Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday May 18, 2011
Ocean Campus, MUB 140

2010-2011 Council Members Present: Thomas Blair, Steven Brown, Venette Cook, Beth Ericson, Matthew Holsten, Hal Huntsman, Lancelot Kao, Suzanne Lo, Susan Lopez, Enrique Mireles, Madeline Mueller, Glenn Nance, Elliott Osborne, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Jane Sneed, Fred Teti, DianaVerdugo, Ellen Wall, Kim Wise

2010-2011Council Members Absent: Mary Bravewoman, Christine Francisco, Beth Freedman, Indiana Quadra, Carlos Webster

2011-2012 Council Members Present: Jacques Arceneaux, Anna Asebedo, Thomas Blair, Monica Bosson, Steven Brown, Robert Clark, Venette Cook, Anthony Costa, Erin Cunningham, Beth Ericson, Bill Goodyear, Stephan Johnson, Lancelot Kao, Benedict Lim, Suzanne Lo, Susan Lopez, Enrique Mireles, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Fred Teti, DianaVerdugo, Melinda Weil, Kovak Williamson, Kim Wise

2011-2012 Council Members Absent: Indiana Quadra

Other Senate Members Present: Ophelia Clark, Alan D'Souza, Kim Ginther-Webster

I. **Call to Order**
The Academic Senate Executive Council came to order at 2:37 p.m.

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

III. **Approval of Minutes: May 4, 2011**
Council approved the minutes of May 4 with corrections.

IV. **Officers' Reports**
President Saginor reported that

- The second draft of the Accreditation Self Study Report is online and ready for review and feedback. She explained that work on the Accreditation Self Study Report will continue over summer. The final draft will be brought to the Council next fall for approval.
- The officers participated in the Administrative Evaluation Oversight Committee meeting about which Saginor also distributed a written report. The Committee discussed the scale, the value, and the weight of both the long form of the evaluation that is distributed to selected faculty, classified and administrators and the short form that is distributed, collected and tabulated by the Academic Senate Office. The number of evaluations returned and the importance of written comments were also considered and discussed. The Committee reviewed how often evaluations should be completed.
- Saginor reported on the status of networking and content filtering. The resolution on content filtering has been sent to the Facilities, Infrastructure, and Technology Committee of the Board of Trustees. It was not on the agenda for the past two meetings of that committee and may be addressed in fall. Chief Technology Officer Hotchkiss has surveyed community colleges and found that many require authentication for wireless access. At a recent College Advisory Council meeting, District Counsel Batiste reported that the college needs to keep network access information due to homeland security and copyright concerns. Saginor reported that she requested from District Counsel information about the specific laws. Saginor requested volunteers from Council to contact other colleges to research recordkeeping and authentication practices.
- The Board of Trustees website has been improved so that it is easier to search resolutions.
- On May 6th, Saginor facilitated a Professional Development Forum that discussed issues and obstacles to participation in College-sponsored activities. A report on the discussion will be shared on EFF (Electronic Faculty Forum).

- Objectives and Priorities from the Draft Strategic Plan have been discussed and approved in various meetings and committees and are available online. A draft of the full Strategic Plan will be made public soon. Milton Marks, Chair of the Board Institutional Effectiveness Committee, asked that the draft be agendized for the May 24 evening meeting. Saginor encouraged Council to attend and also to attend the June 7th meeting.
- A recent Board committee meeting discussed the designation of smoking areas on the Ocean Avenue campus. This issue was discussed and went through shared governance about two years ago. The designated areas have not been fully chosen.
- The Governor's May revision came out May 16. College Planning and Budgeting Council endorsed budget principles one year ago and these have been endorsed again. Saginor agreed with the Council that Program Review should drive the budget as recommended in the last Accreditation Self Study.
- The Administration has proposed no changes to the fall course offerings. For Spring 2012, there will be fewer class sections offered than there were in Spring 2011. We can expect very few replacements for retired faculty, classified, or administrators.. Summer school 2012 will be 70% of current program.
- Saginor plans to attend two CCSF graduation ceremonies and encouraged Council to also show support.

2nd Vice President Teti reported that:

- Academic Policies Committee has been discussing the possibility of giving an FW grade. Title 5 allows this grade, and it would be advantageous for the Financial Aid Office. Further information will be forthcoming in the fall semester.
- There has been an increase in people asking for a degree or certificate earned in the distant past, but college records may be missing. A work group in Department Chair Council will investigate and report.
- WASC requires every college have a policy about hours of work for one credit that complies with federal policy. CCSF will be compliant with Title 5. Since California requirements are more stringent, we will also be in compliance with federal regulations.
- The Board of Trustees Audit Committee has drafted a charter, which would function as a mission statement. This charter would allow the committee to meet in closed session with whomever they wish. The faculty feel such authority resides in the entire Board of Trustees. He reported that this Charter allows the Audit Committee, not the whole Board, to institute special investigations.

Secretary Cook reported that:

- Sound recordings of Council meetings would be posted on the Senate website over the summer, and continue to be posted in the future.
- EFF has hosted some discussions of interest, but some faculty have expressed concern over the Council's opt out decision and the opt out process. CCSF IT support staff has suggested changing the opt out process so that faculty would all be *invited* to join and thus opt in. Since the Council voted for the current set-up, she suggested Council review the EFF role and set-up in the fall semester.
- She encouraged the Council to initiate shared governance and professional development topics of discussion on EFF.

V. Unfinished Business

A. Council discussed quorum language and concerns about signatures on petition before voting.

Resolution 2011.05.18.01 Article II: Regular Plenary, Special Plenary, and Special Meetings

Resolved, That the CCSF Academic Senate modify its By-Laws Article V to read as indicated here:

1. A Regular *Plenary*, ~~or~~ Special Plenary*, or Special Meeting* shall be defined as an official meeting of the Senate as a whole. Any ~~Plenary session~~ *of these* must be held on an official College calendar day.

2. If the Senate calls a Special Plenary, the District will be asked to cancel classes and the meeting's agenda will be open to resolutions from the floor.

3. If the Senate calls a Special Meeting, classes continue to meet and the agenda is fixed (cf. Constitution Article VII).

4. Only Senate members may vote.

5. A quorum at a *Regular* Plenary ~~session~~*, Special Plenary, or Special Meeting* shall consist of the members present if notification of the meeting has been given seven days in advance. Any ~~plenary session~~ *Regular Plenary, Special Plenary, or Special Meeting* called by the Council with less than seven days' notice shall be defined as an Emergency ~~Session~~ *Special Plenary or Emergency Special Meeting*, ~~in~~ *at* which quorum shall consist of more than ~~25~~ *12.5* percent *(one eighth)* of the members of the Senate.

6. Any member of the Senate may request that the signatures on a petition (cf. Constitution Articles VII, IX, XI) be validated within a reasonable amount of time by the Shared Governance Office or the Human Resources Office.

Moved: Brown; Seconded Schubert; MC

B.

Resolution 2011.05.18.02 Extension of Pilot Project for Concurrently Enrolled High School Students

Whereas, The Academic Senate Executive Council approved a pilot project modifying certain matriculation test requirements to allow concurrently enrolled high school students to register for classes other than mathematics and English without taking a matriculation test for Summer 2011; and

Whereas, Conclusions from the Summer pilot project will not be available before Fall enrollment begins; and

Whereas, The Student Preparation and Success Committee has endorsed the extension of the pilot project through the 2011-12 academic year, conditional upon the Research and Planning Office committing to support the assessment of this pilot project; and

Whereas, The Research and Planning Office has indicated that it will support the assessment of this pilot project; therefore, be it

Resolved, That the Academic Senate Executive Council approve the extension of the pilot program through the 2011-12 academic year.

Moved: Verdugo; Seconded Schubert; MCU

C.

Resolution 2011.05.18.03 Commendation of CCSF Journalism

Whereas, Current and former City College journalism students won a combined 20 awards at the Journalism Association of Community Colleges (JACC) State Conference on April 9, 2011 in Sacramento; and

Whereas, General excellence awards were won by The Guardsman, Etc. Magazine, and the Guardsman Online; and

Whereas, Journalism Department Chair Juan Gonzales received a Lifetime Achievement Award in Journalism Education from the California Journalism Education Coalition; and

Whereas, The Guardsman captured awards in layout, informational graphics, photo illustrations, news features, audio slide shows, editorial cartoons, news photos, news stories and features; and

Whereas, Etc. Magazine won awards in profiles, features, opinion stories, photo essays, layout, covers, and illustrations; and

Whereas, Guardsman Photography Editor Frank Ladra and Reporter Matthew Gomez were both awarded $100 scholarships; therefore be it

Resolved, That the Academic Senate congratulate the Journalism students and faculty for the 20 awards and 2 scholarships won by CCSF in the JACC competition; and be it further

Resolved, That the Guardsman, The Guardsman Online, and Etc. Magazine all be commended for their general excellence as recognized by the JACC; and be it further

Resolved, That the Academic Senate commend our colleague Juan Gonzales on receiving a Lifetime Achievement Award in Journalism Education from the California Journalism Education Coalition; and be it finally

Resolved, That the Academic Senate recommend to Chancellor Griffin that a special resolution be forwarded to the Board of Trustees to recognize these accomplishments.

Moved: Brown; Seconded: Lo MCU

D.

Resolution 2011.05.18.04 Resolution Supporting Faculty Innovation

Whereas, the Academic Senate of City College of San Francisco values student learning above all else; and

Whereas, the Academic Senate wishes to encourage faculty driven improvements in teaching and student support services that will lead to increased student success; therefore, be it

Resolved, that the Academic Senate will initiate and develop recommendations for a faculty driven process to encourage and fund innovative approaches with great potential for improving the success of students at City College, and be it further

Resolved, that the Academic Senate will welcome participation with students, classified staff, the administration, and the Board of Trustees in continuing to promote effective innovation in learning and teaching.

Moved: Schubert; Seconded: Kao; MCU

E.

Resolution 2011.05.18.05 Recommendations for Crisis Assessment and Intervention Team

Whereas, CCSF is developing a Crisis Assessment and Intervention Team to promote the safety of all students and employees; and

Whereas, Faculty (i.e., Academic Senate members) can be very effective in eliciting our students' safety concerns; therefore be it

Resolved, That the Academic Senate recommend that faculty with expertise in areas such as counseling, psychology, health services, DSP&S, veterans' services and public safety be consulted in the creation of policies for the scope and operation of a Crisis Assessment and Intervention Team; and be it further

Resolved, That the Academic Senate support the establishment of a Crisis Assessment and Intervention Team that includes at least two positions for faculty members to be nominated by the Academic Senate President after appropriate consultation and appointed by the Police Chief or designee; and be it finally

Resolved, That the Academic Senate recommend that mental health counseling services be readily available for those who seek assistance.

Moved Brown; Seconded: Wise/ MCU

VI. New Business

A.

Resolution 2011.05.18.06 Recommendation to Honor All Retirees

Resolved, that the Academic Senate commend retiring faculty, administrators, and classified staff and honor them with certificates.

Moved: Brown; Seconded Teti; MCU

B. Teti explained annual Perkins allocations that are granted to Career and Technical Education programs and a written report of funds was also distributed. Members reported that the Program Review Committee recommended that departments not on pathway for Perkins funding be given first priority for block grant funding when such funds become available again.

Resolution 2011.05.18.07 Recommendation to Approve Perkins Allocations

Resolved, that the Academic Senate approve Perkins Allocations to Career and Technical Education departments and programs, and be it further

Resolved, that the Academic Senate commend the Career and Technical Education Advisory Subcommittee and its allocation group for their work.

Moved: Brown; Seconded: Lo; MCU

VII. Special Order of Business

A. Seating of 2011-2012 Executive Council Members: Newly elected and outgoing members were acknowledged for service to the college.

B. Senate Officers were elected by acclamation:

- President: Karen Saginor
- First Vice President: Fred Teti
- Second Vice President: Kim Wise
- Secretary: Venette Cook

VIII. New Business of the 2011-12 Executive Council

A. After discussion of meeting locations, Council approved calendar of meetings for coming academic year.
B. Retreat Dates: Council approved date for August 31, with location to be decided.

IX. **Open Forum**

A. Council members discussed need to hold meetings in rooms that accommodate membership and facilitate discussion.
B. Council discussed suggested changes to paycheck distribution, a wages and working condition issue. All faculty were encouraged to participate in full discussion May 24 at the AFT 2121 delegate meeting.
C. Members shared concerns about the Board of Trustees Audit Committee charter and how to monitor changes made over summer.
D. Faculty commendations and student scholarships were announced.
E. Members discussed more efficient ways to pass commendations in order to allow more time for issues needing lengthier discussion time.

X. Adjournment

Council adjourned at 4:57 pm.

Respectfully submitted,
Venette Cook, Academic Senate Secretary