**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**November 28, 2017**

**MINUTES and NOTES**

**Present:** Michael Bach, Stephen Barnes, Sandra Basabe, Fred Curry, Lisa Demchik, David Devine, 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, Chau Tran, Tobi West Vince Rodriguez (V.P. of Instruction), Sylvia Amito’elau (Classified Delegate)

**Absent:** Cheryl Chapman (ex), Scott Davis (ex), Kevin Erdkamp, Noha Kabaji (ex), Ted Marcus, Christy Nguyen (ex), Celeste Ryan (ex), Michael Warner (ex)

**Guests:** Ryan Boyd (ESL Instructor), Dana Emerson (Dean of the Westminster Le-Jao Center), Joycelyn Groot (Administrative Dean of Military Education, Corporate Training, and Business Development), Kristen Hoeft (Instructional Associate of the Basic Skills and Student Outcome and Acceleration Program), Elizabeth Horan (Librarian), Dr. Kathryn Mueller (Interim Vice President of Student Services), Stacey Smith (Economics Instructor), Aeron Zentner (Dean of Research, Effectiveness, Planning, and Grant Development)

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**

**Danny Pittaway moved to adopt the agenda with changes (second, Sandra Basabe). MSU**

**Michael Bach moved to reorder the agenda to move Announcements from the end of the agenda to right after Public Comments (second, Chau Tran). MSU**

**Ann Holliday moved to reorder the agenda, to move 1.62 (Senate donation) from the Consent Calendar to Discussion and Action (second, Sandra Basabe). MSU**

Stephen Barnes said that we would be pulling the presentation of the California Acceleration Project (CAP)/AB 705 from this meeting until the next meeting. The presenters were unable to attend the Senate meeting today.

**Sandra Basabe moved to approve the minutes of November 7, 2017 (second, Deborah Henry). MSC with David Devine abstaining**

**Ann Holliday moved to approve the Consent Calendar (second Chau Tran). MSU**

**CONSENT CALENDAR**

* Approval of Fred Curry to replace Noha Kabaji on the Curriculum Committee for the spring 2018 semester

**ANNOUNCEMENTS**

**Library Website:** Librarian Elizabeth Horan announced that the Coastline Library website has been revised. Faculty resources are now in one space. She asked Senators and other faculty to let her know if they have any other suggestions for change.

**Giving Tuesday:** Jeanne Oelstrom announced that today is Giving Tuesday. Employees can donate to the Coastline Foundation.

**SPECIAL REPORTS/UPDATES**

 **American Council on Education (ACE) Review:** Joycelyn Groot said that the American Council on Education (ACE) gives students credit for prior learning. Coastline’s Military Education Department has worked with ACE for many years; many of our military students receive credit for military training courses. Coastline is a leader in recognizing college credit for military personnel. These students can receive up to 40 units of credit for military training approved by ACE. Recently ACE announced that it was looking for any college faculty interested in working with the organization to do evaluations of courses. Joycelyn Groot said that she would encourage Coastline faculty to sign up. These are team evaluations; evaluators have access to ACE training on military bases. Evaluators travel to a military base and spend one to three days. Housing is covered, and evaluators receive an honorarium of $500 a day.

**Hayward Award Nominees:** Ann Holliday said that two Coastline faculty members have been nominated for the Academic Senate for California Community Colleges (ASCCC) prestigious Hayward Award: full-time faculty member Rick Lockwood and part-time faculty member Cheryl Chapman. ASCCC gives out four Hayward Awards each year, one in each of the four areas of California. Margaret Lovig was a previous Hayward Award recipient.

**DISCUSSION & ACTION ITEMS**

**Integrated Planning Guide Revisions (Redlined):** Danny Pittaway said that this document is a very important piece of our Accreditation Self-Study.

**Ann Holliday moved that the Academic Senate approve the proposed Integrated Planning Guide and recommend that the name of the document be changed to be more descriptive of the document, not as confusing (second, Danny Pittaway). MSU**

**Coastline Academic Senate Donation to Four California Community Colleges Affected by the Fires in Northern California:** Treasurer Ann Holliday said that four community colleges were drastically affected by the recent northern California fires: Mendocino College, Napa Valley College, …. She proposes that the Coastline Academic Senate donate $2,000 to help out these schools, $500 for each school.

**Ann Holliday moved that the Coastline Academic Senate donate $500 each to the four community colleges affected by the recent northern California fires: Mendocino College, Napa Valley College, (second, Marilyn Fry). MSU**

**DISCUSSION ITEMS**

**District Faculty Equivalency Policy and Procedures:** Ann Holliday said that these documents are at the heart of the hiring of full-time and part-time faculty. We had hoped to assure that no hiring committees would need to meet during the summer vacation; however, that did not happen. The English errors in the original documents have been corrected in these documents. We will bring these documents back to the next Senate meeting for approval. The District policy and procedures need to be approved by all three academic senates in the District and then approved by the Board of Trustees. David Devine asked what we do when Coastline doesn’t have a full-time instructor who is an expert in a particular discipline. For example, Deborah Secord taught geology for Coastline under a California Lifetime Credential, but her graduate degrees were not in that discipline. We don’t have a full-time geology instructor. Ann Holliday said that then we would ask a part-time instructor with the proper degree to serve on the District Equivalency Committee for Geology. These committees are not limited to only full-time faculty.

**Student Learning Outcome (SLO) Handbook:** Aeron Zentner said that Coastline received a grant last semester for four areas. One covered what the College was doing about SLOs. Therefore, a small group of faculty put together this SLO Handbook: Gayle Berggren was the first one to write it; it was then perfected by SLO Coordinator Joshua Levenshus. Fred Feldon asked where we could see the SLO Handbook. Josh Levenshus said that it is posted on the Faculty & Staff page, about halfway down. Aeron Zentner said that it is also posted on the Institutional Effectiveness page. We are now able to put the SLOs in Canvas rather than having to post them by hand into Banner. Fred Curry asked if the SLO Handbook is up to date. Aeron Zentner said to let him know if anyone sees anything that is not covered. We will have to make those changes in Banner. Josh Levenshus set up a five-step process in Canvas. Josh Levenshus said that every department is on an ongoing four-course assessment cycle. In the past, we used mapping to determine the effectiveness of Program Student Learning Outcomes (PSLOs), but it didn’t work very well. These PSLOs measure what the student has learned on completion of the whole program. Aeron Zentner said that 4-point surveys were sent to Coastline students who had graduated with questions asking how confident and competent they felt about completing program outcomes. His office then prepared charts on each program; these will automatically appear in a program’s program-review documents. Departments and programs won’t have to search for it. In the future, we will discuss changing the Institutional Student Learning Outcomes (ISLOs). Josh Levenshus said that data really does matter. He is working with Aeron Zentner to marry qualitative and quantitative data together. We will ask faculty to make up scenarios for students to answer on surveys. In fall 2018, we will create an SLO Committee.

**Guided Pathways Self-Assessment:** Aeron Zentner said that the State gave Coastline two weeks to do a self-assessment survey on how far along the College is in adopting Guided Pathways. The survey showed that Coastline is in the “early adoption” stage. Copies of the survey are on the handout table. The College could be eligible for a $900,000 grant for professional development in relation to Guided Pathways. We are working on this with Rob Johnstone. On November 20, members of Rob Johnstone’s team met at the College Center with 17 focus groups in that one day. They will provide a report on their findings; we should get a summary in a week or two. Rob Johnstone says that we want a vision of where Coastline is going. Aeron Zentner said that he appreciates everyone’s coming out and donating their time on November 20.

**California Common Assessment:** Stephen Barnes said that the State has stopped all work on the Common Assessment. Faculty have been working on this for the past three years, but they ran into problems. State Chancellor Eloy Ortiz Oakley said on October 24, 2017, that the State will no longer be working on the Common Assessment. Colleges will need to place students in English and mathematics courses based on Multiple Measures. Marilyn Fry said that she heard this at the ASCCC Fall 2017 Plenary Session and was very disappointed. Linda Kuntzman asked what will happen for enrollments in the spring semester. Vince Rodriguez said that we will still have the current placement test, ACCUPLACER. The premise is that colleges will use multiple measures such as high school grades to place recent high school graduates in college classes; it is more effective. However, placement tests may be more appropriate for those who have been out of school for many years. Linda asked how Banner knows that we are using multiple measures. Aeron Zentner said that, over the past two years, we have piloted multiple measures for recent high school graduates; during that time, the multiple measures were built into our assessment test. If a student has not attended high school in the past ten years, we can rely on his or her self-reporting about how well he or she did in English or mathematics courses when attending high school. Students can always take the placement test for confirmation. Debbie Henry said that she has heard that AB 705 states that students can self-place into these courses. Vince Rodriguez said that a group is having a meeting tomorrow to discuss how this will all work for guided self-placement. Most students don’t place themselves into math courses that they might be qualified to take; they tend to place themselves lower. Stephen Barnes said that the Senate will have a presentation on AB 705 at the next Senate meeting, on December 5, 2017.

**Participatory Governance Philosophy and Procedures:** Stephen Barnes said that he has been working on this document with College President Lori Adrian and Classified Senate President Kevin Donahue. The final document, which is on the handout table, will not be anything new—just a reflection of what we are actually doing at Coastline. He asked Senators to look at the document and give him any suggestions. This is still in the discussion phase. Ann Holliday said that there is a blank on page 9 about which matters the College Council recommends.

**Ann Holliday moved that the Academic Senate refer the Participatory Governance Philosophy and Procedures to the Academic Senate Policy and Procedures Committee for review, to report to the Senate by the second Senate meeting in February (second, Chau Tran). MSU**

**Board Policy 7310 Nepotism:** Ann Holliday complained that this policy has been too broadly interpreted by the District; during the past year, the District became overly strict about this policy. She has an aide who has worked with her in one of her classes at Fairview Developmental Center for many years. The aide recommended her cousin to be an aide in a different class, and Ann wanted to hire her, but the District Human Resources Office wouldn’t allow it although it would seem that a cousin is farther removed than anything listed in the policy. We need some statement about reasonableness in the policy. Josh Levenshus said that this makes zero sense; it is “way over the hill.” Tobi West agreed that this was “overkill.” Debbie Henry said that it seems that one paragraph of the policy argues against another paragraph. Fred Curry said that issue is with hiring; unless the relative is part of the hiring process, it is just silly. Marilyn Fry said that she is very interested in reading about DNA and early humans. It would seem that probably everyone in the room today is related in some degree or another to everyone else in the room. Sandra Basabe said that this cousin issue is out of limits. Are we going to deny employment to knowing another person? Stephen asked Senators and others to let him know of any thoughts or language that he can share with the District committee that is reviewing Board policies.

**College Committee/Task Force Reports:**

**Facilities, Safety, and Sustainability Committee:** Michael Bach said that parking and traffic near the Westminster Le-Jao Center is going to get worse. The library on 13th Street is going to be replaced by a housing tract. Le-Jao Dean Dana Emerson said that the Westminster City Council is working toward building up a “downtown Westminster” area. This will create even more parking issues. Debbie Henry said that parking near the Le-Jao Center has been an endless problem. Vince Rodriguez said that Lori Adrian, Dana Emerson, and he met with the Westminster Mayor and City Council. They want to revitalize the Westminster downtown area. We will continue to work with them. We are still wanting to buy a parcel of land where we could build a parking structure for that Coastline site. Josh Levenshus said that the recent Senate Bill 35 states that cities have limited needs for parking. This helps developers more than cities. It is a bigger issue. Vince Rodriguez said that he and Lori Adrian will be meeting with Orange County officials; the County owns the parking lot at the corner of 13th Street and All American Way.

**Professional Development Committee:** Ann Holliday said that they are trying to build a two-year plan of professional development at the College. The document will come to the Senate for discussion and approval.

**Flex Committee:** Ann Holliday said that Dr. Andreea M. Serban, CCCD Vice Chancellor of Educational Services and Technology, met with the three Flex Coordinators, the President of the Union, and the three College Presidents. In the fall semester, we had 6 hours of flex activities¸ but in the spring, we can go all day. Flex is mandatory. We are looking for speakers that address issues. Josh Levenshus suggested that we have a Guided Pathways planning day. Ann Holliday said that the whole day can’t be devoted to that subject. ADA (Americans with Disabilities Act) training is mandatory. Let’s have the guest speaking address this issue. Email messages are going out to department chairs about discipline meetings on that day. Vince Rodriguez said that we could have a flex day from 8:00 a.m. until 11:00 p.m. to cover all requirements. Many part-time faculty teach at night; we have to make accommodations for them since all classes are canceled that day. Ann Holliday said that full-time faculty are obligated to attend six hours of flex activities; part-time faculty are obligated to attend the number of hours that they teach that day; they are compensated for three hours of flex activities. Tobi West said that the cybersecurity discipline faculty hold meetings every month. It has been very helpful.

**Curriculum Committee:** Dan Johnson said that he and Debbie Henry attended an ASCCC regional Curriculum Committee meeting. Debbie said that the Course Identification Numbering System (C-ID) is long behind in approving C-IDs. AB 705 was discussed, but nobody knew what it exactly means for California community colleges. There is a Statewide push for non-credit certificates. The State Chancellor’s Office is developing guidelines for prerequisite and corequisites.

**Accreditation Update:** Danny Pittaway said that about 65% of the writing of the draft self-study is finished. However, there is still a substantial amount of work that needs to be done.

**Faculty Success Center:** Rick Lockwood said that the FSC is sort of in limbo at this time; we are waiting for the results of the RSI (Regular and Substantive Interaction) Taskforce. Then the FSC will conduct RSI trainings. Fred Curry asked if the FSC is continuing to do Canvas trainings. Rick Lockwood said, yes, FSC 150 is specifically designed for Coastline. Josh Levenshus said that the Americans with Disabilities Act (ADA) training course is open-ended and self-paced. Faculty can do it on their own. Rick Lockwood said that the FSC will work with Celeste Ryan and do the ADA training department by department.

**Academic Senate Committee Reports:**

**Academic Senate Budget and Finance Committee:** Ann Holliday said that the Budget Committee approved bringing the $2,000 donation to northern California community colleges to the Senate today.

**Academic Senate Communications Committee:** David Lee asked Senators to give him items of interest for the Academic Senate newsletter—photographs, activities over the Winter Break, etc. The Art Gallery is holding an art exhibit opening on January 27, 2018. Everyone is invited.

**Academic Senate Elections Committee:** Margaret Lovig said that Curriculum Committee and Academic Senate elections will be held in the spring. Department chair positions will be discussed in fall 2018 and voted on in spring 2019.

**Academic Senate Faculty Recognition Committee:** Ann Holliday said that nomination forms for Teacher of the Year have been sent out early this year.

**Academic Senate Policy and Procedures Committee:** Debbie Henry said that the committee met in October to draft changes to the Academic Senate Constitution to clarify who qualifies as a “faculty member.”

The meeting was adjourned at 2:10 p.m.

Recorded by Marilyn M. Fry

Distribution:

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