

Official Minutes
CCSF Academic Senate Executive Council
Wednesday, February 27, 2013, 2:30–5:00 pm
John Adams 139

Council Members Present: Jacques Arceneaux, Thomas Blair, Monica Bosson, Venette Cook, Anthony Costa, Beth Ericson, Vivian Ikeda, Pamela Kamatami, Suzanne Lo, Enrique Mireles, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Suzanne Pugh, Carol Reitan, Lisa Romano, Karen Saginor, Louis Schubert, Diana Verdugo, Rosario Villasana, Ellen Wall

Council Members Absent: Anna Asebedo, Robert Clark, Erin Cunningham, Stephan Johnson, Lancelot Kao, Benedict Lim, Gloria Weinstock

Other Senate Members Present: Susan Lopez

Guests: Chief Andre Barnes, Dean Terry Hall

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: Spring Plenary and February 6, 2013

Council approved the minutes for Spring Plenary and for the February 6, 2013 meeting, as amended.

IV. Public Comment

- Council Member Tom Blair indicated that he could organize more marketing efforts for the summer, including student recruitment at area BART stations.
- CCSF Police Chief Andre Barnes indicated that cuts in budget have made it difficult to have constant coverage at all CCSF sites. All campuses have an assigned officer, and centers have day and night coverage, but if officers are ill or on vacation, there may be some lapses. Chief Barnes indicated that the CCSF Police Department collaborates with the San Francisco Police Department, and contacts them immediately for backup in the event of an emergency situation. Chief Barnes also requested input from individuals familiar with the Family Educational Rights and Privacy Act (FERPA) on creating an information system for officers that gives them the information they need while protecting confidential student information.
- John Adams Dean Terry Hall welcomed the Executive Council to John Adams. Dean Hall lamented the loss of non-credit enrollment at a time when demand is still very high. He expressed a desire for a more articulated approach to transitional studies that would guide students through a program directly tailoring toward moving them into employment in their chosen fields.

V. Officers' Reports

First Vice President Cook reported that:

- Maria Hyman would be helping organize the work of the Committee on Committees, and that Leslie Pahl and Carol Reitan had helped set up a Google site for Executive Council committees to publish committee descriptions, membership, agendas, and minutes.

Second Vice President Moriwaki reported that:

- The English Department is working with a Stanford Gardner Institute researcher to identify high-school performance indicators that can be used as effective measures in an English course placement “bump-up” process. She indicated that an independent research is needed because San Francisco Unified School District cannot release student data directly to CCSF.

VI. Old Business

A. Accreditation Show Cause and Closure Reports:

Resolution 2013.2.27.01 Authorizing Signature of Show Cause Report

Whereas, in signing the March 15, 2013 Show Cause Report to ACCJC, President Saginor will be certifying that as Academic Senate President “there was broad participation by the campus community” and that she believes the report to “accurately reflect the nature and substance of this institution;” Therefore be it

Resolved, that the CCSF Academic Senate authorize President Saginor to sign the March 15, 2013 Show Cause Report at her discretion in consultation with the officers and other appropriate Senate members; and be it further

Resolved, that should any serious and significant objections by the CCSF Academic Senate to the content of the Show Cause Report not be addressed and resolved before the report is submitted, the CCSF Academic Senate shall reserve the right to provide additional information to the ACCJC visiting team as needed; and be it finally

Resolved, that the CCSF Academic Senate commend the participating faculty, administrators, classified staff, students, and trustees for their extraordinary efforts in preparing this report.

Moved: Blair; Seconded: Schubert; MCU

B. Administrative Hiring Procedures:

Resolution 2013.2.27.02 Appointing Faculty to Administrative Hiring Committees

Whereas, the Academic Senate has serious concerns regarding the administrative hiring process, including, but not limited to, legal and diversity impacts,

Whereas, we also feel that it serves the college best to have faculty on the hiring committees,

Therefore, be it resolved, that the Academic Senate authorize Karen Saginor to make the necessary administrative hiring appointments for the Vice Chancellors of _____.

Moved: Schubert; Seconded: Wall; MCU

VII. New Business:

2/27/2013

A. SLO Report: President Saginor requested that Executive Council members read this document attentively, to discuss at the next Executive Council meeting, March 13, 2013.

B. CCSF Institutional Assessment Plan: Council Member Monica Bosson indicated that SLO Coordinator Katryn Wiese will accept as much feedback on the Institutional Assessment Plan as faculty wish to give. Bosson said that this plan, rather than setting details in stone, would outline how CCSF will conduct learning outcomes work in the future.

C. Professional Development Activities Committee:

Resolution 2013.02.27.03 Establishing a Professional Development Activities Committee

Resolved, that the Academic Senate establish a Professional Development Activities Committee.

Moved: Reitan; Seconded: Ikeda; MCU

D. Printed Schedule for Summer and Fall 2013:

Resolution 2013.02.27.04 Printed Schedule for Summer and Fall 2013

Whereas, misinformation depicting CCSF on the brink of closure has severely impacted enrollment in the Fall 2012 and Spring 2013 semesters; and

Whereas, it is critical that the Summer and Fall 2013 semesters generate as high enrollment as possible in order for the College to make close to base enrollment for maximum State apportionment; and

Whereas, the College must capture enrollment not only of students who have previously enrolled, but also of those who have considered CCSF but are doubtful about its future, and of those who have not considered attending college at all; and

Whereas, the College must aggressively publicize that it

- has remained open and accredited
- continues to offer excellent instruction and services leading to transfer, acquisition of A.A./A.S. degrees and CTE certificates, or mastery of basic skills
- is on pace with making the improvements recommended by the ACCJC; and

Whereas, the print Schedule of Classes is an essential marketing and informational tool which showcases our full range of course offerings and services, and provides a calendar of important dates and deadlines -- all of which prospective students have voiced the need for at key locations (e.g., high schools, BART stations, public libraries); therefore

Be it resolved that The Academic Senate strongly urge the CCSF administration to develop and implement an aggressive, early marketing plan for the Summer 2013 semester, which includes the publication of a print Schedule of Classes that can be distributed at key locations.

Moved: Moriwaki; Seconded: Blair; MCU

E. Educational Master Plan and RFP for its Development: President Saginor indicated that the Executive Council would discuss this RFP at its next meeting, March 13, 2013.

F. Academic Senate Self-Assessment: President Saginor announced that she was preparing a draft self-assessment to show how the Academic Senate was doing to help meet accreditation standards. She indicated that she would post this draft self-assessment online for review before a discussion at the March 13, 2013 Executive Council meeting. Council members also discussed the need to survey the faculty about the Academic Senate and its activities.

VIII. Committee Appointments

Resolution 2013.02.27.05 Committee Appointments

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

Moved: Lo; Seconded: Mueller; MCU; Appendix A

IX. Open Forum:

- Council member Podenski asked about the current status of the Technology Plan, questioning why it had not yet been put to the Board of Trustees.

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

Appendix A: Committee Appointments

Name of Committee	C/N	Name	Department	Status
Accreditation-member	c	Donna Hayes	Counseling Services	New Application
Accreditation-member	c	Beth Cataldo	Graphic Communication	New Application
Accreditation-alternate	c	Andrea Niosi	Library Sciences	New Application
Accreditation-alternate	c	Edissa Nicolas	English	New Application
Accreditation-alternate	nc	Sandra Vaughn	Transitional Studies	New Application
Commencement Ceremony	c	Nathaniel Feingersh-Steele	Speech	Reapplication
Commencement Ceremony	c	Sylvia Buford	Child Dev/Family Studies	Reapplication
Curriculum	c	Donna Hayes	Counseling Services	New Application
Diversity Steering	c	Eliazer Ayala-Austin	EOPS	New Application
Diversity Steering	c	Tarik Farrar	African American Studies	New Application
Enrollment Management - member	c	Kitty Moriwaki	Matriculation ESL	New Application
Enrollment Management - member	c	Paolo Sapienza	English	New Application
Enrollment Management - member	c	Francine Podenski	Broadcasting	New Application
Enrollment Management - alternate	c	David Pieper	Social Sciences	New Application
Enrollment Management - alternate	nc	Vivian Ikeda	ESL	New Application
Enrollment Management - alternate	c	Carole Meagher	Business	New Application
Governance Council-alternate	c	Maria Villasana	Child Dev/Family Studies	New Application
Governance Council-alternate	nc	Venette Cook	ESL	New Application
Governance Council-alternate	c	Francine Podenski	Broadcasting	New Application
Learning Communities and Career Pathways	c	Kristen Hren	English	New Application

Learning Communities and Career Pathways	CE	Pamela Lyau	Contract Ed	New Application
Learning Communities and Career Pathways	c	Michelle Troen	English	New Application
Planning-member	c	Jessica Brown	English	New Application
Planning-member	c	Kimberley Ginther-Webster	Library Services	New Application
Planning-member	c	Edward Simon Hanson	Biological Sciences	New Application
Planning-alternate	c	Sue Homer	Social Sciences	New Application
Planning-alternate	c	Loren Bell	English	New Application
Planning-alternate	nc	Denise Selleck	ESL	New Application
Scholarship	c	Shannon Nixon	Biological Sciences	New Application
Scholarship	c	Carole Toebe	Biological Sciences	New Application
Scholarship	c	Nicole Wise	New Student Counseling	New Application