

Official Minutes
CCSF Academic Senate Executive Council
Wednesday, March 13, 2013, 2:30 – 5:00 pm
Ocean Campus, Arts 218

Council Members Present: Jacques Arceneaux, Anna Asebedo, Thomas Blair, Monica Bosson, Venette Cook, Vivian Ikeda, 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, Anthony Costa, Erin Cunningham, Beth Ericson, Stephan Johnson, Gloria Weinstock

Other Senate Members Present: Fred Teti

I. Call to Order

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

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: Meeting February 20, 2013

Council approved the February 20, 2013 minutes.

IV. Public Comment

- Council members discussed the fact that a print schedule for the Summer 2013 session would be produced, though marketing efforts had seemingly not been addressed as part of this publication. They also announced that the schedule was online, but expressed concern that department chairs had not had opportunities to review it for possible errors.
- Council member Anna Asebedo announced that long-time student Miguel Paez, who had been instrumental to the life of the City College Art Gallery, had passed away, and expressed gratitude for his efforts over the years.
- Council member Madeline Mueller encouraged all to attend the CCSF production of Shakespeare's *Much Ado about Nothing*.
- Council members discussed the Save CCSF demonstration to occur Thursday, March 14, 2013 at the Civic Center.
- Council member Rosario Villasana announced that the Mission Campus had hosted a wonderful celebration of the Mayan New Year, March 11–12, 2013.

V. Officers' Reports

President Saginor reported that:

- She had updated the draft of the Academic Senate Responses to ACCJC Recommendations and requested Senate member feedback for corrections, additions, and evidence to include.
- She urged faculty to express their concerns about administrative proposals and Board of Trustees actions clearly, stating points of concern and advice without implying that these bodies cannot take a given action when it is clearly within their role to do so.

2nd VP Moriwaki reported that:

- The Student Equity Strategy Committee was meeting but did not have students represented yet. She requested that faculty encourage interested students to seek appointment to this

committee, through the Associated Students, to be appointed in time for the April 25, 2013 meeting.

VII. Committee Appointments

Resolution 2013.03.13.01 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; MCU; Appendix A

VIII. Old Business

A. Accreditation Show Cause and Closure Reports: President Saginor reported that the vast majority of concerns about the Show Cause and Closure Reports relayed to the administration by the Academic Senate had been adequately addressed, and that the most recent draft would be the one submitted in print to ACCJC and posted online. She indicated that much work would still need to be done preparing for the ACCJC team visit in April, particularly updating progress and gathering evidence. The Council expressed a consensus that Saginor's award as Faculty Member of the Year should be included in evidence. They also discussed that Work Group 8 (Facilities) members were apparently not in agreement with the text of the report.

B. SLO Report: President Saginor explained that this report was not due to CCSF's being on show cause, but rather a report required of all California Community Colleges this year. She indicated that, per Katryn Wiese, CCSF is not yet at 100% proficiency everywhere, though much progress has been made, and that more work remains to be done to bring the college to continuous quality improvement. Council members were concerned that this report may be judged especially critically due to the college's being on show cause.

C. CCSF Institutional Assessment Plan: Council member Bosson is still taking feedback on this plan. President Saginor noted that changes to General Education need to be dealt with in Bipartite Meeting, and said that two Bipartite Meetings would be held in the Fall 2013 semester, a brief one to deal with General Education changes, followed by the normal October Bipartite for approving courses.

D. Administrative Hiring: President Saginor requested feedback on the postings for Dean of Financial Aid and Director of Financial Aid Services and Scholarships. Council members expressed consensus that the Academic Senate needs to be given more time, at least 3 working days, to give feedback on such posts. Council members felt that some minimum requirements should, in fact, be desirable qualifications, and would prefer clarity on which minimum qualifications will be assessed by Human Resources staff and which will be assessed by search committees. The Council was very concerned about the use of only a few committees to hire so many administrators; members affirmed that such an approach could open the College to legal action, and would affect the rigor of the process because of the immense demand on search committee members. They urged the Senate to express its stance clearly on these issues. Council members also expressed a strong desire to see a new, permanent chancellor hired before lower-level administrators were hired, to prevent further destabilization should the new chancellor wish to replace or reorganize these other administrators.

E. Guidelines for EFF: Council members Reitan, Bosson, and Arceneaux, who had formed a workgroup for this issue, presented their draft guidelines for EFF for the Executive Council's

review. Council members suggested edits to these draft guidelines and were requested to forward further feedback to the workgroup by email.

F. Academic Senate Self-Evaluation: President Saginor explained the importance of a thorough self-evaluation for the Academic Senate as part of the accreditation process. She requested that Executive Council members reflect on very concrete goals for the senate, and on survey items that could be submitted to faculty, to discuss at the next meeting. Council members brainstormed ways to increase faculty awareness of, and engagement with, the Senate's activities. They suggested putting points of inspiration for faculty from Executive Council members, on a Youtube format; finding ways to raise awareness among all Senate members about what is on the agendas; and making the Academic Senate Web site have a more human feel. They suggested showing pictures of all Executive Council members on the Web site, with links for colleagues to get in touch with them directly to forward ideas and issues to the Council.

VIII. New Business:

A. Collegial Consultation: President Saginor indicated that the Senate and administration need to determine how Board Policy 2.08 will be implemented, and that the officers are looking at other large, single-school districts and how their constituent groups consult on 10 + 1 matters. Council members expressed skepticism that an informal, conversational process would work for CCSF, and their preference for a very clear procedure for consultation. President Saginor said the officers would research such models to bring to the Executive Council.

B. Course Repetition: Council members expressed support for drafting a resolution showing CCSF's compliance under Title 5 with the new policy on course repetition set forth by the State Chancellor's office. Council members Wall and Asebedo will draft this resolution for the next Executive Council meeting.

C. California Community Colleges ESL Assessment for Placement Test:

Resolution 2013.03.13.02 Supporting CCC ESL Assessment for Placement Test

Resolved, that the CCSF Academic Senate endorse the draft resolution on the California Community Colleges ESL Assessment for Placement Test to be presented at the ASCCC Spring Plenary.
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Moved: Bosson; Seconded: Moriwaki; MCU; Appendix B
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D. Naming of Veteran's Center: President Saginor indicated that the student users of the Veteran's Center have expressed a strong desire to name it after Walter Newmann, now deceased, who was instrumental in founding and funding it. Council members expressed their desire that these students put forward a resolution to this end through Associated Students, which the Academic Senate would then endorse.

E. Program Review Summary Report: Council members discussed what they had learned about other departments and programs from reading this draft report. Council member Podenski suggested having a brief report on what is going on at CCSF as part of Executive Council meetings.

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

Committee	C/N	Name	Department	Status
Diversity alternate	c	Luis Escobar	Counseling Services	New Appointment
Diversity alternate	c	Tracy Burt	Child Dev/Family Studies	New Appointment
Diversity -member	nc	Lori Cabansag	ESL	New Appointment
Diversity -alternate	c	Barbara Lass	Behaviorial Sciences	New Appointment
Learning Communities and Career Pathways	c	Rob Yung	ESL	New Appointment
Learning Communities and Career Pathways	c	Veronica Feliu	Foreign Languages	New Appointment
Learning Communities and Career Pathways	c	Sharon Donovan	Child Dev/Family Studies	New Appointment
Learning Communities and Career Pathways	c	Beth Freedman	Health Scineces	New Appointment
Learning Communities and Career Pathways	c	Thomas Menendez	Social Sciences	New Appointment
Learning Communities and Career Pathways	nc	Michele Alaniz	Library Services	New Appointment
Scholarship	c/nc	Marvin Ruiz	Counseling Services	New Appointment
Scholarship	c/nc	Carlos Webster	Counseling Services	New Appointment
Scholarship	c	Claire Brees	Art	New Appointment
Student Learning Outcomes	c	Tracy Burt	Child Dev/Family Studies	New Appointment

Appendix A: Committee Appointments

Appendix B: California Community Colleges ESL Assessment for Placement Test (Resolution to be presented at the CCC Spring Plenary)

Whereas, The need for a California community college-developed ESL assessment for placement test is an outgrowth of the ASCCC Consultation Council on Assessment Task Force, 2007, the ASCCC/CCCCO Action Planning Group on Assessment, 2009, and the CCC ESL Placement Test Development Project;

Whereas, California community college students, faculty, and instructional programs benefit from test content that more effectively measures the specific knowledge and skills expected of entering CCC students at the various course placement levels (than can test content produced by publishers external to the California Community Colleges);

Whereas, Colleges and the Chancellor's Office benefit from affordable placement instruments based on test specifications and content which are developed, managed, and owned by the California Community College Chancellor's Office; and

Whereas, A multi-level ESL placement instrument written by California community college content area experts (CCC ESL faculty), a project funded by the Chancellor's Office and led by the California Community College Assessment Association (CCCAA) has so far accomplished the following:

- Development of comprehensive ESL test-specifications (2009-2010)
- Development of Novice through Advanced-level Reading passages and test-items, and Language Structure test-items (2010-2011)
- Field-testing, psychometric analysis, and revision (if needed) of 45 Reading passages, 232 Reading test-items, and 285 Language Structure items
- Development of a (Novice-Advanced level) Writing Sample scoring rubric

but CCCCCO funding of the project was suspended in early 2012, with no clear indication whether funding will resume;

Resolved, That the Academic Senate for California Community Colleges urge the Chancellor's Office to resume field testing, continue test-item development, and make available the California community college developed ESL assessment for placement test as soon as possible.