



# The Academic Senate

CITY COLLEGE OF SAN FRANCISCO  
50 Phelan Avenue, Box E-202, San Francisco, CA 94112 (415) 239-3611 Fax (415) 452-5115  
[www.ccsf.edu/academic-senate](http://www.ccsf.edu/academic-senate) email: [asenate@ccsf.edu](mailto:asenate@ccsf.edu)

Curriculum• Degree Requirements• Grading Policies• Program Development• Student Prep & Success• Governance  
Accreditation• Professional Development• Program Review• Planning & Budgeting Processes• Others as agreed

**CCSF Academic Senate Executive Council Official MINUTES**  
**Wednesday, February 10, 2016, 2:00 - 5:00 p.m.**  
**Ocean Campus, MUB 280**

**2015–2016 Council Members Present:** Steven Brown, Lenny Carlson, Neela Chatterjee, Dayo Diggs,  
Lawrence Edwardson, Verónica Feliu,

- A consultant may be hired to help push the writing of the self-evaluation forward. There are concerns about the document not being ready for a May vote by the Executive Council.

**First Vice-President Labrecque Reported:**

- None at this time.

**Second Vice-President Romano Reported:**

- None at this time.

**Secretary**

**Moved: Lillian Marrujo Duck; Seconded: Dana Jae Labrecque; MCU**

**Not present:** Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia,

~~(Mandy) Liang, Dan (McDanahay) Todd, Rick (Aron) Aza, (B23) (S)-41 (odd) P23 (S)-24.4 (odd)~~

14, 2015; and be it further,

Resolved, that the Academic Senate recommend the Curriculum Committee proposed policy “Laboratory Units and Hours Compliance” dated October 28, 2015; and be it further,

Resolved, that the Academic Senate recommend the Curriculum Committee

58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.”

be it therefore,

Resolved, that the Academic Senate recommend a means be identified to clarify the necessity of this policy and its repercussions by February 24th, 2016.

**Moved: Steven Brown; Seconded: Coni Staff; MC**

**Not Present:** Susan Berston, Ms. Bob Davis (on leave), Matthew Duckworth, Maria Heredia, Mandy Liang, Amy McLanahan, Todd Rigg Carriero (on leave)

**Nay: Veronica Feliu**

**C. Course Outlines of Record Submission Difficulties**

**Feedback:**

- Executive Council members discussed the many difficulties encountered submitting course outlines.
- The thirty courses potentially not being included in the catalog despite an on-time submission have now been taken care of.
- This past cycle was unusual due to the large number of courses and the implementation of new software. Future cycles should be easier.
- Perhaps the deadline should be earlier.

**D. Institutional Assessment Plan**

**Feedback:**

- Consensus was reached to send the edits back to the SLO coordinators and have a second read on this item.

**E. Revisions to ILO #3**

**Resolution 2016.02.10.06**

Resolved, that the new proposed wording of ILO#3: Cultural and Social and Environmental Awareness be recommended and updated to read:

- a. Demonstrate an understanding of the history and values of diverse cultures.
- b. Evaluate the impact of civic, social, and/or environmental choices.
- c. Collaborate effectively in diverse social and cultural settings.

**Moved: Lisa Romano; Seconded: Lawrence Edwardson; MCU**



2. The Chairs of the District committee will allocate a minimum of 5 weeks (excluding days when classes are not in session and excluding Summer session) for constituent committee review and Academic Senate Executive Council recommendation when appropriate.
3. All the 10+1 portions of any plan are voted on by the Executive Council of the Academic Senate, faculty representatives on District committees cannot vote in place of the Academic Senate Executive Council.
4. If the District Committee concurs with the Academic Senate vote, the item moves forward as is.
5. If the District Committee does not concur with the Academic Senate vote, the item goes to collegial consultation with the Chancellor per A.P. 2.08.
6. If Academic Senate and the Chancellor reach agree





**Appendix D 2016 Academic Senate Elections Schedule**

**DRAFT SCHEDULE FOR 2016 ELECTIONS**

WEDNESDAY, FEBRUARY 10, 2016	APPROVAL OF ELECTION MATERIALS BY COUNCIL
TUESDAY, FEBRUARY 16, 2016	NOMINATION PETITION FORMS PUBLISHED ONLINE, SENT TO
CITY CURRENTS, ETC.	
FRIDAY, MARCH 11, 2016*	NOMINATION PETITIONS DUE (IF EXTENDED: FRIDAY,
MARCH 18)	
TUESDAY, APRIL 5, 2016	ELECTRONIC VOTING OPENS (IF EXTENDED: TUESDAY, APRIL
12)	
FRIDAY, APRIL 15, 2016	ELECTRONIC VOTING CLOSES (IF EXTENDED: FRIDAY, APRIL
22)	
WEDNESDAY, MAY 11, 2016	NEWLY ELECTED MEMBERS ATTEND LAST EXECUTIVE
COUNCIL MEETING	

\*By Article IV of the Academic Senate Constitution: "If at the time for nominations to close, the number of candidates does not equal twice the number of vacancies to be filled, the Council or the Election Commission shall postpone balloting one week, during which time additional candidates may be nominated upon the written petition of one Senate member and the written acceptance of the candidate. The postponed balloting shall then take place regardless of the number of candidates."

There are 23 members of the current Executive Council

**Appendix E 2016 Academic Senate Elections Nominating Petitions**

**EXECUTIVE COUNCIL OF THE ACADEMIC SENATE**

**PETITION FOR NOMINATION**

The three undersigned Senate members nominate (please print full name): \_\_\_\_\_  
\_\_\_\_\_ to serve as a member of the Executive Council of the Academic Senate for a  
two-year term commencing at the end of the Spring term 2016. Three names and signatures are required.

PRINT NAME

SIGN NAME

# EXECUTIVE COUNCIL OF THE ACADEMIC SENATE

## PETITION FOR NOMINATION

The undersigned Senate member nominates (please print full name): \_\_\_\_\_  
\_\_\_\_\_ to serve as a member of the Executive Council of the Academic Senate for a two-year term commencing at the end of the Spring term 2016. One name and signature is required.

PRINT NAME

SIGN NAME

\_\_\_\_\_

\_\_\_\_\_

I agree to be a candidate for the Executive Council of the Academic Senate and to serve if elected.

\_\_\_\_\_  
(candidate signature)

Date: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Box Number/Campus \_\_\_\_\_

Department: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

Candidate Statement Attach statement to this form and email statement to [senelect@ccsf.edu](mailto:senelect@ccsf.edu)  
Statements must be 200 words or fewer; longer statements will be truncated.

Consent: I  authorize  do not authorize the use of my photo (if any) in the CCSF directory for election purposes.