

Official Minutes
CCSF ACADEMIC SENATE EXECUTIVE COUNCIL
Wednesday January 25, 2012
Ocean Campus, Arts 314

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

Council Members Absent: Kim Wise

Other Senate Members Present: Alan D'Souza, Carol Reitan, Craig Persiko, Ellen Wall, Ann West, Kristina Whalen,

Guests: Jeanne Batalones, Jeffery Fang, Karl Gamarra, Ingrid Gonzales, Mary Lou Leyba, Patricia Novelli, James Rogers, Tim Ryan, Athena Steff

I. Call to Order

The Academic Senate Executive Council came to order at 2:38 p.m.

II. Adoption of Agenda

Council adopted the agenda as amended.

III. Approval of Minutes: September

Council approved the minutes of December 14, with corrections.

IV. Public Forum

- Steven Brown shared discount tickets for the Orchid Exhibition.

V. Officers' Reports

President Saginor provided a written report, as well as a binder of printed details of her activities and further reported that:

- Bill Goodyear has resigned from Executive Council. There will be an additional seat in the spring election.
- She wrote to Chancellor Griffin about the Suggested Naming Policy as well as Criteria for Out-of-Classroom Assignments. She also made a formal request that the Board of Trustees Audit Committee meetings not be scheduled in conflict with Academic Senate Executive Council or other Shared Governance Councils.
- Chancellor Griffin plans to retire in August 2012, or soon thereafter. The Board of Trustees intends to hire a contractor to assist in the search and hiring process for his successor. The Council voiced concerns that Shared Governance, past practice and constituent groups be included in the hiring process.
- The roster of the visiting Accreditation team is posted online on the Academic Senate website. She reminded Council that the team will arrive on March 12, 2012 and that their visit will include meeting with constituent groups in the College. She requested that Council members plan to attend the March 15th presentation at which the visiting team will offer preliminary feedback.
- Recent reports at the College Planning and Budget Council show that the College has a \$3.5 million deficit for the current academic year. For 2012-13, the College must plan for cuts of \$13-22 million. The Chancellor has directed workgroups to make recommendations to close these gaps and to complete these recommendations by March when the Accreditation team will visit. Saginor requested that faculty volunteer to join workgroups which include: 1) Overall Finances; 2) Scheduling and Enrollment Management; 3) Categoryicals; 4) Noninstructional; 5) Classified

Positions; 6) Student Development; 7) Campuses; 8) Grants and Fundraising. Council members discussed concerns that faculty input be given due attention and weight by the Board of Trustees and the Chancellor. Saginor also pointed out that the College does not have a current policy for program discontinuance, that a policy is needed for Accreditation, and that she will bring this matter to the Council. The Council members spoke about possible ways to eliminate or reduce the budget gap, such as the San Francisco Parcel Tax, Governor Brown's November ballot initiative and the Millionaire Tax.

- VI. Committee Appointments:** Council discussed the need to encourage more faculty to serve on committees as well as the value of reappointments.

Resolution 2012.01.25.01 Limited and Unlimited Committee Appointments

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

Moved: Brown; Seconded: Lim; MCU Appendix A

VII. Unfinished Business

- A. **Student Success Task Force:** Saginor presented an update from the January 9th Board of Governors meeting at which the recommendations were approved. Asebedo presented an update on the January 19th Consultation Council meeting, at which legislative implementation of the recommendations was discussed. She reported that dissenting points of view were disallowed on implementation work groups, and encouraged faculty to contact legislators. A Joint Hearing with Senate Education Committees on Wednesday, February 1, 2012 from 9-12 was announced and another important Board of Governors meeting will take place in Sacramento on March 5th. All Council members were strongly encouraged to continue to reach out strategically to legislators, colleagues, students and community.
- B. **Information Technology Issues: Academic & Professional Concerns:** Podenski summarized a recent meeting of the TAG (Technology Advisory Group) which was established to assist CCSF Chief Technology Officer Hotchkiss and the Chancellor. She reported that despite recent reports in the press about network security problems at CCSF, CCSF IT staff informed TAG that they cannot confirm claims of longstanding network security problem. Council members discussed the legal responsibility to protect student, faculty, and staff data without compromise. In addition, members discussed the need to use effective security while also allowing research for assignments and routine work. Council members expressed concern about academic freedom, student research, and the effective completion of routine work.
- C. **Registration Priority Issues:** Council members reviewed Resolution 2010.12.01.07, which specified that changes to registration priority would be accompanied by a plan from the Vice Chancellor of Academic Affairs to add sufficient sections so as not to displace any other groups. This plan has not been enacted due to budget constraints. The Council then discussed changing the priority registration for students in the Gateway Program, as well as the need to clarify the four registration group definitions and criteria.

Resolution 2012.01.25.02 Registration Priorities for Students in Gateway Program

Resolved that the Academic Senate recommend the following priority for students in the Gateway Program: Second Priority Group.

Moved: Teti; Seconded: Bosson MCU

- D. Administrative Hiring Composition of Search Committee: Vice Chancellor of Campuses and Enrollment Services and Vice Chancellor of Policy and Research.** Saginor reported that she did not yet have input from SEIU about search committee composition. The Council moved to table the resolution until feedback from SEIU has been received.
- E. Ad Hoc Committee Student Learning Outcomes Assessments:** Saginor explained that the Accreditation report says we are partially deficient in SLOs (Student Learning Outcomes), but ACCJC/WAS requires proficiency by Fall 2012, or the College may face sanctions. The proposed Ad Hoc committee would foster communication about SLOs college wide. The Council discussed the need to document the many kinds of successful work that are on-going throughout the college.

Resolution 2012.01.25.03 Academic Senate Resolution for Ad Hoc Committee on Student Learning Outcomes Assessment

Whereas City College of San Francisco is committed to meeting all current standards regarding SLO's for accreditation;

And **Whereas** in accordance with those standards, City College is committed to full implementation of student learning outcomes, assessment of student learning outcomes, and sustainable continuous quality improvement;

And **Whereas** in developing towards proficiency in the assessment of student learning outcomes, the College must continue to foster widespread institutional dialogue about the identification, validation, and assessment of SLOs, and the reporting and use of SLO assessment top support and improve student learning;

Therefore, be it **Resolved** that the Academic Senate shall create an Ad Hoc Shared Governance Committee in the Collegial Governance system called the Ad Hoc Committee on Student Learning Outcomes, reporting to the Senate;

And be it **Further Resolved** that the purpose of the Ad Hoc Committee on Student Learning Outcomes be to coordinate student learning outcomes assessment work, to promote pervasive, robust, college-wide dialogue about student learning, and to structure documentation to make student learning outcome work more visible;

And be it **Further Resolved** that the membership of this committee shall comprise seven faculty members, two administrators, two classified staff, and two students appointed by the four appointing bodies for the constituent groups;

And be it **Finally Resolved** that the term of service for this Ad Hoc Committee shall be one year, at the end of which the Academic Senate shall evaluate its efficacy, resolve to renew it for an additional year, seek to make it a Standing Committee, or allow it to dissolve.

Moved: Saginor; Seconded: Lo; MCU

VIII. New Business

- A. Academic Senate Executive Council Election Materials and Election Commissioners.** The Council voted unanimously to appoint Alan D'Souza and Kimberly Keenan to serve as election commissioners. The Council unanimously approved the 2012 Election schedule. After discussion, the Council adopted the Petition for Nomination forms unanimously. The Council briefly discussed the Election Information and the Voting Instructions and will continue the discussion at the February 8th, 2012 Council meeting.

- B. Administration Proposed Changes in Job Descriptions and Personnel:** The Chancellor will propose realignment of administration positions to the Board of Trustees at the January 26th meeting. Council members approved the change affecting Vice Chancellor of Matriculation, Assessment and Enrollment.

Resolution 2012.01.25.04 Approval of Changes to Job Descriptions

Resolved, that the Academic Senate approve changes to the job description of Vice Chancellor of Matriculation, Assessment and Enrollment Services.

Moved: Brown; Second: Lopez; MCU

- C. New Subcommittee: Veterans Support.

Resolution 2012.01.25.05 New Subcommittee on Veterans Support

Whereas, The United States recently marked the 10 year anniversary of the war in Afghanistan--the longest war in U.S. history;

Whereas, City College of San Francisco (CCSF) has over 1,200 veterans on its campus with more expected to enroll as veterans seek out community colleges in general and CCSF in particular;

Whereas, Veterans returning to civilian life and the educational environment face many extremely difficult challenges: bureaucracy, PTSD, misunderstanding, and even hostility;

Whereas, CCSF has responded to the above by opening a Veterans Educational Transition Services Center and supporting the Associated Student funded Veterans' Alliance and Veterans' Resource Center.

Whereas, A need exists to promote more professional development and create another alliance between faculty, staff, administrators, and students on issues of veteran support and transition;

Whereas, A committee that helps build bridges of understanding between faculty and veterans and the resources they receive is supported by student veteran leaders.

Resolved that, City College of San Francisco should incorporate a Veterans Support advisory subcommittee into the Shared Governance system by:

a) Forming a subcommittee under Student Prep & Success with the purpose of strengthening and preserving support systems for campus veterans and work in an advisory capacity to recommend campus policies and educational practices that would best serve veteran populations.

b) Placing administrators (2), classified (2), faculty (5), and students (3) on the subcommittee in the above distribution.

Moved: Teti; Seconded: Podenski; MCU

IX. Open Forum

- A. Classified Union President Athena Steff requested that the Academic Senate support its petition endorsing a vote of no confidence in Chief Technology Officer Hotchkiss. She also explained that a report was on the agenda for the January 26, 2012 Board of Trustees meeting detailing the network security breaches at CCSF. She requested support for the IT Staff position that any security concerns should be openly investigated with multiple IT staff, CS Faculty and CNIT faculty rather than solely with an external company, such as USDN, which stands to profit from finding, then fixing a network security breach. She also presented printed documents from government offices, which question the solvency and integrity of USDN.

X. Adjournment

Council adjourned at 5:00 pm.

Respectfully submitted,
Venette Cook, Academic Senate Secretary

Appendix A: Limited and Unlimited Committee Appointments January 25, 2012

Name of Committee	C/N	Name -	Department	Pos-2	Status
Academic Policies	c	Susmita Sengupta	Biological Sciences		Reappointment
Academic Policies	c	Madeline Mueller	Music		Reappointment
CalWORKs Advisory	c	Lorelei Leung	Extended Opportunity Program & Services		Reappointment
CalWORKs Advisory	c	Carol A. Jensen	Business		Reappointment
Career and Tech. ED.	c	Carmen Lamha	Computer Science/Technology		Reappointment
Discrimination & Harassment Prevention	c/n	Howard K. Yu	Counseling Services		Reappointment
Faculty Position Allocation	c	Lorraine Leber	Graphic Communications	Resource	Reappointment
Health and Safety	c	James Torlakson	Art		Reappointment
International Education	c	Hsin Yun Liu	Foreign Languages		Reappointment
Matriculation Advisory	b	Mandy Liang	Counseling Services		Reappointment
Staff Development		Vivien Mun	Disabled Students Program/Service		Reappointment