

Official Minutes  
CCSF Academic Senate Executive Council  
Wednesday, December 14, 2011  
Ocean Avenue Campus, Art 314

Council Members Present: Anna Asebedo, Thomas Blair, Monica Bosson, Steven Brown, Robert Clark, Venette Cook, Anthony Costa, Erin Cunningham, Beth Ericson, Bill Goodyear, Lancelot Kao, Benedict Lim, Suzanne Lo, Susan Lopez, Enrique Mireles, Kitty Moriwaki, Madeline Mueller, Francine Podenski, Indiana Quadra, Karen Saginor, Louis Schubert, Fred Teti, Diana Verdugo, Melinda Weil

Council Members Absent Jacques Arceneaux, Stephan Johnson, Maria Rodiles-Kovak, Williamson, Kim Wise

Other Senate Members Present Loren Bell, Karen Cox, Alan D'Souza, Cynthia Dewar, Kim Ginther-Webster

- 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 as amended.
- III. Approval of Minutes:  
Council approved the minutes of November 30, 2011.
- IV. Public Comment.
  - x Council members thanked Karen Saginor and City Guardsman student editor Joe Fitzgerald for clearly representing the City College opposition to SB 1143/SSTF on KALW.
  - x Council members were encouraged to continue researching and reading media articles about the SSTF.
  - x Council members were thanked for snack and drinks, and reminded to attend the AFT End of Semester Party on Friday, December 16.
- V. Officers' Reports  
Saginor reported that:
  - x The Guardsman dedicated much of its latest issue to opposing the SB 1143/SSFT and had also successfully encouraged other community college newspapers to do the same.
  - x She would present an updated report on SB 1143/SSFT at Flex Day with Susan Lopez, as well as a presentation on Student Learning Outcomes.
  - x The Strategic Plan was recommended for approval with suggestions at a Board of Trustees Committee meeting and would be on the agenda for the Board of Trustees December 15<sup>th</sup> meeting.
  - x She distributed other announcements and updates in a written form.

- x Currently the CCSF Curriculum Handbook states that attendance may not be considered part of a final grade. Some faculty would like to include attendance as part of a learning outcome. The Grading Policies subcommittee voted to ask the Council to remove this item from the Curriculum Handbook. The Academic Policies Committee approved this position, and the next step involves the Curriculum Committee. Teti stated that the AP and Curriculum Committees might bring a joint resolution to the Council in Spring 2012.
- x The Articulation Office would like the Bipartite Committee to allow students to satisfy GE area requirements on specific test scores, Advanced Placement high school courses, and the International Baccalaureate. The State Academic Senate has encouraged this policy. The Academic Policies Committee will continue to review this request in the spring semester.
- x IN the early 90s, CCSF voted to eliminate plus minus grading. Since then, Title 5 has changed how toward plus minus grades. The Grading Policies subcommittee has recommended that CCSF begin using plus & minus grading again. Admissions and Records staff dislike the idea and find that it would be impractical to administer. The Academic Policies Committee will discuss further in the spring and then bring the item to the Council.
- x The Dean of Financial Aid reported concerns about students' financial aid eligibility and possible fraud to the Grading Policy Committee. The Grading Policy Committee drafted language to encourage faculty to withdraw students who do not attend. The Student Prep Success Committee did not approve the language, so this will be further discussed in the AP Committee in the spring semester before a resolution is presented to the Council.

Brown reported:

- x He attended the Academic Oversight Committee for Administrators Evaluation with other Council members.

## VI. Committee Appointments

### Resolution 2011.12.14.01 Limited Committee Appointments

Resolved, that the Academic Senate Executive Council approve the appointments to Shared Governance committees with limited membership, as recommended by the Committee on Committees.

Moved: Lo; Seconded: Brown; MCU Appendix A

The Council discussed teaching load and committee appointments and the precedent for suspending rules about teaching loads.

### Resolution 2011.12.14.02 Curriculum Committee Appointment

Resolved, that the Academic Senate Executive Council approve the appointment to the Curriculum Committee, as recommended by the Committee on Committees

Moved: Brown; Seconded: Schubert; MCU; Appendix A

## VII. Unfinished Business

- A. Amendment to the By Laws of the Academic Senate:

Resolution 2011.12.14.03 Amendment to the Bylaws Article VI

Resolved, that the CCSF Academic Senate modify its Bylaws Article VI to read as indicated here:

Members of the Council are expected to attend all Council meetings.

Members who  
~~are absent excessively or who take a leave of more than two months' duration~~ may be deemed by the Council to have resigned, and their seats will be filled under the provisions of Article V of the Constitution

Moved: Schubert; Seconded: Bosson; MC with 2/3 majority and 2 abstentions

B. Instructionally Related Non-Instructional Policy Resolution.

Resolution 2011.12.14.04 Instructionally Related Assignments Draft Policy

Resolved, that the Executive Council endorse The Instructionally Related and Non Instructional Assignment Criteria Draft with their amendments as policies for criteria for outside the classroom assignments and endorse the appendix as examples of these activities.

Moved: Blair; Seconded: Brown; MCU Appendix B

The Council discussed the eight categories listed in the draft policy and concluded that these broad and inclusive categories clearly describe instructionally related work assignments. Saginor stated these categories would be linked to codes used to pay faculty. The Council also discussed the appendix examples, which are both broad and flexible. The Council agreed that these categories present specific information to the Board of Trustees about budget expenses for Instructionally Related Assignments.

C. Named Gift and other Giving Opportunities:

The Council agreed there would be no endowed chair positions and will discuss guidelines for specific gift amounts the spring.

Resolution 2011.12.14.05 Named Gift and other Giving Opportunities

Resolved, that the Executive Council endorse the suggested policy for Named Gift and other Giving Opportunities.

Moved: Brown: Seconded: Lopez; MCU Appendix C

- D. Course Repeatability: Saginor distributed a document, based on State Academic Senate Resolutions and suggested Amendments, which described how changes in course repeatability could impact CCSF. She encouraged Council members to study the document and to share its information with their colleagues. Leslie Smith reported details from the State Advisory Committee on Curriculum and offered information about how to lobby with community groups for a broader approach to repeatability and more local control of curriculum. The Council discussed strategies to design curriculum to broaden definitions of repeatability for process and practice classes and maintain local control. Council members volunteered for a committee workgroup with Madeline Mueller as facilitator.
- E. Student Success Task Force Update and Possible Action. Council members commended Saginor and Joe Fitzgerald, the student City Guardsman Editor, for their radio representation on KALW. Council members discussed ways to reach outside the local community to professional organizations and other community colleges to build support against the SSFT/SB 1143. Council members were encouraged to research and share updated information via the EFF and to organize and attend the Board of Governors January 9<sup>th</sup> meeting in Sacramento.
- F. Information Technology Issues: Academic & Professional Concerns. The Council heard updates on Zero Client computer pilots and mad-1 (e)4 (d w2 (be)4 e)4 (a)4 (r)3 J T\* [()-1

Resolution 2011.12.14.07 Executive Council Online Elections Spring 2012

Resolved, that the Executive Council approve online voting for Executive Council Spring 2012 elections as the default method, and

that the Executive Council approve the recommendation to inform faculty clearly in writing that paper ballots may be requested, and be it finally resolved,

that the Executive Council evaluate the effectiveness and rate of participation for online elections.

Moved: Brown; Seconded: Lo; MCU

Appendix A Limited Committee Appointments December 14, 2011

Name of Committee	C/N	Name:	Department	Pos2	Status
Communications	C	Francine Podenski	Broadcast Electronic Media Arts		Reappointment
Communications	C	Andrea Niosi	Library Services		Reappointment
Curriculum	C	Wendy Miller			

## Appendix B

### OUTSIDE-THE-CLASSROOM INSTRUCTIONALLY RELATED ACTIVITIES

#### Instructional and Non-Instructional: The 50% Law

Education Code Section 84362 requires community college districts to spend at least half of their “current expense of education” for “salaries of classroom instructors.” This law applies to funds that the district receives from apportionment and some additional sources. Every year, the district must report to the state on its spending for instruction and its spending for other expenses – referred to in these reports as “noninstructional” expenses.

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their regular contractual load. The process of authorizing an assignment includes a description of the work expected and a discussion of the time that will be required for the work. Each assignment must be approved by the faculty member's Department Chair, by the appropriate Dean, and by the appropriate Vice Chancellor. Paid assignments may be authorized for a percentage of load or for a set number of hours. Faculty must not spend less time on the paid activity than the number of hours for which they receive pay, but they may, (and many do) spend considerably more time on the activity than the number of hours for which they receive compensation. Hourly assignments are reported each pay period and are reviewed and signed by the faculty member's supervisor before being sent to payroll.

Categories of "outsidethe-classroom" activities for which costs are reported to the State under the 50% Law.

Paid faculty assignments may be authorized for one or more than one of the following purposes:

- 1) To provide students with the support of counselors, advisors, librarians, student health nurses and psychologists
- 2) To supervise or coordinate programs, projects, advising, the work of others and/or the use of resources.
- 3) To provide indispensable



## APPENDIX

### ADDITIONAL illustrative description and examples of instructionally related and non instructional assignments.

This is not a complete list of assignments in these areas.

may include the coordination of student projects and programs, the provision of learning opportunities for students, advising or other types of student support, and coordination of student workers and their schedules. They may facilitate the work of classified staff in the preparation of student records, monitoring the budget, or managing other types of information. These assignments are included in the Department Chairpersons Council (DCC) contract.

3) To provide indispensable support to classroom instructionThe activities in this category are described as indispensable to indicate that, if these activities are not done, particular courses cannot be offered, as in the example of ceramics classes, which the Art Department cannot offer without someone to fire the kilns. Examples:

AssessmentThe development and grading of tests for specific classes are the responsibility of the instructional faculty who do the work as part of their instructional assignment without additional compensation. Additional faculty assignments are used to provide testing that is not tied to a specif

foreign languages, photography, graphic communication, electronic media production, architecture, music *et cetera*. Student use of these labs generate FTES for apportionment.

4) To pro





and other areas are described in the Collective Bargaining Agreement between the San Francisco Community College District and the Department Chairperson Council. A link to that document can be found on the Employee Relations web page under Human Resources.

**Tenure Review and Faculty Mentoring** For each candidate for tenure, a small number of experienced faculty are appointed to serve as a tenure review committee with compensation for the assignment (under the AFT 2121 contract). The work of the committee members includes receiving training, conducting observations of the candidate (preceded and followed by meetings), reviewing portfolios prepared by candidates, and writing evaluations of the candidates' work. The additional duties of the chair of the tenure review committee include coordinating the work of the committee, composing a consensus evaluation, and managing records of the process. An additional faculty member is appointed as a mentor to welcome, assist, and support newly hired faculty undergoing tenure review.

**Distance Learning.** Faculty developing online classes receive an outside-classroom assignment for training and online course development. This is a contractual assignment<sup>10</sup> (e-



*Additional language needed here for consideration of naming for classified staff or administrator or student.*

The Board of Trustees shall make the final decision regarding the naming of buildings, other facilities, and programs within the San Francisco Community College District.

#### Changing Facility Names

The renaming of any District Facility shall be subject to the above procedure for Naming.

The Board also reserves the right to remove any name that would violate the above naming considerations. If at any time following the naming of a District Facility, circumstances change substantially or the District obtains information suggesting that the continued use of the name may violate the naming principles, the Chancellor shall consult with the District's General Counsel as appropriate regarding future action.

#### Guidelines Regarding Gift Levels for Certain Naming Opportunities

Guidelines for gift levels for certain naming opportunities shall be developed and approved by the College Advisory Council, with input from the City College of San Francisco Foundation Board of Directors through its Executive Director, and sent to the Chancellor as guidelines for her or his approval in seeking outside gifts for naming opportunities.

These guidelines shall be reviewed annually and modified when deemed appropriate.

The Board of Trustees has final authority in accepting any and all proposed gifts for naming opportunities and approving any contractual agreements and/or necessary fiduciary oversight connected to any proposed gifts in relation to a naming opportunity.