

Minutes
CCSF Academic Senate Executive Council
Wednesday, August 21, 2013, 2:30 – 5:00 pm
Ocean Avenue Campus, ARTS 218

2013–2014 Council Members Present: Anna Asebedo, Monica Bosson, Steven Brown, Venette Cook, Dayo Diggs, Matthew Duckworth, Beth Ericson, Donna Hayes, Vivian Ikeda, Lancelot Kao, Wendy Kaufmyn, Kimberly Keenan, Suzanne Lo, Lillian Marrujo-Duck, Carole Meagher, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Suzanne Pugh, Carol Reitan, Lisa Romano, Karen Saginor, Fred Teti, Rosario Villasana, Ellen Wall, Laura Walsh, Debra Wilensky,

2013–2014 Council Members Absent: Louis Schubert, Gloria Weinstock

Other Senate Members Present: Melinda Weil, Ann West

Guests:

I. Call to Order

The Academic Senate Executive Council came to order at 2:36 p.m.

II. Adoption of Agenda

Council adopted the agenda.

III. Approval of Minutes:

A. Meeting 2013 May 15

Council approved the minutes for the Executive Council meeting of May 15, 2013.

B. Meeting 2013 July 10

Council approved the minutes for the Executive Council meeting of July 10, 2013.

IV. Public Comment

- There are two letter writing campaigns, one sponsored by AFT, another from Dan Hayes and George Rush.
- There is some concern that Special Trustee Agrella has been quoted in the paper stating that CCSF will not have an elected Board of Trustees for possibly several years to come.
- The CA State Joint Legislative Audit Committee decided to go ahead with an audit of the ACCJC.

- There are parallels between Barbara Beno’s 1985 Doctoral Dissertation position and ACCJC behavior.

V. Officers’ Reports

President Teti highlighted items from his written report: (Appendix A)

- The Planning Committee met and discussed Standard I.B.; program review procedures for Centers with a connection between SLO responses and resource allocation; previously-approved resources; reconvening the Program Review Committee; SLO assessment; and the Classified staffing plan.
- The Accreditation Steering Committee met and discussed accreditation difficulties, the Review Letter, the Restoration Action Plan.
- The Restoration Action Plan was discussed with Trustee Agrella: Agrella stated that Chancellor Harris reviewed the Restoration Plan and thinks it might be sufficient; Agrella is open to contributions from faculty with expertise in certain areas.

1st Vice-President Saginor reported that: (Appendix B)

- Numerous meetings have been attended and notes have been posted online.
- This is a hold harmless year for our budget. In the past CCSF would not cancel classes because lower enrollment would not decrease money from the state. Other colleges have sometimes canceled classes in order to take apportionment money and use it for other things.
- Chancellor search committee is still ongoing.
- Petition or Faculty Statement of Support: the intent is to get a statement from faculty that “yes, we are working toward accreditation standards.” We will put the link to this statement on the Academic Senate webpage .
- In Sacramento this morning at the Joint Legislative Audit Committee (Senate and Assembly), it was decided to perform an audit of the ACCJC. It was approved 10 votes to 1. ACCJC is not planning on cooperating in the audit, which will make it more expensive for the state to conduct. There will be 3rd party comments solicited by the committee examining the ACCJC’s case for recertification. It is expected that there will be an open call for comment. Saginor will bring a draft 3rd party comment to the next meeting of the Executive Council.

2nd Vice-President Rosario reported that:

- Reminder of orientation next week. The Bay Bridge will be closing that night starting at 8 pm.

Secretary Marrujo-Duck reported that:

- Everyone is encouraged to pick up a Senate Roster.

VI. New Business:

A. New proposed Curriculum Committee procedures:

Melinda Weil presented for the Curriculum Committee:

- There is a new electronic method for submitting Course Outlines. Weil reviewed the instructions and forms.
- All old course outlines must be revised this Fall or the class may not be offered in Spring 2014 semester.
- Council Concern: If a Course Outline to be reviewed does not make it through the process in time for the Spring schedule, will the class still be cancelled?

B. Discussion: Committee on Committees

The process for selecting Committee on Committee members was explained:

- Nominations to be taken at the next executive council meeting.

C. Selection of a Parliamentarian:

The role of the Parliamentarian was explained and members asked to consider fulfilling this role.

D. Accreditation Issues:

1. The Restoration Action Plan

- It is recommended that we go to www.ccsfforward.com for information on the status of Accreditation work. It shows items to be completed, the time frame for completion, the person responsible for the task, and the percent complete of the task.
- The Restoration Plan items that are relevant to the Academic Senate were reviewed.

2. Technical Assistance Visit, August 20

- The purpose of the Technical Assistance Visit was explained. We would like the State Academic Senate to look at the governance issues on the Restoration Plan and give us feedback on our progress.

E. Committee Management Issues:

1. Appointment of members by semester rather than by month

Resolution 2013.08.21.01 Change Practice to End Committee Appointments with End of Semester

Whereas, the past practice of the Academic Senate has been to appoint faculty to college wide committees for terms beginning and ending in specific months, e.g. March 2012- March 2014 -- a practice not specified by the Constitution or bylaws; and

Whereas, for most faculty and most committees, the appointment of members by semester, instead of by month would improve attendance at meetings, continuity of membership, and the ability of the committee to plan its work; and

Whereas, the College Curriculum Committee plans its work for each academic year and conducts orientations and other organizational business at the beginning of each fall semester; therefore, be it

Resolved, that the Academic Senate change its practice to appointing members to terms that expire with the end of a semester, or in the case of the curriculum committee and other committees which so request, expire with the end of the academic year; and be it further

Resolved, that in order to fill mid-semester vacancies or for other reasons, the Academic Senate may appoint members mid-semester; and be it finally

Resolved, that for the purposes of setting the length of a term in years:

- for committee service terms ending with the semester, appointments effective before the semester midterm date shall be counted as having started at the beginning of the semester, while appointments effective after the semester midterm date shall be counted as having started at the beginning of the following semester;
- for committee service terms ending with the academic year, appointments effective before winter break shall be counted as having started at the beginning of the academic year, while committee appointments effective after winter break shall be counted as having started at the beginning of the next academic year.

Moved: Saginor; Seconded: Brown/Bosson; MCU

2. Paperless memos

- Saginor discussed the advantages of paper and paperless memo processes. She will pilot a paperless memo process.

3. Posting of meeting announcements and minutes

- It is very important that our committees are open to all to attend. There are some links from the Academic Senate website announcing the committees and their regular meetings. But we need someone to volunteer to post minutes and updates.

4. Duties of faculty members of PGC committees

- There are some difficulties in getting information out to the faculty about work done by PGC committees. We are still working on a way to provide such committee information as meeting announcements, agendas, and minutes.

F. Discussion of “Dashboard” data collection (Restoration item 30):

Dean Mery presented information on the purpose and use of the Institutional Effectiveness Dashboard.

G. Review of Vision/Mission Statement

Dean Mery explained the Mission Statement survey.

- Faculty will be receiving the survey in their email.
- Interim Dean Samuel Santos is working with the Associated Students to also gain student feedback. This is now an annual activity in order to meet the ACCJC accreditation requirements.

IX. Open Forum:

- A draft resolution was discussed requesting more transparency regarding the ACCJC appeal process. A formal resolution may be brought to the next meeting.
- Student Services is being reorganized again.
- Council discussed questions about the ACCJC's review and appeal process.

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

Appendix A: President Fred Teti's Report

Appendix B: 1st Vice President Karen Saginor's Report