains a presence and appropriate involvement in all community activities.
24. Promotes and endeavors to maintain a positive image of the College in the community.

G. Personal Qualities

25. Accepts responsibility and accountability for the decisions he makes.
26. Is skilled at analyzing and addressing problems, challenges and conflicts.
27. Works well with diverse groups and individuals, supports and fosters appreciation of diversity.

H. Management Responsibilities and Duties – Overall Rating

28. I rate the Chancellor's performance of Management Responsibilities and Duties during the evaluation period as:

I. Overall Rating

29. I rate the Chancellor's overall performance during the evaluation period as:

J. **Additional Comments:**