

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL

Wednesday, September 7, 2011
Ocean Campus, MUB 140

Council Members Present: Jacques Arceneaux, Anna Asebedo, Thomas Blair, Monica Bosson, Steven Brown, Robert Clark, Venette Cook, Anthony Costa, Erin Cunningham, Bill Goodyear, Lancelot Kao, Benedict Lim, Suzanne Lo, Susan Lopez, Enrique Mireles, Kitty Moriwaki, Madeleine Mueller, Francine Podenski, Indiana Quadra, Maria Rosales-Uribe, Karen Saginor, Louis Schubert, Fred Teti, Diana Verdugo, Melinda Weil

Council Members Absent: Beth Ericson, Stephan Johnson, Kovak Williamson, Kim Wise

Other Senate Members Present: Tracy Burt, Alan D'Souza, Cynthia Dewar

Guests: Jeffery Fang, Phyllis McGuire

I. Call to Order

The Academic Senate Executive Council came to order at 2:33 pm.

II. Adoption of Agenda

The Council adopted the agenda.

III. Approval of Minutes: August 24, 2011

The Council approved the minutes of August 24, 2011, with corrections.

IV. Public Comment

The Council heard a brief reading from a national periodical which questioned the heavy workload and value of lengthy, "corporate-model" reports such as the Annual Plan and the Strategic Plan.

V. Officers' Reports

President Saginor reported that:

- Adopting an amendment suggested by President Rizzo, the Board of Trustees approved the Audit Committee P1 Policy with a clause stating that the Audit Committee will refer academic and professional matters to the full Board.
- She would attend the Board Facilities, Infrastructure and Technology Committee meeting at which the committee would discuss the upgrade for the Ocean campus wireless service and access, as well as the District Smoking Policy.
- The workgroup on Non Instructionally Related-Time has been working to identify usage data more clearly and to create a document that clarifies the purpose and need such assignments. This issue will be expected to be on the agenda for the September Board of Trustees meeting.

1st Vice President Teti reported that:

- The Chancellor has agreed that a search committee process will be established and followed for the three Vice Chancellor positions that are currently filled by Interims. This will entail determining some search committees' compositions.

VI. Committee Appointments

- Teti presented a need to make a temporary committee appointment prior to establishing a Committee on Committees. The Council discussed the need to avoid setting a precedent when making this temporary appointment, and then confirmed the need to establish a mechanism for future committee replacements due to sabbatical or other kinds of leave.

Resolution 2011.09.07.01 Shared Governance Committee Appointment-Limited Membership

Resolved, that the Executive Council de-appoint Vivian Ikeda to the Credit Curriculum Committee, and be it further

Resolved, that Kitty Moriwaki be appointed for one semester, and be it finally

Resolved that both faculty return to their previous committee appointments at the end of the Fall 2011 semester.

Moved: Teti; Seconded: Brown; MC

VII. Unfinished Business

A. **Election of Second Vice President:** Steve Brown was elected by acclamation.

B. **Selection of Committee on Committees.** The Council moved to nominate committee members individually. Lancelot Kao, Fred Teti, Maria Rosales-Uribe, and Venette Cook were elected to serve with Karen Saginor, who is a member of the Committee on Committees ex-officio.

C. Approval of Executive Council Meeting Places for Fall

Resolution 2011.09.07.02 Executive Council Meeting Places for Fall

Resolved, that the Executive Council approve the Fall 2011 meeting locations.

Moved: Brown; Seconded: Lo; MC

D. **Faculty Innovation:** Saginor reviewed the Council resolution from May 18, 2011, and restated that the Administration planned to take action promptly to fund innovative classes for the current academic year. Council discussed a draft plan created by a Council workgroup and agreed to support the draft plan with some changes.

Resolution 2011.09.07.03 Executive Council Plan for Innovative Instruction

Resolved, that Innovative Instruction Materials be adopted with the understanding that the faculty workgroup may revise them if needed for this Pilot Innovation Project, and be it further

Resolved, that the workgroup consider reducing the weighting criteria for STEM (Science, Technology, Engineering, or Math) to 1 (one).

Moved: Teti; Seconded: Brown; MC

Resolution 2011.09.07.04 Appointment to Innovation Instruction Ad Hoc Committee

Resolved, that Steve Brown, Susan Lopez, Kitty Moriwaki, and Lou Schubert be appointed to serve on the Innovative Instruction Ad Hoc Committee for this year.

Moved: Podenski; Seconded: Bosson; MC

E. **Strategic Plan:** Saginor reviewed the purpose, process and timeline for creating the six-year Strategic Plan. The Council suggested ways to amend the document's tone and clarity. Vice Chancellor McGuire was amenable to suggested language changes. The Council moved to agendaize the item for further discussion at the next Council meeting.

Resolution 2011.09.07.05 Approval of Strategic Plan 2011-2016

Resolved, that the Executive Council approve specific changes to the wording of the Strategic Plan, and approve the entire Plan on condition that:

The framing materials be revised to remove unnecessary negativity and use a more positive tone;

The Accountability section and Flowchart be revised to clearly indicate connections to the College Budget and to indicate explicit linkages to Annual Plans, Program Reviews, and other College plans, and be it further

Resolved, that the Executive Council authorize President Saginor to judge whether or not these conditions have been met.

Moved: Brown; Seconded: Podenski; MC **Appendix A** *(Please refer to attached document)*

F. **Professional Development/Flex Policies:** Teti reported that the Council workgroup has contacted Clara Star in Human Resources to clarify state and local flex policies. AFT will also take part in discussions. Council members shared concerns that professional matters and working conditions be clearly delineated in discussions and decisions.

VIII. New Business

A. **CCSF Annual Plan:** Vice Chancellor McGuire explained the process and the timeline for taking the Annual Plan draft to the Board of Trustees on September 22. The Council reviewed the Annual Plan and made numerous suggestions for clarifying its layout, language, organization, and its relationship to the Strategic Plan. Council also discussed its links to the Strategic Plan and to the college budget. Members were asked to email or give additional suggestions to Phyllis McGuire, Pam Mery and/or President Saginor.

See Appendix B *(Please refer to the attached document)*

B. **Accreditation Introduction:** Saginor stated that the Council will need to discuss the Accreditation Self Study Report and make recommendations about it by October 14, 2011; therefore, due to the length of the report, some sort of workgroups or plan will be needed. She reminded the Council members that because the College pledges compliance with the recommendations of ACCJC/WASC, these recommendations are actually requirements. She suggested that the members start their review of the Report with the Major Findings section at the back.

IX. Adjournment

The Council adjourned at 5:02.

Respectfully submitted,
Venette Cook, Academic Senate Secretary