

Official Minutes
CCSF Academic Senate Executive Council
Wednesday, January 23, 2013, 2:30–5:00 pm
Ocean Campus, ART 218

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

Council Members Absent: Robert Clark, Erin Cunningham, Beth Ericson, Diana Verdugo, Gloria Weinstock, Kovak Williamson

Other Senate Members Present: Loren Bell, Andrea Niosi, Fred Teti, Katryn Wiese

I. Call to Order

The Academic Senate Executive Council came to order at 2:30 p.m.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: December 12, 2012

Council approved the minutes for December 12, 2012, as amended.

IV. Public Comment

- Council members expressed concern about students' being unable to register for courses due to system problems. It was suggested that faculty send notices about such problems immediately to Mary Lou Leyba and to the Matriculation Office.
- Faculty member Fred Teti expressed a desire to know who comprised the team now producing City Currents, and expressed his dissatisfaction about the limited nature of the calendar listings.
- Council Member Arceneaux sought information about how CCSF employees could take advantage of increased pre-tax benefits for commuters approved by the Congress as part of the fiscal cliff legislation.
- Council Member Reitan shared her concerns about how layoffs of classified staff have made things like enrollment, benefits, help desk inquiries, and required reports to the state difficult to expedite; and about how these layoffs impact accreditation recommendation 7.

V. Officers' Reports

First Vice President Cook reported that:

- She had represented the Academic Senate at the Participatory Governance Council.

Secretary Arceneaux reported that:

- The Academic Senate officers had met with Interim Chancellor Scott-Skilman, Special Trustee Agrella, Vice Chancellor for Financial Affairs Peter Goldstein, Interim Vice Chancellor Joanne Low, Public Relations Consultant Larry Kamer, and Accreditation Liaison Officer Gohar Momjian. He reported that the officers had requested office support after the layoff of Antonio Trink, perhaps through a student on work-study, and that the Interim Chancellor requested Interim Vice Chancellors Low and Shenk to discuss the draft Program Revitalization and Discontinuance Policy with those under their supervision.

VI. Committee Appointments

Resolution 2013.1.23.01 Appointments to Committees

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

Moved: Bosson; Seconded: Costa; MCU; Appendix A

VII. Old Business

- A. Learning Outcomes:** Council Members gave feedback to Katryn Wiese on the current draft Institutional Learning Outcomes, expressing desire for the inclusion of nonverbal expression and aesthetics, and concerns about how certain ILOs could be adequately measured. President Saginor and Wiese requested feedback by 5:00 p.m., Monday, January 28, 2013, so that the ILOs could be revised in time for the next Board of Trustees meeting.
- B. Program Discontinuance Policy:** President Saginor reported that the proposed policy draft was going to be examined by the administration and at the Participatory Governance Council, and that she sought to establish a back-and-forth with these constituent bodies to improve the draft.
- C. Academic Senate Committees:** First Vice President Cook reported that many Academic Senate committees have completed their online descriptions, that the Committee on Committees would request this information from committees that seem to be lapsing, that she would submit a table detailing the proposed composition of these committees to the Participatory Governance Council, and that Interim Chancellor Scott-Skilman had affirmed that the Senate could establish as many committees as necessary. President Saginor requested Council members to contact Cook with concerns about the online descriptions so that they could be approved as a group at the February 6, 2013 Executive Council meeting.
- D. Accreditation Show Cause Self-Evaluation:** President Saginor announced the upcoming forums she is organizing to explain accreditation, and had Council members explore some parts of Standard IV in small groups. She requested that faculty submit precise language addressing only: 1) substantial inaccuracies, 2) substantial omissions, 3) the level at which we are meeting the standard in question, and 4) what can be done to better meet the standard. Council member Reitan will set up a google form spreadsheet for Saginor to compile this feedback. Saginor affirmed that the Show Cause Report could and should present multiple perspectives where necessary.
- E. Enrollment and Marketing:** Council members discussed the pressing need for a printed schedule for the 2013 summer session. They discussed the pros and cons of printing a complete schedule, or a less-expensive abridged version showing only classes where enrollments would benefit from marketing, in stand-alone booklet or newspaper insert form. They also discussed the use of text messaging for recruitment of students in the 18- to 21-year-old demographic. Council members briefly reviewed a draft resolution urging early and aggressive marketing of the Summer 2013 session, to include a print Schedule of Classes. Council members were requested to send comments and suggested revisions to Kitty Moriwaki by Monday, January 28, so that they can be incorporated in a final draft for consideration at the February 6, 2013 Executive Council meeting.
- F. EFF – Electronic Faculty Forum:** President Saginor indicated that she had already received hundreds of responses from faculty to the survey about usage, non-usage, and preferences for EFF.

She will be requesting volunteers to prepare a report on the survey responses. Council members discussed the need to rewrite EFF guidelines in light of the survey, and to invite faculty who have unsubscribed from EFF to rejoin once these guidelines can be publicized.

G. Administrative Hiring and Evaluation: President Saginor reported that a draft of a new administrative hiring procedure has been created and that she had asked the administration about it. The Council discussed concerns over what is being presented in the accreditation show cause report in contrast with documents distributed during at a FLEX workshop for hiring orientation. President Saginor requested that Council members provide her with feedback about whether or not to appoint faculty to administrative hiring committees before knowing what the process is.

VIII. New Business:

A. Administrative Positions:

Resolution 2013.1.23.02 Draft Job Announcements for Center Dean and School Dean

Resolved, that the Academic Senate Executive Council endorse President Saginor's January 22, 2013 memorandum to Dean Starr regarding draft job announcements for Center and School Dean.

Moved: Costa; Seconded: Blair; MCU; Appendix B

B. Outside the Classroom Activities: Non-Instructional/Reassigned/Ancillary:

Resolution 2013.1.23.03 Requesting Record Keeping for Faculty Assignments Labeled Non-Instructional by State of California Definitions

Whereas definitive answers could not be given to questions in 2011-12 from members of the Board about types and quantity of faculty work performed outside of classrooms; And

Whereas The value and cost of some of the types of work performed by faculty outside of classrooms has been cited by the FCMAT report as a major obstacle to fiscal stability and major restructuring decisions have been based on the costs of such work; And

Whereas accurate information about the quantities and costs of different faculty roles will continue to be needed for effective planning and budgeting; And

Whereas; in 2011-2012, faculty, administrators and classified staff working together identified appropriate and feasible ways to characterize and quantify the cost of all the duties that are collectively or in part known as re-assigned time, non-instructional assignments, and instructionally related assignments and made recommendations through two documents:

http://www.ccsf.edu/Organizations/Academic_Senate/InstrRelCrit.pdf;

http://www.ccsf.edu/Organizations/Academic_Senate/NICodesAndCategories.pdf

Therefore be it

Resolved that the Academic Senate request that the administration implement the methods identified or other methods for accurately tracking and accounting for the different types of faculty work performed outside of classrooms.

Moved: Podenski; Seconded: Cook; MCU

IX. Open Forum: Council members discussed how the loss of classified staff is disrupting the whole college structure and jeopardizing reaccreditation efforts.

X. **Adjournment:** The meeting adjourned at 5:10 p.m.

Appendix A: Committee Appointments

Name of Committee	C/N	Name	Department	Status
Accreditation Steering Committee	C	Kristina Whalen	Speech Communication	New Appointment

Appendix B: Memo to Dean Starr

TO: Dean Starr
CC: Chancellor Scott-Skillman
Members of the Academic Senate Executive Council
FROM: Karen Saginor
DATE: January 22, 2013
SUBJECT: Draft Job Announcements for Center and School Dean

Thank you very much for sending copies of draft job descriptions for Center Deans and School Deans for the review of the Academic Senate.

In order to provide a response by the requested deadline of 12 noon on January 22, 2013, three working days after the job descriptions were provided to us, this response is being submitted by the Academic Senate President after consultation with Academic Senate Officers and other members of the Academic Senate. This memo will be reviewed by the Academic Senate Executive Council on the afternoon of January 23, 2013. We will let you know if our recommendations change as a result of that meeting.

In regards to the draft job description for Center Dean [<http://tinyurl.com/bay48ng>]

- In the description of duties, we recommend changing the phrases such as “collaborate with School Deans...” or “work with School Deans...” to “collaborate with School Deans and department chairs...” or “work with School Deans and department chairs.”
- We find the mention of “teaching experience” in the qualifications section to be ambiguous -- open to the interpretation that only instructional experience would qualify. We recommend that the wording be clarified to include direct interaction with students as a counselor or librarian, as well as in instruction.
- We do not understand the distribution of qualifications between minimum and desirable, for instance we do not understand why “*Proven track record as a leader, instructor and public servant in a variety of settings*” is listed as a minimum requirement while “*Evidence of a commitment to teaching/learning and the vision of a learning-centered institution and community*” is listed as desirable.

- We are concerned the longer set of minimum qualifications may unnecessarily narrow the pool of applicants, resulting the hiring of fewer persons of color and other qualified persons who have historically been under represented in administrative positions.
- It appears that the new set of minimum qualifications may exclude from eligibility some current City College Deans who might otherwise be re-hired to one of these positions, depriving City College of the opportunity to benefit from their experience and continuing excellent service.
- It is not clear how the assessment of minimum qualifications will be achieved during the hiring procedure, since many of the minimum qualifications would be difficult to assess just by examining application materials, and will instead require assessment through a paper-screening and interview process.

These are our recommendations based on the **Center Dean** draft that was made available to us. The draft was incomplete, in that it did not include the description of the Center, the list of disciplines offered at the center, and other information. Obviously we are offering recommendations only on the information supplied to us.

In regards to the draft job description for School Dean [<http://tinyurl.com/bypuy4b>]

The Academic Senate recommends that search for School Deans NOT go forward based on the job description supplied.

- The job description asks for unrealistically extensive breadth and depth of knowledge: *Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations*” for mathematics, architecture, engineering, and eight distinct disciplines of the physical sciences.
- The job description sets unattainable expectations for the adequate performance of 25 major duties and responsibilities for multiple departments – work that is currently supervised by the Dean but performed by many professional employees.

Based on the information currently available to us, it is our honest assessment that this job description will not improve educational outcomes for students at City College. Moving forward with the position as written seems certain to have one or more of the following unwanted results:

- 1) The Dean will fail to perform duties in a satisfactory manner.
- 2) Student learning will diminish because the Dean will not be able to adequately perform many of the duties listed – for instance, the Dean will not be available for informal resolution of student complaints, the Dean will not be able to maintain and promote opportunities for students that arise through positive working relationships with area high schools, colleges, universities, and business and community-based organizations, etc.
- 3) It will become apparent that this job description is far too much for one person to do, and additional Assistant Deans, Directors, or other qualified staff will have to be hired, increasing the cost of supporting these instructional departments to equal or even exceed what it currently costs to use the work of department chairs for many of the tasks listed on the job description.

Because of our accreditation difficulties, we have put very careful consideration into our responses to these draft job descriptions. We cannot truthfully return any other assessment of the job description for School Dean based on information currently available to us. At this point in time, we recommend that the administration not go forward in hiring School Deans under the job description we have seen.

We welcome opportunities for further discussion, and we hope to work together in problem solving mode with the administration and others in the College community towards changes to the structures of Academic Affairs that will improve support for student learning.