

Official Minutes
CCSF Academic Senate Executive Council
Wednesday, August 22, 2012, 2:30 – 5:00 pm
Ocean Campus, Arts Extension 261

Council Members Present: Jacques Arceneaux, Anna Asebedo, Thomas Blair, Monica Bosson, Venette Cook, Anthony Costa, Erin Cunningham, Beth Ericson, Vivian Ikeda, Stephan Johnson, Lancelot Kao, Pamela Kamatani, Benedict Lim, Suzanne Lo, Enrique Mireles, Kitty Moriwaki, Madeline Mueller, Suzanne Pugh, Francine Podenski, Carol Reitan, Lisa Romano, Karen Saginor, Louis Schubert, Diana Verdugo, Rosario Villasana, Ellen Wall

Council Members Absent: Robert Clark, Kovak Williamson

Other Senate Members Present: Susan Lopez, Alexandra Nickliss, Fred Teti

Guests: André Barnes, Jeffrey Fang, Don Newton

I. Call to Order

The Academic Senate Executive Council came to order at 2:37.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: May 16, 2012

Council approved the minutes as corrected.

IV. Public Comment

- Police Chief André Barnes announced the willingness of CCSF Police to help us with issues in the classroom, and to help us arrange parking for guests.

V. Introduction to Robert's Rules

- President Saginor gave a synopsis of the main points of Robert's Rules of Order.

VI. Officers' Reports

President Saginor reported that:

- She attended the Steering Committee for Accreditation meeting, at which Interim Chancellor Fisher announced that the workgroups are open to anyone wishing to attend. Saginor encouraged Executive Council members to attend a workgroup meeting.
- Two versions of the spring schedule will be made, one predicated on the passage of Prop 30, and an alternate predicated on its failure and containing workload reductions.
- The Board of Trustees would choose a long-term Interim Chancellor to replace Interim Chancellor Fisher. It is expected that the long-term Interim Chancellor may stay through June, 2014.
- The Board of Trustees would meet August 23, 2012, first with the Executive Council for a training on participatory governance, then in closed session,

then in a special meeting to discuss voluntarily requesting a Special Trustee, then in regular session.

1st VP Cook reported that:

- Committee on Committees would begin meeting soon but might not seek new members for some committees that might be regrouped as part of the College Accreditation work.
- There were important vacancies to fill on Curriculum Committee (6), Institutional Review Board (2), and Equivalency Committee (2).

2nd VP Moriwaki reported that:

- She had been attending accreditation workgroup meetings on the planning process. She distributed and discussed a draft of the revised annual planning timeline, pointing out that the document specifies that decisions for increasing or reducing resource allocations will be based on program review.

VII. New Business

A. Appointment of Senate Parliamentarian: Saginor solicited volunteers to serve as Executive Council Parliamentarian.

Resolution 2012.08.22.01 Senate Parliamentarian

Resolved, that the Executive Council of the Academic Senate appoint Rosario Villasana as Senate Parliamentarian.

Moved: Costa; Seconded: Bosson; MCU

B. Selection of the Committee on Committees: Saginor reviewed past practice for selecting the composition for the Committee on Committees. Council members discussed the need to form the Committee on Committees promptly.

Resolution 2012.08.22.02 Composition of Committee on Committees

Resolved, that the Executive Council of the Academic Senate approve a Committee on Committees composition of the 4 Senate Officers and 1 other member.

Moved: Blair; Seconded: Bosson; MC

Resolution 2012.08.22.03 Naming of 5th Member, Committee on Committees.

Resolved, that the Executive Council of the Academic Senate appoint Diana Verdugo as the main 5th member of the Committee on Committees, with Lou Schubert as an alternate.

Moved: Lo; Seconded: Podenski; MC

C. Research and Planning Reorganization: Creation of revised position – “Director of Research” and new position of “Dean of Institutional Effectiveness”:

Resolution 2012.08.22.04 Concerning proposed reorganization of Research and Planning and the revision and creation of administrative positions

Whereas, City College has a growing need for research and planning activities informed by accurate data in order to respond appropriately to the recommendations of the Accrediting Commission for Community and Junior Colleges, and to meet internal and other external requirements; and

Whereas the administration has developed a plan (Resolution No. 120823-F3) “to restructure and expand the Research and Planning unit of the college in order to provide the expertise, technical assistance, and support needed to carry out the planning and effectiveness tasks being addressed by all college departments”; and

Whereas CCSF’s Administrative Hiring Procedures agreement specifies in part:

When a new or replacement position is desired, the administration shall consult with Senate and Classified representatives. After the Budget and Planning Committee (*sic*) determines the availability of funds in the Budget, a request accompanied by a justification and a job description, should be sent to the Executive Council of the Academic Senate. The Executive Council of the Academic Senate shall be empowered to make its own recommendations on the request and job description. If the Senate and Administration cannot agree on the request or job description, it shall be sent to the Chancellor for final determination;
and

Whereas this established practice has been followed continuously by City College Chancellors and Academic Senate Executive Councils; therefore be it

Resolved that the Academic Senate Executive Council, upon deliberating the administration’s plan for reorganizing Research and Planning, recommend Resolution No. 120823-F3; and be it further

Resolved that the Academic Senate Executive Council forward to the administration suggested modifications to the job descriptions/position announcements.

D. Shared Governance structures: Committees and subcommittees:

President Saginor stressed that, in potential committee reorganization, the structure of committees under the Academic Senate is for the Senate to decide. Council members expressed concerns about not automatically dissolving small committees, about keeping all faculty wishing to serve involved, and about “orphan committees.” Members discussed the usefulness of multiple layers but the need for more timely action and clearer mapping among layers. First Vice President Cook will chair a workgroup to report back to the Executive Council.

E. Professional Development for Student Learning Outcomes and Assessment: Saginor reported on progress made toward scheduling activities for the additional FLEX Day on SLOs, September 12, 2012. She gave an overview of the proposed schedule of daytime activities for day faculty and the night session for part-time faculty teaching only on Wednesday nights.

F. Vision and Mission of City College: President Saginor distributed the revised CCSF Vision and Mission statement going to the Board of Trustees August 23, 2012 for a first reading. She described it as a “budget mission statement.” Council members expressed satisfaction with how Saginor was representing faculty on this issue.

G. Accreditation Issues related to Academic Senate’s “10 plus 1” purview: President Saginor gave an introduction to the training to be given to the Academic Senate Executive Council and members of the Board of Trustees August 23–24, 2012 by Michelle Pilati (President of the State Academic Senate) and Scott Lay (President of the Community College League of California). Council members identified the F-3 hiring document (see New Business, Item C above), the Faculty Hiring Blueprint, and issues implementing English placement tests as important scenarios to discuss with them.

H. CCSF Bookstore RFP: Bookstore President Don Newton described the bookstore’s financial position as dire and in need of resolution within a year to prevent potential insolvency. He is insisting on protections for current bookstore employees. Newton announced a meeting of the bookstore’s board Wednesday, August 29, 2012 in the Student Union.

IX. Adjournment: The meeting adjourned at 5:00 p.m.