

Official Minutes  
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL  
Wednesday, March 23, 2011  
Ocean Campus, MUB 180

**Council Members Present:** Thomas Blair, Mary Bravewoman, Steven Brown, Venette Cook, Beth Ericson, Matthew Holsten, Hal Huntsman, Lancelot Kao, 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, Carlos Webster, Kim Wise

**Council Members Absent:** Christine Francisco, Beth Freedman, Suzanne Lo

**Other Senate Members Present:** Monica Bosson

**Guests:** Chancellor Griffin, Pamela Mery

**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: March 9, 2011**

Council approved the minutes of March 9, 2011 with corrections and February 23 Bipartite minutes with the attachments to be forthcoming.

**IV. Public Comment**

- Huntsman commented that the EFF has functioned well and allows access for communication between all faculty.
- Blair announced the need to advertise courses being offered to increase enrollment.
- Mueller announced music and free desert at Dessertamiento on April 15.
- Lopez announced ESL has been handing out fliers to students to increase enrollment.
- Osborne commented that Council and all faculty should suggest ways to trim and manage budget. Council discussed forums to learn about budget and to create advisory information, as well as inviting Goldstein or Bilmont to Council.

**V. Officers' Reports**

President Saginor reported that:

- March in March was a success.
- Search committees have begun to meet for administrative positions.
- Basic Skills Ad Hoc Coordinating committee is sunsetting and is meeting with Basic Skills Subcommittee to redistribute work.
- AB1143 Student Success Task Force has a website for public comment and feedback. She asked the Council to look at the website and consider participating. This may be an important public comment opportunity for performance based funding.
- She attended the Board's Planning and Budget Committee meetings.
- Chancellor's vision for budget cuts will probably mean the college will not scale back classes in Fall 2011 semester, but will scale back classes in Spring 2012 semester.
- Next Board agenda includes administrative reorganization, Faculty Division Internship Programs, Grow Your Own, and a resolution about content filtering.
- She continues to investigate concerns about Wifi access.

- Administrator evaluation surveys are available and confidential. Council members are encouraged to fill out short forms before the April 8<sup>th</sup> deadline.
- Chancellor evaluations have been sent to faculty mailboxes and are due April 22<sup>nd</sup>.
- Executive Council nomination petitions are due April 8<sup>th</sup>. She encouraged Council to run again if possible, and also to encourage colleagues to run.
- Council meeting on April 13 will be at MUB rather than at Chinatown. Exact location will be announced.

Secretary Cook reported:

- The TLC has provided how-to documents for faculty having trouble managing email with the listserv, EFF.
- She has been helping faculty unsubscribe when necessary.
- The listserv has begun to offer interesting discussion threads, and may be useful with coming elections and budget concerns.

## VI. Committee Appointments

**Resolution 2011.03.23.01** Committee Appointments – Limited, Unlimited, and Non Shared Governance Membership

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

Moved: Schubert; seconded: Blair; motion carried with one abstention (Sneed).  
Appendix A

## VII. Unfinished Business

- A. **By Laws to Academic Senate Constitution.** Council discussed that the proposed language about 1) Parliamentarian, 2) Article IX, and 3) Proxy Voting, needs to be approved to send out to all faculty for 10 instructional days. Council discussed the need to explain Article IX. Motion CU.

**Resolution 2011.03.23.02 Proposed Language Changes to By Laws of the Academic Senate Constitution**

Resolved that the Executive Council approve the language as amended be sent out to faculty for ten instructional days.

Moved Huntsman, seconded Teti. Motion carried unanimously. Appendix B

- B. **Strategic Plan.** It was pointed out that the Strategic Plan is not only a college document, but is also used for outreach and funding.

**Resolution 2011.03.23.03 Approval of Objectives and Priorities for the Strategic Plan Draft**

Resolved that the Executive Council approve the Objectives and Priorities for the Strategic Plan Draft as amended.

Moved Wise, seconded Schubert. Motion carried unanimously. Appendix C

**C. Administrative Reorganization**

Chancellor presented information about the need to create the new position of Vice Chancellor of Campuses, Financial Aid, Admissions and Records and New Student Counseling. Council posed questions about funding, responsibility, and community support.

**Resolution 2011.03.23.04 Approval of new Vice Chancellor Position**

Resolved that the Executive Council endorse the proposed Board Resolution 110324-S9 about the new Vice Chancellor of Campuses, Financial Aid, Admissions and Records, and New Student Counseling.

Moved Wise, seconded Brown. Motion carried. Appendix D

**VIII. New Business**

A. Commendation of the March in March was presented in first draft for approval at next meeting.

**IX. Open Forum**

- Brown has been approved as faculty representative to the Foundation. He reported 1 million from Osher Foundation and other funds that will help bridge budget gaps.
- Short-term online classes for careers were announced.

**X. Adjournment**

Council adjourned at 4:59 pm with congratulations to Daly City on the occasion of its 100th anniversary.

Respectfully submitted,  
Venette Cook, Academic Senate Secretary

## **Appendix A**

### **Faculty appointed to committees with limited membership:**

#### College Planning and Budgeting Council

Jane Sneed	n	Transitional Studies	New Application		MIS
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#### CSU/UC Breadth Requirements Subcommittee (Academic Policies)

Maria Heredia	c	New Student Counseling	Reappointment		E205
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#### K-12 Partnership Subcommittee (Academic Policies)

Melissa McPeters	n	Transitional Studies	Reappointment		
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#### Registration/Enrollment Subcommittee (Academic Policies)

Timothy Killikelly	c	Social Sciences	Reappointment		L145
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#### Student Grade and File Review (Student Preparation and Success)

Jill Yee (Chair)	c	Behavioral Sciences	Reappointment		L215
Maura Devlin-Clancy	c	Computer Science/Technology	New Application		S67

### **Faculty appointed to committees with unlimited membership:**

#### Career and Technical Education Subcommittee (Academic Senate)

Maura Devlin-Clancy	c	Computer Science/Technology	New Application		S67
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#### Scholarship Subcommittee (Student Prep/Success)

Carolina Avila	b	Counseling Services	Reappointment		MIS
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#### Student Complaint Subcommittee (Student Prep/Success)

Sylvia Buford	c	Child Dev/Family Studies	Reappointment		MU247
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### **Faculty appointed to non-shared governance committee**

#### Rehabilitation

Tandy Iles	c	Health Science	Reappointment		MU353
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## **Appendix B**

### **By-Laws Work Group Recommendations**

#### **Parliamentarian**

Resolved, That the CCSF Academic Senate modify its By-Laws Article V to read as indicated here:  
Each year's Council is authorized to establish its own rules and procedures *and to select, upon nomination by the President or designee(s), one or more Parliamentarians, who may but need not otherwise be affiliated with CCSF, for consultation and advice pertaining to such rules and procedures. Parliamentarians who are Council members retain all Constitutional rights of membership, such as making and voting on motions.*

#### **Delete Article IX**

Resolved, That the CCSF Academic Senate delete Article IX from its By-Laws:

- ~~1. Upon ratification of the Constitution by both the Credit Senate and the Non-credit Senate of the San Francisco Community College District, this Senate under this Constitution and these by laws shall be created. For a period of time not to extend beyond Spring semester 1992, the Executive Council of this Senate shall consist of the Council members of the aforementioned Credit and Non-credit Senates. The first order of business of the Executive Council under this Constitution and by laws shall be to elect new officers.~~
- ~~2. For the first election of Executive Council members, the fifteen members with the highest number of votes shall be elected for two year terms to the Executive Council. The fourteen candidates with the next highest number of votes shall be elected one year terms. The President of the Executive Council shall convene a meeting of the new Executive Council within two weeks of the tabulation of election results.~~

#### **Proxy voting**

Resolved, That the CCSF Academic Senate add the following to its By-Laws:

“There is no proxy voting except when required by applicable law, such as in cases of conflicts with religious observances.”

## Appendix C

### Objectives and Priorities of Strategic Plan Draft

#### A. EXCELLENCE IN TEACHING, LEARNING, AND SUPPORT SERVICES

Strengthen and improve academic and student development programs to enhance student learning outcomes and promote access, progress, and success for all students.

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- I. **Recognize academic freedom and collegial professionalism as central to the college** Emphasize the central role of faculty professionalism and academic freedom in fulfilling the teaching and learning component of the CCSF mission. [Moved to I. from VI.]
- II. Implement strategies to close achievement gaps for identified groups, increase retention and persistence, and support all students in achieving their goals **including transfer and achievement of certificates and degrees.**
- III. Strengthen and improve programs and courses including alignment with the Educational Master Plan, student learning outcomes, and the accreditation self-study report.
- IV. Respond to the educational and training needs of students and communities through implementation of workforce, STEM, and community development initiatives.
- V. Strengthen links between/among departments and programs with classes in basic skills instruction, **including but not limited to:** Transitional Studies, ESL, Mathematics, English, and Career Technical Education.
- VI. Strengthen collaboration among various departments and segments within the College including enhancement of noncredit offerings with facilitation of seamless student movement between noncredit and credit.
- VII. Assess student and academic support systems, under the direction of its departments, and develop and implement strategies to most effectively serve students.
- VIII. Assess the College curriculum, with multicultural perspectives and inclusiveness among the criteria for excellence.
- IX. Strive to make multicultural perspectives and civic engagement the norm for all disciplines, as appropriate.
- X. Promote the infusion of appropriate sustainability practices and themes into curriculum, learning resources, student support services, and staff development initiatives.
- XI. Integrate artistic and cultural resources into the institutional life of the College.
- XII. Support faculty and staff in the use of **effective** best practices in teaching and learning and develop ongoing professional learning programs that promote **such** these strategies.

- XIII. **Encourage** Expand out-of-classroom learning activities to provide a range of opportunities, including service learning, internships, tutoring, mentoring, and cultural and recreational activities.
- XIV. Provide on and off campus opportunities for cultural exchange including exposure to **diverse environments** increased diversity and global careers.
- XV. **Develop explicit benchmarks and certificates to acknowledge and document noncredit student achievement.**

## **B. COMMUNICATION AND INFORMATION**

Improve communication among all CCSF constituencies, including students, alumni, and community partners. Coordinate the dissemination of information to these groups.

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- I. Increase opportunities to engage in communication and collaboration across all constituent groups in order to develop more consistent and complete information about college programs, resources, and policies.
- II. Increase use of social media and other communication tools across the College and for communication with the students and communities the college serves.
- III. Design outreach communications (publications, web, visual, audio) to appeal to local, state, national and global audiences, including translation of print materials into multiple languages.
- IV. Coordinate the dissemination of information to potential students to ensure greater success in outreach activities.
- V. Strengthen and support College shared governance, including educating the College community about its processes.
- VI. Collect, analyze, review and disseminate a broad array of relevant data to inform decision making in all areas of the college.
- VII. Conduct employer and professional practice surveys to evaluate curriculum competencies **in particular in career and technical education disciplines.**
- VIII. Implement strategies to preserve institutional knowledge.
- IX. Promote sustainability efforts throughout the College using educational materials about environmentally sustainable practices and policies.
- X. Ensure appropriate levels of privacy and security for electronic and other communications.

## C. CAMPUS FACILITIES AND COMMUNITIES

Respond to the changing academic, CTE, student service, cultural and personal goals and needs of students and communities throughout San Francisco.

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- I. Continue to improve our outreach services and partnerships **with** ~~in the~~ high schools and local **community organizations**. ~~communities~~.
- II. Move toward an appropriate level of student services and curricular offerings at each campus.
- III. Collaborate with community partners to provide wrap-around services for students who need extra support to succeed (i.e. services that contribute to physical, mental, social and economic well-being).
- IV. Complete building projects currently in progress, **and assess future needs for facilities planning, funding, construction, utilization and consolidation** ~~research the feasibility of adding new buildings,~~ always adhering to College standards for sustainability.
- V. Improve the availability of facilities **at all campuses** for **classrooms**, tutoring **spaces**, group study rooms, and labs, ~~especially for teaching basic skills and noncredit~~.
- VI. Develop regular maintenance plans, including retrofits for existing facilities, to provide a high quality educational environment and meet the needs of programs and students, always adhering to College standards for sustainability.
- VII. Collaborate with community partners in promoting sustainability.
- VIII. Provide sustainable, ergonomic seating, furniture, equipment, and ADA accommodations for all facilities.
- IX. Create a maintenance plan for artistic and cultural resources of the College.

**X [III.] Develop and implement daily maintenance and custodial standards.**

## D. DIVERSITY AND INCLUSIVENESS

Promote diversity and inclusiveness at all levels of the College.

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- I. Foster a supportive, positive, and productive environment for our diverse employees and students.
- II. Implement strategies to close student achievement gaps for identified **underrepresented** groups and groups not yet identified who might be affected by achievement gaps. **Groups for which we need data so that achievement gaps may be identified include, but not limited to,** including transgender students, foster youth, homeless / at risk students, ~~and~~ AB540 students, **and in noncredit, students who received less than a 6th grade education in their native language**.
- III. Provide support for and expand the success of underrepresented students in meeting transfer goals.
- IV. Support and maintain successful College retention programs and other programs for underserved



students, underrepresented students of color, and all underrepresented student populations.

- V. Increase the opportunity for students to support other students through peer mentors, tutors, and other appropriate methods.
- VI. Maintain a commitment to ensure that all programs and services are in compliance with the Americans with Disabilities Act of 1990 (ADA).
- VII. Expand distance education offerings **where possible** in order to accommodate students who are unable to attend classes at physical locations, including exploring methods to document attendance for noncredit online classes.
- VIII. Increase the opportunity for students from **underrepresented** underserved populations to access educational technology readily and easily by ensuring that **appropriate** necessary equipment is accessible on all campuses and tech support is available.
- IX. Improve the registration process to enable students, especially recent graduates of San Francisco high schools, to better access all pre-collegiate **and collegiate** courses in a manner that promotes persistence in the sequence.
- X. Develop policies and support systems to increase opportunities for incoming students to accurately demonstrate their abilities on CCSF placement examinations, including the exploration of alternative testing methods and modalities.
- XI. ~~Expand,~~ **I**mprove, and promote greater access to financial aid and other support resources for all credit and noncredit students.
- XII. Create structures that encourage and support student participation from diverse segments of the CCSF community in the college's sustainability efforts.

## **E. TECHNOLOGY**

Update technology infrastructure, hardware, and software to support the College's vision and mission.

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- I. Establish a "refresh program" that updates, recycles, or replaces obsolete hardware, software, and infrastructure by investing in cost effective technology and adopting application replacement cycles throughout the district.
- II. Encourage departmental collaboration in the procurement and use of equipment and software.
- III. Encourage standardization of equipment for simpler maintenance and repair.
- IV. Increase access and support for appropriate technology-mediated instructional equipment used to enhance student learning such as smart classrooms and instructional labs.

- V. Improve the use of interactive digital technologies especially those used by students such as CCC Apply, application processes for financial aid and certificates of achievement.
- VI. Make education technology programs and services accessible across all campuses and online, to all employees including part-time faculty.
- VII. Use technologies to promote sustainable practices, greater efficiencies, and reduce waste.
- VIII. Increase access and technological support for distance learning and other outside-the-classroom learning modalities.
- IX. Improve student access to computer labs and other technology resources using integrated systems and consistent policies and procedures.
- X. Create structures to evaluate and disseminate information about appropriate technologies and institutional effectiveness.
- XI. ***[IX] Ensure equitable access to library resources for distance learning and other outside - the - classroom learning modalities by providing adequate levels of online library resources.***

## **F. RESOURCES AND STAFFING**

Support workforce practices that ~~maintain our commitment to~~ “put students first” and that are economically, socially, and environmentally sustainable for the College and its employees.

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- I. Advocate for state policies that provide a sustainable resource base for community colleges.
- II. Identify dependable funding streams for operational priorities and innovation while ensuring educational excellence and effective and efficient use of College resources.
- III. Develop employment policies that ensure sufficient service to employees and students to maintain the continuity of services.
- IV. Assess staffing levels across departments and programs and make adjustments that rebalance human resources.
- V. Increase the recruitment and hiring of a diverse faculty, staff, and administration.
- VI. Explore ways to better address cyclical workloads such as College-wide cooperation and sharing professional expertise.
- VII. Support critical collaborations between ***and among counseling faculty, instructional faculty, librarians, administrators, and classified staff.*** ~~student services, classroom instructors, administration, and support staff.~~
- VIII. Provide ~~centralized~~ support for the College’s sustainability/green efforts.

- IX. [X] Ensure professional development opportunities are available to all CCSF employees, especially for new faculty, classified staff, and administrators.
- X. [IX] Conduct periodic assessments of ~~the need for~~ professional development *needs* including input from key college constituencies.

## Appendix D



# City College of San Francisco

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • (415) 239-3000

**DATE:** March 24, 2011

**S9**

**TO:** Board of Trustees

**FROM:** Dr. Don Q. Griffin, Chancellor

**Subject:** **Special Organization and Personnel Approval of Recommendation to Create Division and the Position of Vice Chancellor Campuses (Southeast/Evans Campus, Mission Campus, & Civic Center Campus), Financial Aid, Admissions and Records, and New Student Counseling (Resolution No. 110324-S9)**

### **BACKGROUND INFORMATION:**

The Vice Chancellor of Campuses (Southeast/Evans Campus, Mission Campus, & Civic Center Campus), Financial Aid, Admissions and Records and New Student Counseling provides leadership and supervision of the Campus Deans (Southeast/Evans Campus, Mission Campus, & Civic Center Campus), Financial Aid Office, the Admissions and Records Department, and the New Student Counseling Department.

These areas of the College need direct input and interaction with neighborhood community groups, and appointing an administrator over the campuses allows for direct responsibility to engage communities, increase enrollment and monitor programs. Additionally the Vice Chancellor Campuses (Southeast/Evans Campus, Mission Campus, & Civic Center Campus), Financial Aid, Admissions and Records, and New Student Counseling will address the financial aid needs, the admissions and records needs, and new student counseling needs of students across all campuses.

Moreover, the Vice Chancellor will further address the financial aid needs of students by exploring student grants awards and scholarships. This realignment will include the EOPS and

CalWorks programs that currently provide student support and services. Board of Trustees' approval is required.

This move is permissive under Title 5 (Section 53021 c3) of the California Code of regulations, which permits the Chancellor to upgrade, reclassify, or rename a position.

**RECOMMENDATION:**

RESOLVED: That authorization be given to the Chancellor to create the division and position Vice Chancellor Campuses (*Southeast/Evans Campus, Mission Campus, & Civic Center Campus*), Financial Aid, Admissions and Records, and New Student Counseling; and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Don Q, Griffin, Chancellor – Originator