**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**February 5, 2019**

**DRAFT MINUTES and NOTES**

**Present:** Michael Bach, Stephen Barnes, Sandra Basabe, Marilyn Brock, Cheryl Chapman, Fred Curry, Scott Davis, Lisa Demchik, Kevin Erdkamp, Fred Feldon, Marilyn Fry, Angela Gomez-Holbrook, Ann Holliday, Dan Johnson, Linda Kuntzman, Lisa Lee, Joshua Levenshus, Rick Lockwood, Margaret Lovig, Ted Marcus, Tanya Murray, Jeanne Oelstrom, Celeste Ryan, Stacey Smith, Chau D. Tran, Michael Warner, Tobi West, Vince Rodriguez (V.P. of Instruction), Sylvia Amito’elau (Classified Delegate), Rob Schneidermann (AFT/CFE President), Rob Fey (AFT/CFE Director)

**Absent:** David Devine (ex), Deborah Henry (ex), David M. Lee (ex)

**Guests:** Loretta P. Adrian (College President), Shelly Blair (Dean of Innovative Learning), Nathan Brais (Director of Student Life and Outreach), Jean Dupon (Organic Chemistry Instructor), Dana Emerson (Dean of the Westminster Le-Jao Center), Steve Fauce (Biology Instructor), Elizabeth Horan (Librarian), Nancy Jones (Dean of the Garden Grove Center), Bruce Keller (Dean of Counseling and Matriculation), Kate Mueller (Vice President of Student Services), Tom Neal (Dean of the Newport Beach Center), Christine Nguyen (Vice President of Administrative Services), Son Nguyen (Mathematics Instructor), Nancy Ortiz (Mental Health Counselor), Neda Sadeghiani Pelar (Biology Instructor), Paolo Varquez (Career Center Staff Assistant), Helen Ward (Transfer Center Coordinator), Daniel Weber (Articulation Officer), 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 Ann Holliday with the Pledge of Allegiance to the Flag.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Chau Tran moved to adopt the agenda (second, Ted Marcus). MSU**

Ann Holliday said that the agenda would be reordered so that the Vice Presidents can speak on the bookstore first as some of them have to leave for a meeting at the District.

**Michael Warner moved to approve the minutes of December 4, 2018 (second, Michael Bach). MSU**

**Fred Curry moved to approve the Consent Calendar (second, Michael Warner). MSU**

**CONSENT CALENDAR**

* David Devine, Erick Bender (OCC), and Bud Benneman (GWC) to serve on the Full-Time Geology Instructor Hiring Committee
* Laurie Runk, Deborah Henry, and Steve Fauce to serve on the Full-Time Health Sciences Instructor Hiring Committee

**SPECIAL REPORTS/UPDATES**

**Bookstore Request for Proposals:** Vince Rodriguez said that the District contract with Barnes and Noble ends on June 30, 2019. The District will be putting out a Request for Proposals (RFP) for a new contract. Christine Nguyen is working with her counterparts at Orange Coast College and Golden West College and with Vice Chancellor Andy Dunn to formulate the wording for the RFP. Coastline has had a challenge in operating an onsite bookstore. Now we are considering an online bookstore for Coastline. If we make that decision, we will find ways for textbooks to be delivered to the learning centers for students to pick up orders. If this seems to be a good idea, we will propose a business model as we plan space in the new building.

Christine Nguyen said that she asked the Coastline Bookstore for a breakdown of sales: 94% of the sales are for textbooks. Only 6% of the sales are for other items, mostly Scantron forms. During the first two weeks of each semester, the bookstore is busy; the rest of the semester, there are very few customers. The Coastline Bookstore has never made a profit. Therefore, we outsourced it, first, to Follett and, then, to Barnes and Noble. The last contract was a District contract for all three colleges. Through the years, the bookstore has had a net loss. The store doesn’t have many non-text items, items that could increase revenue. The only students who actually have to personally go to the Coastline Bookstore are the EOPS (Extended Opportunity Programs and Services) students who are given book vouchers. Vince Rodriguez said that we have to find a way for EOPS students to get their books. Christine Nguyen said that we are exploring all options. Currently, three College employees are working in the bookstore. These are employees whose salaries and benefits are paid by the College. If we decide to do away with a bookstore at the College Center, it doesn’t have to be 100% online; we could have pop-up stores at each center for the first two weeks of the semester. She asked faculty to let her know of any problems they see with an online bookstore for the College, or let her know of any suggestions.

Fred Feldon said that Coastline has differently scheduled courses; some are 10-week courses; some are 12-week courses. Josh Levenshus said that none of the items for sale in the current bookstore are Coastline items; they don’t represent the College. Although the bookstore carries T-shirts or sweatshirts with the name on it, those items don’t have our logo and aren’t in the Coastline colors. If Coastline did decide to change to an online bookstore, could our students buy books and items at the Orange Coast College and Golden West College bookstores? Christine Nguyen said, yes, we can partner with them. We can have online items with the Coastline logo and colors. However, we will need to do some marketing. We will be working closely with the book vender. Tanya Murray said that whatever we can do to lower costs of textbooks is best. Our students are comfortable with shopping online. Fred Feldon said that, whatever we decide, we need local control and faculty input. Christine Nguyen asked Fred Feldon to send her appropriate wording to put in the RFP. Josh Levenshus said that shopping online is convenient, but we need fast shipments. Sometimes it takes Barnes and Noble two weeks to send a textbook. Kevin Erdkamp asked if all of our publishers could coordinate. Vince Rodriguez said that we can explore other options—like digital copies of textbooks. Ann Holliday said that the Senate will vote on this issue at the next meeting.

**College President’s Welcome:** Dr. Loretta P. Adrian welcomed everyone back to the spring semester. Coastline has the most hardworking faculty and Senate that she has ever worked with. She enjoys her interactions with the Academic Senate.

There are opportunities to think about. Look at Coastline’s Vision Statement—Creating Opportunities for Success. All of California’s community colleges are expanding their online offerings, but we can’t worry about the competition. How can Coastline have the leading edge in online instruction? How can Coastline be the college of choice? We have the talent and the resources. We need to start thinking about other options like short-term courses and competency-based education. We are the leader in Guided Pathways. How do we talk about enrollment management? What areas can we grow in? What areas do we need to revise?

Lori Adrian said that she is so proud of everyone and for the great work that the faculty are doing. She appreciates the way Coastline faculty are working with our sister colleges to meet the challenge of AB 705. She thanked Fred Feldon for his help in this. She thanked Scott Davis for the work he has done in promoting zero-cost textbooks. She asked Senators how many of them are using Open Educational Resources (OERs) in their classes; most of the Senators raised their hands. Lori Adrian also thanked Josh Levenshsus and Shelly Blair for their leadership in Guided Pathways, called the Coastline Pathway. She is also very proud of the way that Coastline has become world renowned in cybersecurity, thanks to Tobi West. She also thanked Linda Kuntzman for her work on adult education in English as a Second Language (ESL). She looks forward to this next year, working with all the faculty, administrators, and staff for College Success!

**Student Mental Health Services at Coastline:** Ann Holliday said that Coastline has recently hired two part-time mental health counselors. She introduced one of them, Nancy Ortiz. Nancy Ortiz said that she is a licensed social worker. She and Claudia Vernon, the other counselor, have limited hours when they can see students, Monday through Thursday, in the 4th Floor Office by the Student Outreach Office. They will give a presentation at the Flex Day.

**Spring 2019 FTES Report:** Vince Rodriguez said that our Full-Time Equivalent Student (FTES) count is a little above last year’s at this time although we are 90.7 FTES short of our goal for spring 2019. Our enrollment was slightly down in fall 2018. Our enrollment counts haven’t been down for many years, but now the Statewide decrease in college enrollment is hitting us. All colleges are experiencing an enrollment downturn. This started happening at other colleges in the State two or three years earlier.

Coastline’s base enrollment, the State and District expectation, is 5,670.02 FTES. Coastline is actually 11% over that base. However, the District as a whole is below its overall base. Every January, a P-1 Report is sent to the State Chancellor’s Office, explaining the District enrollment patterns. The District is short 1,800 FTES, so the District is going to have to borrow 2,000 FTES from summer 2019 enrollments to balance this year’s requirements. However, that means that next year the District will be down even further. The State no longer offers a stabilization option.

Aeron Zentner said that the numbers will shift over time when enrollments in late-start classes are added in. Vince Rodriguez said that typically we see a 200-250 FTES decline from the first day of class until the fourth week as students drop classes. Sandra Basabe asked if we need more FTES. Vince Rodriguez said absolutely. The District has done surveys, and the main reasons students give for dropping classes have to do with external pressures related to their work or home life. When the economy is good and people are working, college enrollments go down; enrollments go up during a recession, when people look to education to increase their job opportunities.

Tanya Murray asked if our participation in the Online Education Initiative (OEI) is helping our enrollment. Vince Rodriguez said that he thought that it has helped. He said that State legislative bills have caused enrollment decreases in California in recent years. For example, students are no longer allowed to repeat classes for credit. Because of that, Coastline lost significant enrollment in art classes. Now with AB 705, we will no longer be offering basic skills classes for credit. Helen Ward said that another factor in lower enrollments in Orange County community colleges is the shift in population. Orange County lost 17% of its population to the Inland Empire because of the high cost of housing here. Vince Rodriguez said that we are beginning to market our online classes to rural areas that don’t have local colleges.

**Course Offerings for Incarcerated Students:** Vince Rodriguez said that incarcerated-student enrollments in colleges are limited by the Federal Department of Education to only 25% of a student population. However, our courses are so much in demand in the prisons that we are likely to go over the 25%. We have to find a way to decrease these enrollments. He has been working closely with College President Lori Adrian to determine which classes to continue and which to cut. California State University of Los Angeles wants to offer some of onsite classes in several local prisons. Maybe we can partner with CSULA to offer courses that they don’t offer while cutting back on the courses that they do offer at those prisons.

Sandra Basabe asked how they decide which courses and programs to offer and which not to offer. Vince Rodriguez said that we are considering not offering any classes to incarcerated students during the summer. This would cut the number of incarcerated enrollments. Scott Davis asked if there was any way we could increase the number of incarcerated students our District serves by sharing some of these students with Orange Coast College. Vince Rodriguez said that the education officers at the prisons say that they are overworked. They are responsible for too many students at each prison. They help students to study to earn GED (General Education Development) diplomas, and they proctor tests for college students and assist them with their education. With increased enrollments, they are now responsible for more students than in the past. There are not enough teachers and proctors at each of the prisons. We might be able to appeal to the Department of Corrections to allow Coastline to enroll a higher percentage. However, with our Regular and Substantive Interaction (RSI) issues, this would not be a good time to make that appeal.

Sandra Basabe asked who decides which classes and programs to eliminate. The Spanish courses available for incarcerated students have been cut so that now it is impossible for an incarcerated student to earn an AA degree in Spanish. Vince Rodriguez said that the most popular degree in the prisons in the business degree. We aren’t eliminating any degrees, but we need to emphasize our strengths. We would need to know how many students have graduated with a degree in Spanish in the past. The deans have the right of assignments; they make the decisions about which classes to offer each semester, based on program review reports and program vitality. CFE (Coast Federation of Educators) President Rob Schneiderman said that any time there is a reduction in classes is difficult. Could the Senate see the rubric that administrators use to decide which classes to eliminate? Vince Rodriguez said that we don’t have a rubric. We have done across-the-board cuts. Sandra Basabe asked how an incarcerated student can earn an AA degree in Spanish if we don’t offer the necessary classes.

**ACTION ITEMS**

**Senate Representatives on the Curriculum Committee Nominating Committee:** Dan Johnson said that each year the Senate and the Curriculum Committee each provide two members of the Curriculum Committee Nominating Committee to encourage faculty members to serve on the Curriculum Committee. He asked for volunteers to serve on the Nominating Committee. Marilyn Fry and Michael Bach volunteered to represent the Senate on the Nominating Committee.

**Sandra Basabe moved to approve of Michael Bach and Marilyn Fry to serve on the Curriculum Committee Nominating Committee (second, Chau Tran). MSU**

**Confirm Academic Senate Meeting Time:** Ann Holliday said that the College Council has been discussing the proliferation of committees and task forces. Faculty, administrators, and staff members spend a great deal of time going to various meetings. Therefore, all the College committees are being asked to look at the purpose of their committees and the times they meet to see if any can be eliminated or shortened. Title 5 mandates a California community college to maintain an academic senate, which has the purview of dealing with academic and professional matters. The Coastline Academic Senate represents all the faculty of the College in regard to these issues.

As for meeting days and times, all three colleges in the Coast Community College District hold their meetings on Tuesdays about the same time. Our Senate meets on the first and third Tuesday of each month during the academic year from 12:30 to 2:30 p.m. Should we make any changes? No suggestions were made.

**Fred Feldon moved to approve of the Coastline Academic Senate’s continuing to meet on the first and third Tuesdays of each month of the academic year from 12:30 to 2:30 p.m. (second, Kevin Erdkamp). MSU**

**REPORTS/UPDATES/INFORMATION ITEMS**

**Academic Senate Executive Committee Reports:**

**President’s Report:** Ann Holliday said that the Coastline Foundation has asked the Academic Senate to sponsor a table at its Social Responsibility Summit on Friday, April 26, 2019, from 9:00 a.m. until 3:00 p.m. at the Westin South Coast Plaza in Costa Mesa. The Senate is committed to sponsoring a table for ten people, which costs $750. The Executive Committee discussed this last Tuesday and talked about who should be invited to sit at the Senate table. A suggestion was made to invite all the full-time non-tenured instructors to attend this event.

The three academic senate presidents met with the CCCD Chancellor yesterday, and we talked about serving students by encouraging them to enroll in any of the colleges in the District. The OCC and GWC academic senate presidents suggested what we have been suggesting for years. When a student is unable to enroll in a class at one college because it is full, that student could automatically be notified of the same course’s availability at either of the other two colleges. Also, if a student indicates that he or she wants to earn a degree or certificate in a particular academic subject, the student could be advised about its availability at one of the other colleges in the District. For example, if an OCC student wants to go into law enforcement, he or she would be told that GWC has that program. The idea is to keep students in the Coast District—to share the students throughout the District.

Ann Holliday asked Senators to put March 12, 2019, on their calendars. This Tuesday is not a Senate meeting day. She urged Senators to attend a meeting at the District Office Board Room from 3:00 to 5:00 p.m. All three academic senates are invited to attend this meeting on guided pathways. This is not an open meeting; only CCCD academic senators are invited. The vice presidents from all three colleges and the guided pathways teams will be participating. Josh Levenshus said that he is confused. The Board Room holds only 120 people with tables. Is this only an update? Ann Holliday said that people can ask questions.

Flex Day is February 21 at the Garden Grove Center. No classes will be held this day; full-time faculty and those part-time faculty who teach on that Thursday must attend. Part-time faculty who do not teach on Thursday can attend any of the workshops or activities and will be paid for three hours of the time they spend in Flex Day meetings. Ann Holliday asked Shelly Blair to put out the invitation again for faculty to indicate their interest in various workshops and to choose which sandwich they want for lunch. For those faculty who are coming to the night meetings, both unions will hold a joint meeting in the evening, and pizza will be provided at that meeting.

**FSC Coordinator Report:** Stephen Barnes said that the Faculty Success Center is moving along in preparing the new location directly behind the College Center. It has its own door to the outside, which can be accessed with Coastline key cards.

We have been getting great ideas for workshops and trainings. If anyone has an idea or if a department wants to get 4-5 or more people together, the center will be available for them to meet. They can be given a set time in the schedule. The FSC has a schedule for trainings to accommodate full-time and part-time faculty. In addition to specific meetings and trainings, the FSC can be a place where instructors can rest, relax, and rejuvenate or to network with others. They can use the computers in the center. We have a great advisory committee. Stephen Barnes said that he really appreciates their input.

Our open house has been delayed as we prepare the new space. Most of the new furniture is arriving this Friday; more will be delivered on February 22; and more will arrive two weeks later. We hope to have most of it put in place by March 1.

On Mondays, we have the mentor program, when we invite faculty to be available for 20-30 minutes to answer questions for newer faculty.

Stephen Barnes invited each Senator to take an FSC cup on the handout table; he asked Senators to sign by their names so that he knows who has been given a cup and who hasn’t. The cup has the FSC logo on it: a tree with deep roots to represent the way we are grounded together by working together for common goals.

**Treasurer’s Report:** Michael Bach reminded Senators that the Strawberry Festival parking fundraiser is only three and one-half months away.

**Accreditation Report:** Ann Holliday said that Danny Pittaway said that Vince Rodriguez or Aeron Zentner should give the report today as he was unable to attend the Senate meeting. The Accreditation Team will be visiting Coastline on February 25. A sheet with information on the members of the team is on the handout table. Aeron Zentner said that Coastline is in good shape, we collaborate together and have good processes, beginning with program review. We should celebrate the team visit; it is a positive thing to show what a good job Coastline is doing. Vince Rodriguez said that an accreditation visit is really a peer review. Team members can go into any classroom to observe; they can go into instructor’s Canvas sites. From 8:30 to 9:30, on Monday, February 25, there will be a welcome at the Garden Grove Center auditorium. Then the team will be given a tour of Coastline’s learning centers. They are here to listen. Ann Holliday said that everyone will be given a schedule of their visit.

**Coastline Pathways:** Guided Pathways Coordinator Josh Levenshus said that Coastline is in a good place. All of the work groups have been working hard and have created work plans, which are being reviewed; then they will be available for everyone. There will be multiple presentations at the Flex Day. He said that he and Shelly Blair have attended several guided pathways conferences. Two colleges are ahead of us in their planning: Pasadena City College and Skyline College. Coastline is planning a “Pathways Friday” twice a month for faculty and staff to get together. References and resources will be provided. Sylvia Amito’elau asked if we would have more sorting activities at the Flex Day.

**Academic Senate Committee Reports:**

**Elections Committee:** Margaret Lovig said that the deadline for nominations for Academic Senate elections is February 28. There are 11 open seats.

**Academic Rank:** Michael Warner encouraged faculty to email Yadira Lopez for information on Academic Rank. The deadline for turning in information is March 15, 2019.

**Constituency Representative Reports:**

**Vice President of Administrative Services Report:** Christine Nguyen said that we are working on signage for the Faculty Success Center. The cabinet went on tours to see buildings at other colleges; we looked at two local colleges; one was Riverside City College. We are exploring different designs for the new Coastline College Center.

**ANNOUNCEMENTS**

**Library Information:** Librarian Elizabeth Horan passed out a flyer on the numbers of people who took the online library workshops, which have been highly successful. The Avoiding Plagiarism Workshop was piloted in spring 2018, and 232 students took it. During the summer sessions, 205 completed the workshop. In the fall 2018 semester, 466 people took the workshop. The one-hour Library Orientation Workshop was piloted during the fall 2018 semester with 179 students completing it. She encouraged faculty to tell their students about these workshops.

**Transfer Fair:** Transfer Center Coordinator Helen Ward announced the Spring 2019 Transfer Fair on Wednesday, February 13, 2019, at the Garden Grove Center from 10:00 a.m. until 1:00 p.m. More than 20 university representatives from California and other states will be there to discuss majors and degree programs in their schools. The focus at all educational institutions is on guided pathways. Helen Ward urged faculty to tell their students about this event.

The meeting was adjourned at 2:26 p.m.

Recorded by Marilyn M. Fry

*In accordance with the Ralph M. Brown Act and Senate Bill 751, minutes of the Coastline Academic Senate record the votes of all Senators as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*