

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday October 26, 2011
Gough Street

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, Lancelot Kao, Benedict Lim, Suzanne Lo, Susan Lopez, Enrique Mireles, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Indiana Quadra, Karen Saginor, Louis Schubert, Fred Teti, Maria Rosales-Uribe, Diana Verdugo, Melinda Weil, Kovak Williamson

Council Members Absent: Stephan Johnson, Kim Wise

Guests: Leilani Battiste, Jeffrey Fang, Attila Gabor

I. Call to Order

The Academic Senate Executive Council came to order at 2:44 p.m.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: September

Council approved the minutes of October 5 with corrections.

IV. Officers' Reports

President Saginor reported that:

- There is a \$5 million dollar shortfall in the college budget due to: 1) retirement cash-out payments for some classified employees; 2) new hires in classified; 3) Noninstructional savings in the fall semester were expected but not realized; and 4) more classes were offered than expected. Department chairs are working on cuts to classes for Spring 2012.
- Board of Trustees has agendized the transfer of Dr. Murillo from Vice Chancellor of Academic Affairs to Dean of Evans Campus at the October 27 meeting.
- The Council's October 5th Wireless Network Authentication Resolution had been discussed at the last College Advisory Council meeting and received some report from committee members, but Dr. Hotchkiss has requested more information. Saginor invited Lani Batiste to speak to Council about security concerns.
- She sent a memo about the October 5th Academic Senate ADMJ Community Initiatives Resolution to the Chancellor and several Board members but had not yet had a response.
- To implement the Council's October 5th Title 5 awareness resolution, Saginor emailed the Board of Trustees to offer a short presentation at their retreat from a Council member. The offer was declined. She would update members on Board's decisions about committee restructuring as information became available to her.
- Full time faculty need to complete 10 hours of regular Flex and 20 hours independently. Workshop presenters earn two hours of completion for every hour given.
- Saginor continued to work with others to establish better Instructionally Related definitions under the 50% law. Non Instructional wording needs to be clarified, reframed, and more uniformly used at state and CCSF levels since this budget category is under scrutiny. She will share the current draft for criteria with Board of Trustees at the October 27 meeting.
- It is proposed that the spring Executive Council elections be electronic by default and Council will begin discussing how to publicize electronic voting.

1st Vice President Teti reported that:

- The Grading Policies Subcommittee has discussed the idea that faculty take a more active role in the process for withdrawing students from course.

- Grading Policies subcommittee has recommended that attendance may be used as component of student grades. The Academic Policies Committee will continue to evaluate this recommendation.

2nd Vice President Brown reported that:

- The Facilities Review Committee is working with the Language Center faculty to work out a compromise about space.
- He gave a presentation about landscaping and grounds maintenance to the Board of Trustees at the Facilities Infrastructure, and Technology Committee meeting. He reported concerns that the Board be more supportive of the work of Department Chairs, faculty expertise, and working conditions, especially in public meetings.
- He and Susan Lopez completed work on the Innovation Fund. They created a rubric and made recommendations about course implementation to the Program Review Committee. He reported that these recommendations have been put aside and the Administration has selected courses to implement. Final decisions have not been made and the Council will discuss further at future meetings.
- The soccer field is finished and is being used.

V. Committee Appointments

Resolution 2011.10.26.01 Unlimited Committee Appointments

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; MCU Appendix A

Resolution 2011.10.26.02 Limited Committee Appointments

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: Verdugo; MCU Appendix B

VI. Unfinished Business

A. Student “Success” Task Force: Saginor reported on the State Academic Senate Area B meeting in Santa Rosa on October 21, 2011. Most Senate officers in Area B oppose the SSTF and feel its implementation will have a negative impact on the community college system. She reported on presenting the CCSF Executive Council resolution in opposition to the SSTF and on resolutions she plans to present at the state Plenary. She informed the Council that the State Chancellor’s Office is strongly advocating for centralization of functions, e-transcripts, uniform statewide assessment and better alignment with K-12 schools. The Council discussed concerns with repeatability and apportionment, centralized testing and administrative control, and affordable access to higher education. Council members also discussed the success of many students in Career and Technical Education and Noncredit courses that may not pursue an AA pathway, yet attain successful gains in skills and work readiness.

Resolution 2011.10.26.03 Community Access and Student Achievement in California Community Colleges

Resolved, that the Academic Senate Executive Council endorse the proposed resolution for the November 5, 2011, Plenary Session of the Academic Senate for California Community Colleges

Moved: Brown; Seconded: Verdugo; MCU Appendix C

Resolution 2011.10.26.04 Draft Resolutions at State Plenary session of the Academic Senate Student Success Task Force Recommendations 3.2 and 4.1

Resolved, that the Academic Senate Executive Council endorse the proposed draft resolutions for the November 5, 2011, Plenary Session of the Academic Senate for California Community Colleges.

Moved: Brown: Seconded: Verdugo; MCU Appendix D

B. Accreditation Self Study Report: Saginor presented an update on the seven requests for changes that had been sent to the Chancellor and Larry Klein. Karen will sign the December report. **Appendix E.**

C. Named Gift and Other Giving Opportunities: Brown presented background information and information about the process for communicating suggestions to the College Advisory Council, the Chancellor, and the Foundation. The Council discussed shared governance concerns, and will review documents to discuss further at the next Council meeting since the Board of Trustees will discuss naming policies at upcoming meetings.

D. Leave of absence: The Council discussed proposed changes to Article VI of the By Laws. Members discussed having official leave language reflect college policy on leaves, the role of Council officers, and the need for quorum. Council moved to table discussion for the next Council meeting.

VII. New Business

A: Wireless Network Authentication and Internet Access: District Legal Counsel Batiste presented legal information. If CCSF offers public wireless access, we would be considered a public network and subject to CALIA (Communication Assistance for Legal Internet Access) as well as liability concerns. Internet providers under CALIA must cooperate with law enforcement. She stated that users would need to have a secure log-in in order for CCSF not to be considered “public”. Council members presented concerns about simple, wide access for students. Wireless access concerns would be discussed at the next College Advisory Council meeting.

B. Course Repeatability Issues: Teti gave a report on repeatability for substandard grades and for subject expertise. He reported that rules about course repeatability for substandard grades have been modified in Title 5 and CCSF will need to make policy changes by Summer 2012. This change will impact apportionment. The formula for apportionment has also changed for substandard grades. Council also learned that a state Repeatability Task Force for expertise seeks to limit repeatability of courses and to cap units within departments. Council members discussed the negative impact these repeatability changes will bring to CCSF.

C. Plenary report: Saginor asked Council members to email her concerns about the upcoming Plenary. Members expressed further concerns about Student Success Task Force.

VIII. Adjournment

Council adjourned at 5:10 pm.

Respectfully submitted,
Venette Cook, Academic Senate Secretary

Appendix A: Unlimited Committee Appointments

Name of Committee	Name-Last, First	C/N	Department (per By Laws)	Position	Status
Basic Skills	Lee, Quinci		Counseling Services		Reappt
Basic Skills	Ikeda, Vivian	b	ESL		Reappt
Basic Skills	Leyton, Alexandria	c	English		New
International Education	Aihara, Vincent E.	c	Counseling Services		Reappt
International Education	Gelera, Don "Rico"	c	Counseling Services		New
International Education	Liss, Jeffrey	c	English		New
International Education	Wang, Jie	c	Vocational Nursing		New
International Education	Ferreira da Silva, Claudia	c	Computer Science & Technology		New
Sustainability	Gorthy, Michelle	c	English		Reappt
Sustainability	Levy, Deborah	c	ESL		Reappt
Sustainability	Lopipero-Langmo, Peggy	c	Biological Sciences		Reappt
Sustainability	Zanetto, Janet	c	ESL		Reappt
TLTR	Reitan, Carol	c	Foreign Languages		Reappt
TLTR	Wang, Jie	c	Vocational Nursing		New
TLTR	Persiko, Craig	c	Computer Science/Technology		New
Works of Art	Elliott, Nancy	c	Art		Reappt
Works of Art	Arack, Patricia	c	ESL		Reappt
Works of Art	Connell, Kate	c	Library Services		Reappt
Works of Art	Razumova, Inna	c	Art		Reappt

Appendix B: Limited Committee Appointments

Name of Committee	Name-Last, First	C/N	Department (per By Laws)	Position	Status
CalWORKs Advisory	Brown, Steven	c	Environmental Horticulture/Floristry		Reappt
CalWORKs Advisory	Buford, Sylvia Y.	c	Child Development/Family Studies		Reappt
CalWORKs Advisory	Henderson-Brown, Tessa		Counseling Services		Reappt
Information and Public Records	Podenski, Francine	c	Broadcast Electronic Media Arts	resource	Reappt
Information and Public Records	Carlin-Dawgert, Jennifer	c	Behavioral Sciences		New
Information and Public Records	Labrecque, Dana J.	c	Broadcast Electronic Media Arts		New
CSU/UC Breadth Requirements	Alioto, Darlene	c	Social Sciences		Reappt
Student Prep/Success	Meagher, Carole	c	Business		New
Student Prep/Success	Watson, John	n	Counseling Services		New
Transfer Issues Advisory	Hayes, Donna	c	Counseling Services		Reappt
Transfer Issues Advisory	Blair, Tom	c	Foreign Languages		Reappt
Transfer Issues Advisory	Sparks, Jack	c	Counseling Services		Reappt
Transfer Issues Advisory	Hom, Grace	c	Counseling Services		Reappt
Transfer Issues Advisory	Greger, Christopher	c	English		New
Website Advisory	Meagher, Carole K.	c	Business		Reappt
Website Advisory	Cataldo, Beth	c	Graphic Communications	resource	Reappt
Website Advisory	Niosi, Andrea	c	Library Services		Reappt
Website Advisory	Podenski, Francine	c	Broadcast Electronic Media Arts	resource	Reappt
Website Advisory	Bradford, Daniel	n	Library Services		New

Appendix C

**Resolution for November 5, 2011 Plenary Session of the
Academic Senate for California Community Colleges**
submitted by City College of San Francisco
published in the ASCCC Resolutions List, p. 9
October 25, 2011

7.03 F11 Community Access and Student Achievement in California Community Colleges
Karen Saginor, City College of San Francisco, Area B

Whereas, The California community colleges are dedicated to providing broad access to affordable, high quality, comprehensive education in a supportive, engaging, and challenging environment that promotes achievement by all students, whether full- or part-time;

Whereas, Californians rely on and derive outstanding value from community colleges in a multitude of ways, not only for transfer preparation and associate degrees, but also for basic skills acquisition, acculturation, and meeting the needs brought on by poverty, career change, disability, aging, parenthood, military discharge, emancipation from foster care, and other life changes and challenges;

Whereas, The California community colleges continuously develop extensive, high quality curricula, strategies, and services in order to meet our students' diverse needs, instill in them a passion for their education, and allow them to provide for themselves and their families in ways that four-year schools cannot, including part-time study for the working poor, multiple assessments for need and placement, and needs-based financial assistance; and

Whereas, The Academic Senate for California Community Colleges supports the multiple missions of the California community colleges (e.g. Resolution 6.03 F04) and champions the critically important roles our community colleges play—especially at this time—in the well-being of the state, its people and communities, and its economy;

Resolved, That the Academic Senate for California Community Colleges strongly oppose any attempt to abridge the mission of the California community colleges, reduce their affordability, or remove their control from the communities they serve; and be it further

Resolved, That the Academic Senate for California Community Colleges urge the Board of Governors to not adopt any regulations that would diminish the California Community Colleges' ability to

- provide instruction and educational support services to all who desire them, reaching out to those of underserved communities that encounter barriers to education;
- develop sustainable campuses and sites to better serve students and neighborhoods;
- diversify and improve programs and services for the benefit of the entire community;
- build partnerships with public, private, and community-based agencies to respond with agility and efficiency to educational, economic, environmental, and societal needs;
- foster the participation of our students and employees in community life;
- enhance the availability of educational opportunities for all; and
- support the acquisition of knowledge and skills by all, including the critical thinking skills and career skills that are essential to full participation in society.

Appendix D Two resolutions endorsed for submission to ASCCC Plenary

Whereas the California Community Colleges Task Force on Student Success recommends withholding BOG fee waivers from students who do not meet various conditions and requirements;

Whereas the poorest students cannot enroll in classes without fee waivers;

Resolved, That the Academic Senate for California Community Colleges recognize that withholding BOG fee waivers denies enrollment to the poorest students but not to those able to pay fees;

Resolved, That the Academic Senate for California Community Colleges recognize that California Community Colleges Task Force on Student Success is recommending different academic policies for students based on their differing ability to pay fees;

Resolved that the Academic Senate for California Community Colleges urge the California Community Colleges Task Force on Student Success to identify their recommendation as a proposal to establish different academic policies for students based on their differing ability to pay fees, and be it further

Resolved that the Academic Senate for California Community Colleges oppose any proposal to establish two-tiered tiered tuition.

Reference: California Community Colleges Task Force on Student Success. Recommendation 3.2

Whereas the California Community Colleges Task Force on Student Success recommends permitting students to take courses that are not in their education plan, while raising the fees for such courses to cover the full cost of instruction;

Whereas students who have the ability to pay higher fees will be able to enroll in courses that are outside their education plan, while students who lack the ability to pay higher fees will be denied access to courses that are outside their education plan;

Resolved, That the Academic Senate for California Community Colleges recognize that California Community Colleges Task Force on Student Success is recommending different academic policies for students based on their differing ability to pay fees;

Resolved that the Academic Senate for California Community Colleges urge the California Community Colleges Task Force on Student Success to identify their recommendation as a proposal to establish different academic policies for students based on their differing ability to pay fees, and be it further

Resolved that the Academic Senate for California Community Colleges oppose any proposal to establish two-tiered tiered tuition.

Reference: California Community Colleges Task Force on Student Success. Recommendation 4.1

Appendix E

Date: October 25, 2011
To: Academic Senate Executive Council
From: Karen Saginor, Academic Senate President
Re: Follow up on requests for modifications to Accreditation Self Study Report

On October 6, we sent a memo to Chancellor Griffin and Larry Klein asking for the seven changes that were requested unanimously by the Executive Council. Below is the current status of each one:

Change 1.

p. 39. Tables 5.1-5.3. The Academic Senate seconded a request to add follow-up tables which disaggregate the data by race/ethnicity. **This change has been made.**

Change 2.

The Academic Senate requested that corrections be made to sections in Standard III.A concerning the role of the Vacancy Review Workgroup to show that it is a joint labor-management workgroup specified in the SEIU contract; and to add text showing that the Academic Senate suggests reactivating the Classified Position Allocation Committee (CPAC) to fulfill its functions as described in Shared Governance documents. Darlene Alioto and officers of the DCC seconded our request. **In the currently posted final review draft, text on this topic states:**

The Vacancy Review Workgroup (VRW) became effective October 2004 through collective bargaining. The membership of the workgroup is specified in the SFCCD/SEIU 1021 CBA, Article 2G, and Article 2H delineates information sharing with the College's PBC.

<Snip>

The Faculty Position Allocation Committee (FPAC) forwards its recommendations to the College's PBC. Similarly, the Vacancy Review Workgroup shares information with the College's PBC in accordance with the SFCCD/SEIU 1021 CBA Articles 2G and 2H.

However, the Chancellor has approved new language for those sections as follows:

The Vacancy Review Workgroup (VRW) became effective October 2004 through collective bargaining. The membership of the workgroup is specified in the SFCCD/SEIU 1021 CBA, Article 2G, and Article 2H delineates information sharing.

<Snip>

The Faculty Position Allocation Committee forwards its recommendations to the College's PBC. The College has discussed reactivating and expanding the Classified Position Allocation Committee (CPAC) to review and make recommendations to the College's PBC concerning positions for classified staff. CPAC is expected to be functioning by Spring, 2012.

Change 3.

The Academic Senate requested that language in Standard IV.B. and elsewhere that indicated that Board actions concerning Student Equity led to SLO work be changed. **This has been done.**

Change 4.

The Academic Senate requested the removal of the following statement from Standard IV.A.

Some shared governance entities believe that all policies must be reviewed and agreed to by the Shared Governance system before the Board adopts them.

The sentence has been removed.

Change 5

The Academic Senate requested that statements in Standard IV.B about the Board of Trustees' self evaluation be corrected to show that the findings of the 2010 Evaluation have not yet been discussed by the Board. We further requested that rest of the section continue to provide an accurate response to Standard IV.B.1.g. September 1st draft excerpt:

BP 2745, passed January 29, 2009, calls for an annual Board self evaluation to take place no later than April 1 of each year. To date, the Board has conducted two self-evaluation studies, one in 2009 and the second in 2010, which was almost finalized in Spring 2011. The Board still needs to schedule a public discussion of the results and prepare a summary of areas for improvements as well as accomplishments.

Self Evaluation

The College **partially meets** this standard. [emphasis added]

The Board of Trustees and College have done an excellent job in eliciting candid evaluation from constituent groups and from Board members. At its September, 2011 meeting, the Board plans to have a substantial [substantive?] public discussion of the findings and to produce a consensus list of Board accomplishments, which will be included in this Self Study. Scheduling of the self-evaluations has slipped. The first one was conducted in Spring, 2009, the second one was commenced in Fall, 2010, but not finalized until January, 2011. And finally, the Self Evaluation needs to include discussion of the Board's fulfillment of its responsibilities in relation to Accreditation Standards.

Planning Agenda

Complete the 2010 Self Evaluation. Revise the Evaluation questions for the 2012 and subsequent iterations.

The section has been changed to remove the reference to the September, 2011 meeting and now reads as follows.

Current draft excerpt:

BP 2745, passed January 29, 2009, calls for an annual Board self evaluation to take place no later than April 1 of each year. To date, the Board has conducted two self-evaluation studies, one in Spring 2009 and the second starting in Fall 2010.

Self Evaluation

The College **meets** this standard. [emphasis added]

The Board of Trustees and College have done an excellent job in eliciting candid evaluations from constituent groups and from Board members. Scheduling of the self-evaluations has slipped. The first one was conducted in Spring, 2009, the second one was commenced in Fall, 2010, but not finalized until January, 2011.

Planning Agenda

Revise the Evaluation questions for the 2012 and subsequent iterations.

In a brief discussion, the chancellor agreed that the 2010 self evaluation has not yet been finalized. We will follow up.

Change 6

The Academic Senate requested that language be added to Standard IV.B.1.j to show that the Board of Trustees does not delegate full responsibility and authority to the Chancellor for administration and operations. **The Chancellor has declined to make that change.**

Change 7

The Academic Senate noted that there was no mention in the Accreditation Self-Study Report of the legal cases involving Dr. Day and two former administrators. We recommended that the administration write about these issues in the Report. **The current draft of the Self Study Report includes information about this, including this description of the Churchwell Report on the Special Investigation:**

In the same year, partly because of budget constraints, and largely because of concerns raised in the Churchwell Report on the Special Investigation pertaining to alleged misappropriation of public funds for a statewide campaign, the Board focused its attention on policies related to bidding, contracting, and construction in order to correct problems that had been identified by the Report. The

special investigation focused specifically on three former college administrators who acted several years ago in a manner that led to the San Francisco District Attorney filing complaints against them. Ultimately these complaints, which were related to the College's campaigns for bond measures, resulted in convictions for the misuse of public funds. To provide safeguards against such activity occurring again, the Board of Trustees has enacted many new policies designed to strengthen controls on finances and contracts. In addition, three years ago the College hired its first full-time internal auditor to provide another layer of oversight for financial resources. In addition, the Board had previously authorized a Performance Audit in 2007. The Board has devoted considerable time, energy, and effort to adopting new policies and resolutions in order to prevent a recurrence of such criminal activity.