

Council Members Absent: Robert Clark, Eir Cunningham, Beth Ericson, Pamela Kamatani, Lancelot Kao, Diana Verdugo, Gloria Weinstock, Kovak Williamson Council adopted the agenda.

- III. Approval of Minutes: November 7, 2012; November 28, 2012  
Council approved the minutes for November 7, 2012 and for November 28, 2012, as amended.
- IV. Public Comment
  - x Council Member Podenski solicited volunteers to assist her in completing the templates for Accreditation Standard 3, on faculty and staff diversity.
  - x Council Member Blair solicited volunteers for the student recruitment he is organizing January 9 and 10, 2013 in BART stations.
  - x Senate Member Susan Lopez announced the upcoming Board of Governors meeting, January 7, 2013, and the January 17, 2013 meeting of the Consultation Council.
- V. Officers' Reports  
President Saginor reported that:
  - x She and CCSF Accreditation Liaison Officer Gohar Momjian had attended a meeting in Fresno for accreditation liaison officers sponsored by ACCJC.
  - x



2013–2015.

Moved: Reitan; Second: Ikeda; MC

- F. Enrollment Issues: Council members discussed ideas to improve spring enrollments previously discussed at the special meeting of the Executive Council on November 21, 2012, and Council Member Blair's efforts to recruit students in BART stations in January, 2013. President Saginor offered recruitment posters to Council members.
- G. EFF – Electronic Faculty Forum: Council members expressed consensus agreement at President Saginor's ideas for a survey soliciting information about participation in, nonparticipation in, and opinions about EFF.
- H. Departmental Reorganizations: Council members expressed concerns about having insufficient information from the administration about who exactly would do the various sorts of work currently done by CCSF department chairs. They expressed particular concerns for who would do scheduling, and for a need for additional support staff in the proposed reorganization.

VIII. New Business:

A. Curriculum Committee Actions:

Resolution 2012.12.12.06 Curriculum Committee Recommendations

Resolved, that the Academic Senate Executive Council recommend Board Resolution 121213-S1.

Moved: Mueller; Seconded: Pugh; MCU

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F. Administrative Hiring and Evaluation: Council members discussed the distribution of minimum and desirable qualifications in the draft job descriptions for Vice Chancellor of Academic Affairs and Vice Chancellor of Student Development in the context of whether Human Resources or the search committees are equipped to evaluate them. They suggested streamlining the minimum qualifications to allow the hiring committees to consider a larger pool of applications, and also increasing the amount of responsible administrative experience sought.

X. Adjournment: The meeting adjourned at 5:08 p.m.

Appendix A: Committee Appointments

Name of Committee	C/N	Name	Department	Status
Equal Employment Opportunity	C	Erlinda Legaspi	English	New Appointment
Equal Employment Opportunity	C	Muriel Parenteau	Disabled Students Programs/Services	New Appointment
Equal Employment Opportunity	C	Steven Brown	Environmental Horticulture/Floristry	New Appointment

An instructional program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, the acqtagdoe6 ( )7doe/Paheos de csjecik(c)210.5nowtsdg(s

Appropriate Evidence, Criteria and Personnel for the Program Revitalization, Suspension, Discontinuance Procedure

Both quantitative and qualitative data shall be used as a basis for making informed recommendations.

Evidence for the PRSD Procedure shall incorporate the following as appropriate:

- x Recent Program Review reports
- x Evidence of student learning, including program SLO assessment work and attainments by current and former students in the program
- x Student achievement data, such as completion, persistence, retention, and success
- x Productivity data, such as FTES per FTEF
- x Participation of underserved students in the program.
- x Evidence of workforce demand and/or advisory committee recommendations
- x Evidence of impact on other programs
- x Evidence of student satisfaction
- x Other types of information recommended by the Academic Senate or by the Governance Council

The following criteria to be used for assessing programs for revitalization, suspension, discontinuance are based on the Program and Course Approval Handbook (PCAH), published by the California

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board makes the final decision to suspend or discontinue a program, the board members are responsible for responding to concerns from the community and upholding the collegial processes used to come to that conclusion.

**Relevant Sections of ACCJC/WASC Accreditation Standards** (Adopted June 2002; Revised June 2012)

II.A.2.e. The institution evaluates all courses and programs through an on-going systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans. g(S c(t)-5 (a)





### Conditions under which the PRSD Procedure is not needed

Departments may revitalize, suspend, or discontinue a program without the PRSD Procedure if ALL of following conditions are met:

- x No department will cease to exist as a result of the suspension or discontinuance.
- x The appropriate dean(s), the appropriate department chair(s), and a majority of the faculty in the department support the suspension or discontinuance of the program.

### Stage 1. Initiation of the PRSD Procedure

Formal evidence indicating the need for a PRSD Procedure may arise in the course of a program review process, or it may come from the appropriate vice chancellor, dean, department chair, or a majority of the faculty in the program. Request for initiating the PRSD should be directed to the Chancellor (or designee) and the President of the Academic Senate. The Chancellor and the Academic Senate President may jointly deny a request to initiate a PRSD procedure.

This stage may be expedited by either the Chancellor (or designee) informing the President of the Academic Senate, or the President informing the Chancellor of the need to initiate the PRSD Procedure, based on formal evidence.

### Stage 2. Appointment of a PRSD Committee

The PRSD Committee will be composed of:

- x The Vice Chancellor over the program under review or designee (Chair of Committee)
- x The Academic Senate President or designee (Chair of Committee)
- x The Dean over the program under review
- x An additional administrator not from the program under review
- x The department chair over the program under review
- x An additional faculty member from the program under review
- x An additional faculty member not connected with the program under review
- x If a substantial number of classified staff serve the program under review, classified staff member will be appointed to the committee
- x Two students connected to the program will be appointed to the committee, if possible.

A researcher should serve as a resource (voting) member.

Committee members will be appointed by their constituency leadership as appropriate.

The Cochairs of the committee will provide all members with copies of the PRSD policy, the PRSD procedure, applicable legal, licensing, and accreditation requirements and other relevant documents, such as *Program and Course Approval Handbook* and *Program Discontinuance: A Faculty Perspective Revisited*. It is the responsibility of every member of the committee to familiarize themselves with the documents provided to them.

The PRSD Committee will draw up an outline of the work they need to accomplish with dates for the completion of all stages of the PRSD Procedure.

This stage may be expedited by the appointment of a smaller Committee, consisting of

- x The Vice Chancellor over the program under review or designee (Chair of Committee)
- x The Academic Senate President or designee (Chair of Committee)
- x The Dean over the program under review
- x The department chair over the program under review.

The smaller, expedited PRSD Committee will draw up an outline of the work they need to accomplish with dates for the completion of all stages of the PRSD Procedure.

Stage 3. Determination of criteria and collection of evidence to be used

The PRSD Committee will determine the specific criteria for the evaluation of the program under review, using the general criteria established by the PRSD Policy (BP xx) and additional criteria appropriate for the program. The PRSD committee will collect ample qualitative and quantitative evidence and data to address the specific criteria. In addition to documentary evidence, PRSD Committee will include input from all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community. Extraordinary efforts must be employed, if necessary, to ensure that student and community voices are heard.

For an expedited process, the smaller PRSD Committee must still determine specific criteria to be used to adequately evaluate the program under review. The committee may collect a more basic set of evidence necessary to address the criteria. There must be at least one well publicized open meeting for the PRSD committee to hear from students, the community, and college employees,

THIS STAGE SHOULD BE REVISITED AND GUIDELINES EXPANDED AFTER THE ADOPTION OF THE BOARD POLICY

Stage 4. Evaluation of evidence in accordance with criteria

After an initial examination of the criteria and evidence, the PRSD Committee will choose its method for making its determination. The committee may choose to draw up a rubric with points assigned for how well the program meets various criteria. The committee may choose to conduct unweighted qualitative assessments of the evidence in accordance with the criteria. The committee will document its chosen method making its determination before it begins deliberations.

For an expedited process, the smaller PRSD Committee will discuss the evidence that the program does or does not meet the criteria and vote for an appropriate provisional recommendation.

THIS STAGE SHOULD BE REVISITED AND GUIDELINES EXPANDED AFTER THE ADOPTION OF THE BOARD POLICY

Stage 5. Development of Recommendation, Reports and Plans by the PRSD Committee

The PRSD Committee will conclude its process by drafting a provisional recommendation and preparing written findings with plans and timelines, if appropriate. In every case, the PRSD Committees findings will identify the major factors that led the committee to its provisional recommendation. The findings will document the opportunities provided for input from all parties potentially

to complete their education in a timely manner with a minimum of disruption. A program may not be suspended indefinitely, but must be revived at the end of the specified time period.

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