**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**February 6, 2018**

**MINUTES and NOTES**

**Present:** Michael Bach, Stephen Barnes, Sandra Basabe, Cheryl Chapman, Fred Curry, Scott Davis, Lisa Demchik, David Devine, Kevin Erdkamp, Fred Feldon, Marilyn Fry, Angela Gomez-Holbrook, Deborah Henry, Ann Holliday, Dan Johnson, Linda Kuntzman, David Lee, Lisa Lee, Joshua Levenshus, Rick Lockwood, Margaret Lovig, Jeanne Oelstrom, Danny Pittaway, Celeste Ryan, Chau Tran, Tobi West Sylvia Amito’elau (Classified Delegate), Tiphanie Goiens (ASG Delegate)

**Absent:** Noha Kabaji (ex), David Lee (ex), Ted Marcus, Christy Nguyen (ex), Michael Warner (ex)

**Guests:** Shelly Blair (Dean of Innovative Learning), Rozanne Capoccia-White (Enrollment Services and Program Development Manager), Dana Emerson (Dean of Westminster Le-Jao Center), Judy Garvey (Interim Public Relations and Marketing Director), Kristen Hoeft (Instructional Associate of the Basic Skills and Student Outcome and Acceleration Program), Elizabeth Horan (Librarian), Christopher Johnson (Webmaster), Tanya Murray (Full-Time Biology Instructor), Bob Nash (Associate Dean of Distance Learning), Tom Neal (Dean of the Newport Beach Center), Laurie Runk (Health/Food/Nutrition Instructor), Stacey Smith (Economics Instructor), Claudia Mojica Stone (EOPS Counselor), Helen Ward (Staff Assistant, Transfer Center),

At 12:30 p.m. the meeting was called to order in the Fourth Floor Conference Room of the Coastline College Center by Stephen Barnes with the Pledge of Allegiance to the Flag.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Chau Tran moved to adopt the amended agenda (second, Lisa Lee). MSU**

**Chau Tran moved to add an emergency discussion item to the agenda about OER Grants (second, Michael Bach). MSU with 15 yes votes**

**David Devine moved to add an emergency discussion item to the agenda about tenure-track presentations to the Academic Senate (second, Sandra Basabe). MSU with 15 yes votes**

**Danny Pittaway moved to approve the minutes of November 28, 2017, and December 5, 2017 (second, Kevin Erdkamp). MSU**

**Sandra Basabe moved to approve the Consent Calendar (second, Lisa Lee). MSU**

**CONSENT CALENDAR**

* Shelly Blair to serve on the Curriculum Committee in place of Bob Nash

**SPECIAL REPORTS/UPDATES**

**Library Workshop on Avoiding Plagiarism:** Librarian Elizabeth Horan said that there has been a reorganization; she now reports to Dean of Innovative Learning Shelly Blair. The mission of the Coastline Community College Library is to provide training, support, and resources for Coastline students and employees to enable them to find and evaluate information effectively.

At the college where she worked before, she would give face-to-face workshops for students. However, with most of Coastline’s students being online, she is preparing similar workshops online. The first one, *Avoiding Plagiarism*, has five sections: “Avoiding Plagiarism Introduction,” “Types of Plagiarism,” “Avoiding Plagiarism During Research,” “Citing Sources,” and “Assessment—What Did You Learn?” It takes about an hour to complete. Turnitin.com lists ten types of plagiarism; the workshop highlights the top five.

Faculty and students can enroll using the self-enrollment link in Canvas: **http://www.coastline.edu/ccnb-library**. Faculty can put the link in their Canvas class syllabus as an assignment or as extra credit and can set any due date. When they complete the workshop, students will receive a certificate. The workshop will be available from the beginning of the semester until 11:55 on the Thursday before final exams. It will be offered every semester. Elizabeth Horan said that the workshop started a week ago. So far, 48 people have enrolled, and 20 have completed. The students who have completed say that they learned a great deal. The library will be offering different workshops in the future.

Bob Nash said that the average student can complete the plagiarism workshop in about an hour. Elizabeth Horan keeps track of the time. Helen Ward asked if the workshop is live or videotaped. Elizabeth Horan said it is online only although she uses some videos in it; it is not offered live since so many of our students are distance-learning students. Kevin Erdkamp asked if there is a quiz. Elizabeth Horan said that there is a quiz at the end.

**Non-Instructional Canvas Shells:** Bob Nash said that the Library workshop is on a non-instructional Canvas shell. Stephen Barnes said that the Senate has been trying to get a non-instructional Canvas shell like this for Senate use. Bob Nash said that they are available to anyone as non-Banner shells. Users will have to be manually enrolled. Look at the Faculty/Staff section of the Coastline website and scroll to before “Useful Links” and fill out the form. It will create an empty shell; someone will have to set it up and fill in the blanks. Faculty will need training to be sure that everything is accessible. After it is filled in, it will be submitted to the Dean and then to the Vice President of Instruction for approval. We have many other tools here at Coastline as well.

Fred Feldon asked for examples of how non-instructive shells might be used. Bob Nash said that the Library workshop is one example. Stephen Barnes uses one for an orientation for Paralegal students. A department chair might create one to use for sharing information with other faculty members in the department. Claudia Stone said that EOPS (Extended Opportunity Programs and Services) has been waiting for this to be available. Debbie Henry said it would great to create such a Canvas shell with important information for part-time faculty members so they don’t have to look many different places for information on how to do things at this College. Kevin Erdkamp asked if this is open to all Coastline employees and only to Coastline employees. The Accounting Department trains students and people in the community on how to help people in the community prepare their income tax forms. Bob Nash said, yes, for now. Shelly Blair said that right now, it is available only to District employees. Cheryl Chapman said a non-instructive Canvas shell could just be opened up and made public. Laurie Runk said that OEI (Online Education Initiative) does something like this. Chau Tran asked about how people access a particular shell. Elizabeth Horan said that there are multiple options; people can self-enroll or be manually enrolled by the teacher or creator of the shell. Sylvia Amito’elau said that instructors cannot add students to their instructional Canvas classes, but in a non-instructive shell, they can be added. Stephen Barnes said that we thank Bob Nash, Sylvia Amito’elau, and President Lori Adrian for seeing that these Canvas shells are now available.

**DISCUSSION AND ACTION ITEMS**

**English Placement Guide:** Scott Davis said that, in light of the requirements of Assembly Bill 705, the English Department has created a guide to inform students of eight ways to place into English writing classes. Copies of the guide are on the handout table. Bob Nash asked about incarcerated students. Scott Davis said that they can self-place into English 135, Business Writing, the English class that is available to them to fulfill the Option 1 AA degree. Ann Holliday said that students can do one of these eight things, not all of them. Scott Davis said that, as of January 1, 2018, under AB 705, students can actually self-place into English 100, but it is recommended that they seek a counselor’s or advisor’s input if their score on the English Placement Test places them into English 099 but they still wish to enroll in English 100. This semester we are working on developing an English 100 course with a co-requisite basic skills course for these students. Studies have shown that students tend to over-place in English courses, to choose a higher-level course than they are really prepared for. If that happens, the student can take the class again. At least the time spent in the class the first time is better preparation than taking the class one level below.

**Sandra Basabe moved to approve the Coastline English Placement Guide (second, Chau Tran). MSU**

**DISCUSSION ITEMS**

**District Equivalency Committees:** Debbie Henry said that the equivalency process has changed from college equivalency committees to District equivalency committees. This has created some problems. Over Winter Break, Laurie Runk, who serves on the District Health Equivalency Committee, had to evaluate 27 requests for equivalency. The District Biology Equivalency Committee has been running amok in the biological sciences. She tried to hire a teacher with two doctorates to teach Anatomy, but the two other members of the committee turned down her application for equivalency. The class, which already had full enrollment, had to be canceled. This affects the College mission if we can’t hire the faculty we need. According to the minimum qualifications list, a medical doctor with an M.D. cannot teach Anatomy! It is a huge problem! We should be following the State Chancellor’s Office 2017 guidelines. The current Biology EQ Committee is creating barriers for our students.

Fred Feldon said that the Mathematics Equivalency Committee has three members, one from each college in the District. One member of the committee refuses to grant equivalency to anyone who has not had at least two years’ experience teaching math on the college level. Ann Holliday said that is not right; Fred Feldon needs to talk to the equivalency committee members about that; teaching experience is not part of the minimum qualifications. David Devine said that, when Debbie Secord left, as a full-time science instructor, he inherited her position on the Geology Equivalency Committee; however, as an Astronomy and Physics instructor, he really doesn’t know that much about the qualifications for a geology instructor. This is an awful way of identifying quality teachers. Marilyn Fry said that equivalency committee members do not have to be full-time instructors. The part-time instructor who teaches geology for Coastline could be the Coastline representative to the committee. David Devine said it isn’t fair to expect a part-time instructor to do that kind of work with no compensation. What if the committee had to evaluate 27 candidates? He would not ask any of his part-time faculty to do that kind of volunteer work. Ann Holliday said that the Equivalency Oversight Committee will meet this month. This discussion should continue in our Senate and be presented to the EQ Oversight Committee. It is a District Policy. Stephen Barnes said that we will bring this issue back to the Senate for further discussion in future meetings. Ann Holliday said to remind prospective faculty to apply early to get into District hiring pools.

**Grading Policy:** Deborah Henry said that she would like to be able to give students plus and minus grades. Some students do such exceptional work that she would like to be able to give them grades of A+. She wondered what the process might be to recommend such grades. Josh Levenshus said that only two of the California State Universities (CSUs) don’t use plus and minus grades; however, the two that don’t are CSU Long Beach and CSU Fullerton, the two   
CSU campuses that our students are most likely to transfer to. In the University of California (UC) system, only two of the UCs use plus and minus grades. Of the 114 California community colleges, only two use plus and minus grades. David Devine asked why these grades would be desired. When students transfer to a four-year institution, their previous grades at another institution do not count in their university Grade Point Average (GPA). Marilyn Fry said that, several years ago, this was proposed for the Coast Community College District. She liked the idea for the same reasons that Debbie Henry gives; she had exceptional students who deserved A+ grades. But then she heard that giving an A+ would not be allowed for some reason. All three colleges discussed it, and it was discussed at a Board of Trustees meeting. The student governments were strongly opposed to it. It had something to do with the C- grade, as she recalled. Some colleges and universities apparently would not accept a C- grade as a passing grade; however, the student was not allowed to repeat a course for a better grade with a C- grade as he or she could with a grade of D or F. The Board decided not to implement plus and minus grades in the Coast Community College District. Stephen Barnes agreed that it would have to be a District policy. Associate Student Government Delegate Tiphanie Goiens said that she doesn’t care about plus/minus grades. She works hard to maintain her 4.0 GPA. Helen Ward said that, with all these differences in grading systems at other colleges and universities, we need to have a workshop to prepare students for grade scales at four-year institutions. Josh Levenshus said that recently the Corona del Mar High School Principal published a letter about the terrible pressure students feel to achieve high GPAs in order to be admitted into good universities. Many students have a 5.0 GPA. Kevin Erdkamp said it puts pressure on faculty, too. Students would be begging for an A, not an A-. Debbie Henry said the student view is an important one. Ann Holliday said that, if we are going to continue this discussion at future Senate meetings, we need to work with the District. Stephen Barnes asked how many Senators wanted to continue this discussion. Nobody did.

**Marketing Programs:** Stephen Barnes said that we asked Judy Garvey and Chris Johnson to be here today for these discussions. Debbie Henry asked about the marketing for onsite classes. She would like to market a Health Science Certificate to students. We created a certificate because 50% to 90% of the students already have B.A. degrees. She has been trying for a year to have a brochure created for this certificate; finally, this is being done. Why has it taken so long? Stephen Barnes asked what a faculty member needs to do to have his or her program marketed. Judy Garvey said that, first, the faculty member fills out a form to request a meeting with a designer. Then it is assigned to a designer, who meets with the faculty member. Stephen Barnes asked how the funding for such project works. Judy Garvey said that there are no funds for marketing this year. We don’t charge for designing, but we need a budget number in order to print brochures and other marketing materials. If the material is to be put on the website, we need more time to prepare it to be sure that it is ADA (Americans with Disabilities Act) compliant. Shelly Blair said that Vice President of Instruction Vince Rodriguez does have funding for marketing. David Devine asked if we can market new courses. Judy Garvey said, yes, we can. Sandra Basabe said that she got help to market something for Spanish. Two designers helped and produced the material really fast. They were a big help! Elizabeth Horan said that she put in a request for marketing for the Library over the summer; the majority of the funding came from Marketing. Printing materials requires a budget number. Judy Garvey said that there are several forms on the website. We can market on social media, which doesn’t require a budget number.

**Coastline Website:** Questions were asked about the Faculty Directory on the Coastline website. The only good faculty web page is the one for the Mathematics Department. Elizabeth Horan said that Math is the first one we have done. Sylvia Amito’elau asked if we can have a Classified Directory, too. Chris Johnson said that he has been working with the District to get all the Coastline employees: full-time faculty, part-time faculty, classified employees, and administrators. Fred Feldon asked about including titles for employees. Chris Johnson said that he can’t get this from the District. He put the directory on the screen. Fred Feldon asked if Dana Emerson and Son Nguyen were on it. They were. Ann Holliday said that the list also includes names of people who are no longer here, like Gayle Berggren. Stephen Barnes said that the directory can be accessed at **coastline.edu/directory**. He asked people to send him suggestions, and he will pass them on to Chris Johnson. Fred Feldon said that Chris makes it happen!

**Puzzle Prize Donation:** Fred Feldon said that the February *Academic Senate News & Views* has a puzzle in it: “Cross-Discipline Arithmetricks.” The first person with all the correct answers will win a prize—a $50 gift certificate. The Math instructors were planning to donate money for the prize, but Fred Feldon wondered if the Academic Senate could pay for the prize. Stephen Barnes said that, then, taxes would have to be taken out. Debbie Henry said that the Marketing Department has things like tote bags that could be given as prizes.

**OER (Open Educational Resources) Grant Allocations:** Chau Tran said that he saw the list of names of faculty members who were chosen to be given grants to develop OER materials so that their classes can be zero-cost. He and other math instructors applied for grants, but they were eliminated from consideration because they already had zero-cost courses listed on Banner. They worked really hard to prepare their classes for zero cost and think that they should have been considered. OER Coordinator Scott Davis said that their applications were eliminated because the work has already been done and already qualifies in Banner. Stephen Barnes said that originally the Academic Senate for California Community Colleges (ASCCC) passed a resolution opposing giving faculty any money for adopting OER materials for their classes. However, by the last plenary session, the ASCCC had softened it position to allow faculty to receive money for creating OER materials for their classes. One of the stipulations of the Coastline OER grant was that faculty who applied would now create or adapt OER materials for their classes. Scott Davis said that we have more than 30 zero-cost sections of English (on the regular side and on the Contract Education/Military side) that didn’t qualify either because they had already been done and were listed in Banner. Recipients of the grant were those creating new materials; the grant cannot pay for using existing materials. Chau Tran said that in two semesters the Math Department will save students millions of dollars. The most difficult are the online Math classes that are below the college level. It is disappointing not to be recognized for the work the faculty have done. Scott Davis said that we want to support and encourage faculty to use OER materials that are available, but the parameters of the grant cannot pay for that; the grant limits what can be done. The grant can fund only new materials. Chau Tran said that Orange Coast College is taking a different approach. Scott said that Coastline’s OER funding source is from three different grants. David Devine asked about creating master courses, those that could be used by other instructors teaching the course. Scott Davis said that the Faculty Success Center (FSC) could help faculty to create a master course; however, if the master course creators are paid, then the course will belong to the College and to the entire Coastline faculty.

**Tenure-Track Presentations:** David Devine said that he wanted to float an idea to the Senate. He thinks that it would be a good idea for full-time faculty in their second year and in their fourth year to give a brief presentation to the Senate. This is a way we can get to know our new faculty and to hear what they are doing in their departments. Stephen Barnes said we would have to check with the union about asking faculty who are going through tenure review to do extra tasks. Ann Holliday said that she would need to think about this; she will talk to other union officers. David Devine said it wouldn’t have to be part of the tenure process. Faculty could be asked if they would like to do this; there shouldn’t be any penalty if they didn’t want to. Sandra Basabe said that they would still feel pressured to do it simply by being asked. Debbie Henry suggested that it might be a good idea to ask newly tenured faculty to talk to the Senate after they have received tenure. Kevin Erdkamp suggested that they could do this at the Senate luncheon when we honor newly tenured faculty. Rick Lockwood said that faculty are approved for tenure by the time of the luncheon in May; however, they are not actually tenured until the first day of the next semester. He would suggest the first Senate meeting of the fall semester.

**REPORTS/UPDATES/INFORMATION ITEMS**

**Spring 2018 Flex Day:** Flex Coordinator Ann Holliday asked if there were any questions about Flex Day on Thursday, February 15. Tobi West asked if there were any alternate plans for faculty to take the Office of Civil Rights (OCR) training; do we have any dates yet for those faculty who are not able to attend the Flex Day on the 15th? Ann Holliday said that all Coastline employees have to attend the OCR training this semester; it is mandatory. After the Flex Day, we will see who hasn’t done it yet. Dr. Adrian sent everyone a letter by email last week, explaining why we need this mandatory training. Everyone should read that letter. Celeste Ryan is the OCR Coordinator. We are going to have a very good speaker on this issue at the Flex Day. He will provide an overview of OCR requirements. He will present two separate OCR trainings, which are different. The one in the morning is for classified and administrative employees. The one in the afternoon is for faculty employees. Laurie Runk said that some of her part-time faculty have full-time jobs and cannot attend the Flex Day. Celeste Ryan said that there will be several options for making up the training. She works many Saturdays; perhaps we will have a make-up training on a Saturday. Stephen Barnes said to be sure to remind part-time faculty to bring their identification cards. Debbie Henry said that many people don’t know that classes are canceled that day. Shelly Blair said that they will tell everyone on the website. Instructors who teach on Thursday have to attend the Flex Day for the number of hours that they teach that day. If they stay for any extra hours, they will be paid for those hours to a maximum of three hours. Ann Holliday said that full-time faculty must participate in six hours of Flex. Except for those part-time faculty who teach on Thursday, part-time faculty are not required to attend. Part-time faculty who do not teach on Thursday but choose to attend the Flex Day, will be paid for up to three hours. Tom said that some teachers teach in the morning. Ann Holliday said that they can sign in for one of the break-out sessions at 10:00 a.m. and for one of the union meetings at 11:00 a.m.

Fred Feldon said that the discipline meeting is one hour and forty-five minutes, but faculty have to do a Guided Pathways project. Ann Holliday said that the Guided Pathways project will take only 30 minutes or less.

**Department of Education (DoE) Update:** Stephen Barnes said that Dr. Adrian received a phone call last Friday, telling her that the DoE will be sending a report on Coastline’s Regular and Substantive Interactions (RSI) very soon. We don’t know the results yet.

**College Committee/Task Force Reports:**

**PIEAC (Planning, Institutional Effectiveness, and Accreditation Committee):** Stephen Barnes said that the next PIEAC meeting will be on February 21, 2018, from 1:00 to 3:00 p.m. The College Wings will be giving their presentations. This would be a good meeting for interested faculty to attend.

**Budget Committee:** Rick Lockwood said the committee won’t meet until March 14. Stephen said that Vice Chancellor of Administrative Services Andrew Dunn will be giving a presentation to the committee about proposed changes in the District Funding Plan.

**Technology Committee:** Cheryl Chapman said that the Coastline Technology Committee has not met yet, but she attended the meeting of the District Consultation Technology Committee, which is working on project prioritizations for all three colleges and the District Office with a common software interface. Discussions also included the implementation of single sign-on access, the portal updates, and future upgrades to Banner. Elizabeth Horan said that the new single sign-on access will be implemented over Spring Break.

**Professional Development Committee:** Lisa Lee said that this committee will be meeting today.

**Accreditation Update:** Stephen Barnes said that we are working on the fourth draft of the self-study now.

**Academic Senate Committee Reports**

**Communications Committee:** Jeanne Oelstrom said that the committee has been talking about putting the Academic Senate newsletter all online instead of printing paper copies. We need to think about it. Ann Holliday said that we need to produce some hard copies for the Board of Trustees and others at the District Office. They love our newsletters. Marilyn Fry said that she likes a hard copy. Jeanne Oelstrom said that each month many copies of the newsletter are left sitting at the various centers and in the Distance Learning Office. It is a waste of money.

**Elections Committee:** Margaret Lovig said that nominations for Curriculum Committee positions are still open until February 20. We need to find out when the call for nominations for the Academic Senate goes out. Stephen Barnes told everyone to look for those.

**Faculty Recognition: A**nn Holliday said to watch for Teacher of the Year nominations.

**Faculty Success Center:** Rick Lockwood said the FSC is going to be doing great things. Sylvia Amito’elau said that FSC50, “Attendance and RSI Training,” begins February 9 and ends February 16. FSC150, “Teaching in Canvas,” begins April 16 and ends May 28. Rick Lockwood said that Cheryl Chapman and he attended the New Faculty Orientation. A visitor from Orange Coast College said that it was “neat.” The new Canvas Gradebook will be introduced this summer. It includes many features designed to improve the grading experience, especially in classes with large numbers of students and assignments.

**Social Committee:** Ann Holliday said that the Senate Installation Luncheon will be held this year on May 15, the third Tuesday of May, instead of the second Monday. That day, May 8, Rob Johnstone will be at the College, meeting with a number of Senators and others.

**ANNOUNCEMENTS**

**Scholarships:** Stacey Smith asked faculty to spread the word to their students about applying for a scholarship.

**Transfer Fair:** Helen Ward said that next Wednesday, February 14, Coastline will hold a Transfer Fair at the Newport Beach Center from 10:00 a.m. until 2:00 p.m. There will be 32 schools there. She asked faculty to invite their students to attend to get information about colleges and universities that they might be interested in transferring to.

The meeting was adjourned at 2:30 p.m.

Recorded by Marilyn M. Fry

Distribution:

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District Consultation Council Michael Carlucci (CCA/CTA/NEA)

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