

Official Minutes
CCSF Academic Senate Executive Council
Wednesday, April 3, 2013, 2:30 – 5:00 pm
Southeast Campus, Room 410

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

Council Members Absent: Robert Clark, Erin Cunningham, Stephan Johnson, Lancelot Kao, Carol Reitan, Diana Verdugo, Gloria Weinstock

Guests: Irene McCormack, John Jacobs, Katie Kelley, Zellia Teal

I. Call to Order

The Academic Senate Executive Council came to order at 2:51 p.m.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes: Meetings February 27, 2013 and March 13, 2013

Council approved the February 27, 2013 and March 13, 2013 minutes.

IV. Public Comment

- Council member Costa announced that he had attended the annual meeting of the Council of Chief Librarians. Costa also previewed the online wage tracker, which shows data on the impact of community college certificates and degrees on wages.
- Council member Blair announced that he would help organize the distribution of CCSF class schedules at 3 BART and 2 MUNI stations toward the end of the spring semester. Council members Bosson, Moriwaki, Cook, and Arceneaux volunteered to help him with this effort.
- Council member Romano invited the faculty to the annual banquet of the CCSF Asian Coalition, Friday, May 3, 2013, at 6:00 p.m. She also invited faculty to a potluck at the home of faculty member Pearl Chen in Pacifica, Friday, April 12, 2013.
- Council member Cook suggested members read or join a national online advocacy group, Network for Public Education, which is hosted by Diane Ravitch.
- Student guests from the Southeast Campus announced the upcoming Volley Ball Luau to be held on April 5, 2013 in support of the Southeast Campus volleyball team.

V. Officers' Reports

President Saginor reported that:

- There was incongruence between the policy governing the Academic Senate's review of new administrative positions, and that she had suggested changing the policy to mirror what is actually being done.
- The missing reaccreditation evidence for Workgroup 7 had been added.

1st Vice President Cook reported that:

- Maria Hyman was helping greatly with the administrative aspect of committee work. Cook indicated that the Senate Office would now send individual notices of receipt for committee interest forms and appointments, as in past practice. Cook stated that numerous

Senate tasks were difficult to manage, given the lack of full-time office staff for the Academic Senate. She stated that the Senate Office needs full time administrative support, and faculty need ongoing education about committee work, membership, and leadership.

2nd Vice President Moriwaki reported that:

- There would be forums and media briefings April 10, 2013, for the release of the Student Success Score Card, and that the CCSF committee could participate in these teleconferences.

VI. Committee Appointments

Resolution 2013.04.03.01 Appointments to Committees

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

Moved: Blair; Seconded: Schubert; MCU (Appendix A)

VII. Old Business

A. Accreditation Update: President Saginor that the ACCJC team was currently at CCSF, and that they had requested meetings with a large number of individuals. Saginor directed faculty wishing to meet with the team during their visit to contact Accreditation Liaison Officer Gohar Momjian. Council members expressed dissatisfaction at not having been informed of the team's arrival in a more timely fashion.

B. Student Learning Outcomes: Council member Moriwaki reported on SLO work in English and with ESL placement, and Council member Mueller announced that she and Council member Kamatami were working on transfer music degrees, including juried finals for music performance.

C. Administrative Hiring:

Resolution 2013.04.03.02 Composition of Administrative Search Committees

Whereas, administrative search committees at CCSF have traditionally included faculty members with knowledge related to the specific administrative position in order to obtain the best person for that position; and

Whereas, the hiring procedures traditionally require the development of specific questions and appropriate answers for the areas overseen; and

Whereas, the position announcements were written to require specific knowledge pertaining to given areas in the new structure; therefore, be it

Resolved, that the Academic Senate hereby questions the quality of candidates chosen through "grouped hiring" and asks that the administration use hiring practices that pay attention to the specific nature of each position and to have appropriate faculty representation from each of the schools, student service units, and centers concerned.

Moved: Blair; Seconded: Podenski; MCU

D. Guidelines for EFF:

Resolution 2013.04.03.03 Guidelines for EFF

Resolved, that the Academic Senate approve the draft guidelines for EFF, make them official

guidelines, and send them to the EFF listserv.

Moved: Wall; Seconded: Bosson; MCU (Appendix B)

E. Academic Senate Self-Evaluation: President Saginor presented draft Academic Senate Executive Council Outcomes. Council members discussed whether these outcomes should be for the Executive Council, the entire Academic Senate, or both. They suggested grounding these outcomes in the 10 + 1 issues set forth by Title 5. Council members Moriwaki, Cook, Schubert, and Reitan volunteered to help Saginor develop questionnaire items for a survey to be sent to the faculty.

F. Procedures for Collegial Consultation: President Saginor presented options for methods for collegial consultation that she had researched from other California Community Colleges of comparable size that were solidly accredited or had recently come off sanctions. Council members discussed different approaches, urging clear compliance with all sunshine policies. Saginor indicated that she would do further research and bring this issue to the Council at its next meeting.

G. Course Repetition Policy:

Resolution 2013.04.03.03 Course Repetition Policy

Whereas, the CCC Board of Governors, acting on a recommendation from the Statewide Academic Senate, amended Title 5 to include new restrictions on course repetition; and

Whereas, CCSF faculty has concerns about the merits of those amendments; and

Whereas, the College is obligated nonetheless to comply with Title 5; and

Whereas, the Office of Instruction with the input of the (quondam) Academic Policies Committee has drafted a proposed new policy that is fair to all students while still complying with new Title 5 repetition regulations; therefore be it

Resolved, That the CCSF Academic Senate recommend that the College adopt the proposed new course repetition policy.

Moved: Wall; Seconded: Shubert; MC (Appendix C)

VIII. New Business:

A. ASCCC Plenary Resolutions: President Saginor reviewed various motions for the upcoming state plenary, indicating how she intended to vote, and requesting faculty to share their opinions on these resolutions with her.

B. Academic Senate Executive Council Outreach: Council member Podenski indicated that her staff could help with this effort for the time being. She suggested moving the Council member list up on the navigation bars of the Academic Senate Web site, and including photos and links to the directory pages for individual members.

IX. Committee Reports: Council members examined the report from the SLO Committee. President Saginor sought information from Council members serving on various committees on how they were recording their activities. First Vice President Cook announced that she was working on a Google Site that would allow all this information to be put online, and that she would give Council members early access to it.

X. Adjournment: The meeting adjourned at 5:04 p.m.

Appendix A. Committee Appointments:

Committee	C/NC	Name	Department	Status
Scholarship	c	Carolina Avila	Counseling Services	New Appointment
Teaching and Learning Technology Roundtable	c	Constance Conner	Computer Science	New Appointment

Appendix B: Guidelines for EFF

WELCOME TO THE CCSF EFF: ELECTRONIC FACULTY FORUM: (edit of 3/13/13)

The purpose of the EFF mailing list is to offer faculty a forum for thoughtful discussion of college-wide issues and concerns throughout the year. EFF is an unmoderated list open to all faculty members. Faculty may post to this unmoderated list from CCSF email accounts.

By participating in the EFF list, you agree to the following:

1. You agree that you have read and will follow the CCSF Computer Usage Policy: <http://www.ccsf.edu/Policy/policy.shtml>
2. You agree to share at your own risk. Email is easily forwarded.
3. You agree to follow the EFF Listserv Guidelines below.
4. You understand that those who fail to follow CCSF Computer Usage policy may be warned and ultimately excluded from the list.

EFF LISTSERV GUIDELINES:

1. Be brief.
2. Be respectful and responsible.
3. State clearly your topic in the "Subject" line of your message.
4. Be careful with humor and sarcasm. These are easily misunderstood in a text-only environment.
5. Cite references to support your point of view whenever possible.
6. Send a message to the entire list only when the entire list can benefit.
7. Warn subscribers of long messages. Indicate "Long Message" in the subject line or at the beginning of your message.
8. Email must adhere to basic professional courtesies and mutual respect. It may not include personal attacks, libel, obscenities, pornography, threats, or other inappropriate postings.
9. Do not forward or include private communications from others without permission.

TO UNSUBSCRIBE AND RESUBSCRIBE:

- To unsubscribe and stop receiving messages, follow instructions at the bottom of any message (including this one). Or consult the Academic Senate website: <http://www.ccsf.edu/academic-senate>
- If you choose to re-subscribe, send an email message from your CCSF email account to Majordomo@cloud.ccsf.cc.ca.us with no subject heading. Your message should read: subscribe EFF.

This is a CCSF mailing list, "EFF"; to unsubscribe, send Internet e-mail to Majordomo@cloud.ccsf.cc.ca.us with a message that says "unsubscribe EFF" (without the quotes).

Questions or problems? Send an email to asenate@ccsf.edu.