

**Official Minutes**  
CCSF Academic Senate Executive Council  
**Wednesday, September 19, 2012, 2:30 – 5:00 pm**  
Ocean Campus, Arts 218

**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, Maria Villasana, Ellen Wall, Kovak Williamson

**Council Members Absent:** Robert Clark, Gloria Weinstock

**Other Senate Members Present:** Kim Ginther-Wester, Nancy Husari, Susan Lopez, Alexandra Nickliss

**I. Call to Order**

The Academic Senate Executive Council came to order at 2:35 p.m.

**II. Adoption of Agenda**

Council adopted the agenda.

**III. Approval of Minutes: Meeting September 5, 2012**

Council approved the September 5, 2012 minutes as corrected.

**IV. Public Comment**

- Council members discussed that Non-Credit faculty would not be required to transfer to Web grading at the same time as Credit faculty because of computer system complications.

**V. Officers' Reports**

President Saginor reported that:

- She had prepared a written report (Appendix A).
- The Financial Crisis Management Team (FCMAT) Report had been released and that the College could now respond to its recommendations as appropriate.
- The Board of Trustees approved planning priorities for program review.
- Executive Council members were welcome to suggest edits to the Special Report due October 15, 2012 showing how CCSF will address the 14 recommendations of ACCJC; and that this report would go before the Board of Trustees at the September 27, 2012 meeting.

1<sup>st</sup> VP Cook reported that:

- President Saginor was to be commended for her efforts and goodwill representing CCSF faculty.
- She encouraged Council members to assist Saginor's efforts with their own work and leadership.

2<sup>nd</sup> VP Moriwaki reported that:

- Interim Chancellor Fisher had expressed gratitude to President Saginor for her work preparing the September 12, 2012 FLEX Day.
- The Planning Workgroup would be talking about how to integrate the Annual Plan with the Facilities and Staffing Plans, and that this work would facilitate creating a new Educational Master Plan. Samples will be put online.

## VII. Committee Appointments

### **Resolution 2012.09.19.01 Appointments to Committees**

Resolved, that the Academic Senate Executive Council approve the committee appointments to Limited and Unlimited committees, as recommended by the Committee on Committees.

Moved: Wall; Seconded: Schubert; MC; Appendix B

## VIII. Old Business

**A. Institutional Learning Outcomes (ILOs):** Saginor reported that the Academic Senate is leading the effort to develop ILOs for the College and that it would share its work with other constituencies for collaboration. She also indicated that it would be appropriate to seek inclusion in the CCSF Mission Statement of a short version of the ILOs. Council members collaborated together on edits to the draft compiled by faculty member Susan Lopez.

**B. Academic Senate committees and subcommittees:** First Vice President Cook reported on the September 6, 2012 meeting she had organized to discuss the Academic Senate committee structure. This meeting reached a consensus that the work accomplished in the committees and subcommittees to which the Academic Senate makes appointments is necessary as part of our Shared Governance. Council members discussed how to streamline moving proposals through committees, by giving more training to faculty at FLEX days on the committee structure and making the Web site easier to navigate. Council members stressed the need not to bypass subcommittees or to weaken Shared Governance.

**C. Participatory Governance structures: Committees and subcommittees:** President Saginor requested Executive Council member input on page one of the draft Policy on Participatory Governance (2.07). Council members remarked that, among Participatory Governance committees, the College Diversity Committee advises a great deal on academic and professional matters of concern to the Academic Senate.

## VIII. New Business:

**A. Composition of new Participatory Governance Council:** President Saginor invited comments from Executive Council members on the proportional makeup of this group, particularly the number of faculty who should serve on it. Council members requested at least the 3 ex-officio members, and indicated a desire to request even greater representation, since faculty are the largest constituent group besides students at the College.

### **B. Role of Department Chairs:**

#### **Resolution 2012.09.19.02 Resolution in Support of Department Chairs**

Whereas, the success of the College in providing excellent instruction and services for its students has been made possible in significant part by its dedicated, knowledgeable, and effective Department Chairs; and

Whereas, Department Chairs are faculty appointed by the administration after an advisory election by faculty, represent the faculty who daily work with students, and are accountable to the administration; and

Whereas, Department Chairs are a cost-effective alternative to the use of administrators for such functions, as well as closer to the students we serve;

Be it resolved, that the Academic Senate support the continued central role of the Department Chairs in the successful mission of the College.

Moved: Bosson; Seconded: Cook; MC with Abstention of Department Chairs present

**C. Addition of language to faculty evaluation concerning SLO responsibilities:**

**Resolution 2012.09.19.03 Faculty Evaluation to Include SLO Activities**

Whereas, in accordance with Education Code sections 87610.1(A) and 87663(f), AFT 2121 consulted with the President of the Academic Senate prior to engaging in collective bargaining regarding a substantive change to the evaluation criteria for faculty, including faculty under tenure review; and

Whereas, the proposed change will bring City College of San Francisco into compliance with recommendations from ACCJC in regards to meeting accreditation standards;

Be it resolved that the Executive Council commend AFT 2121 for bargaining for the addition of a criterion concerning engagement in Student Learning Outcomes and assessment activities, using language such as:

“Effectively assesses the SLOs as stated in the approved course outline and demonstrates the use of data to improve instruction and/or program.”

Moved: Wall; Seconded: Arceneaux; MCU

**D. Proposal to Adopt the FW Grade:** Executive Council members briefly discussed concerns about the financial liabilities posed to the College by persons who manipulate financial aid procedures. Senate members discussed the need to inform students of the implications of the FW grade if it is adopted.

**E. Proposed Migration from GroupWise to Google Mail:** President Saginor clarified that Microsoft Outlook may, in fact, be selected instead of Google Mail. The Information Technology Policy Committee is seeking demonstrations of both Microsoft Outlook and Google Mail as the basis for making recommendations.

**F. Priorities for Enrollment Management:** Second Vice President Moriwaki gave an overview of the work of the Ad Hoc Enrollment Management Committee, highlighting the conflicting exigencies of responding to decreased funding while simultaneously maintaining enrollment base for Spring, 2013. Senate members reviewed department/program productivity data and hypothetical class prioritization criteria. They discussed the need to conduct marketing and publicity for credit classes and to consider recruitment strategies for non-credit classes, and the need to balance courses, using targeted marketing for low-cost courses to generate increased funds to maintain more costly courses. They also suggested that managing enrollment by school would allow for an approach based on composite cost-centers.

**X. Adjournment:** The meeting adjourned at 5:05 p.m.

## Appendix A: Report from Academic Senate President Saginor

### September 19th, 2012. Academic Senate President's Report to the Executive Council

#### ILOs

I participated in a discussion about ILOs on September 12 with Chancellor Fisher, Bob Pacheco, the three Vice Chancellors, Tom Boegel, Pam Merry, and consultant Betty Inclan (by phone). In large part because of Bob Pacheco's emphasis on the need for faculty to lead ILS development, agreement was reached that the Academic Senate Executive Council will develop our first set of Institutional Learning Outcomes while providing drafts for review and input from administration and students (via Associated Students and Student Services). Our goal for the Executive Council to reach agreement on the ILOs is October 5th, if possible.

#### FACCC coming for visit.

We have accepted an offer from the Faculty Association of California Community Colleges to come pay us a visit. FACCC, "The statewide professional membership association that advocates solely for all community college faculty" provides information and supports about stated and federal legislation and provides faculty positions on State legislation, working cooperatively with ASCCC and faculty unions. Tentative plan – Special meeting on October 3, immediately following our regular meeting, with invitations to AFT2121 leadership and DCC leadership to join us.

#### SF Chronicle/Gate op-ed piece last Friday by Robert Shireman of California Competes.

Since the op-ed piece was aimed at academic senates and participatory governance throughout the CCC, I sought and received advice on how best to respond from Jonathan Lightman and Andrea York of FACCC, from Michelle Pilati, President of ASCCC and from Alisa Messer from our own AFT 2121. After discussion back and forth and several changes of plan, the consensus advice was for me not to respond in official capacity thereby giving it more attention. On SF Gate, the op-ed dropped down the list of articles fairly quickly. However, Shireman and his group are pursuing their agenda, including by talking to the Little Hoover Commission. Pilati had already in June written a rebuttal to the California Competes report and both she and Lightman are continuing to work with the Board of Governors and others in Sacramento. Contact Susan Lopez for more info about California Competes.

#### Administrative changes under discussion

On Monday, Sept. 17, Accreditation Workgroup #7- Staffing adequacy discussed possible administrative re-organization and expansion to separate administrative responsibility for schools from the responsibilities for campus/centers, with a possible structure of placing two associate vice chancellors under the Vice Chancellor for Academic Affairs, with school deans reporting to on associate vice chancellor, and campus deans reporting to the other associate vice chancellor. All this is just at a discussion stage.

#### September 12 Flex Day

I am working on putting out a survey to get more feedback from the many, many faculty who participated. I have received mostly positive but some mixed feedback about the day.

#### Board Meeting on September 11

I was present at the September 11 Special Board meeting. Newspaper accounts have been substantially accurate about the protest interruptions. I'll add a few observations. No-one behaved really badly. Our campus police are to be commended for staying calm. Vice Chancellor Goldstein is to be commended for quickly pulling back the officer who momentarily lost his cool. The idea for the Board to take a temporary recess instead of continuing confrontation was a good one. Trustees Grier and Jackson are to be commended for staying at the table while the protestors "took over the meeting." The protestors are to be commended for keeping their disruption focused on shouting and such like. The Board's gavel that they picked up while they spoke, they left where they found it. No papers were taken or disarranged. Many people, including Alisa Messer and Angela Thomas are to be commended for speaking helpfully and authentically. When the next agenda item was taken up, another hot item, the Mission statement, President Rizzo is to be commended for opening public comment on that item, and the protestors commended for adhering once again to the one minute time limit per speaker.

## Appendix B: Committee Appointments

Name of Committee	C/N	Name	Department	Status
CalWORKs Advisory	c	Natasha Lockett	Counseling (CDPC)	New Application
Career and Tech. ED.	c	Bob McAteer	Photography	Reappointment
Curriculum – D	c	Lorraine Leber	Graphic Communications	New Application
Curriculum – E	c	Megan Corry	Health Care Technology	New Application
Curriculum – F	c	Nancy Vargas	Counseling Services	New Application
Institutional Review Board (non-shared governance)	c	Carole K. Meagher	Business	New Application