



Academic Senate Minutes

DATE: 2-4-20 | 12:30 pm – 2:30 pm | College Center, 4th Floor Conference Room

Senator	Present	Senator	Present
Alves, Mitchell	ABS	Johnson, Dan	x
Bach, Michael	x	Lee, David	x
Barnes, Stephen	x	Lee, Lisa	x
Basabe, Sandra	x	Levenshus, Josh	x
Brock, Marilyn	x	Lovig, Margaret	x
Chapman, Cheryl	x	Marcus, Ted	x
Curry, Fred	x	Murray, Tanya	x
Davis, Scott	x	Oelstrom, Jeanne	ex
Demchik, Lisa	x	Ryan, Celeste	x
Devine, David	x	Smith, Stacey	x
Erdkamp, Kevin	x	Warner, Michael	x
Evangelista, Amy	x	Weber, Daniel	x
Fauce, Steve	x	West, Tobi	x
Feldon, Fred	x	Constituency Reps. Non-Voting	
Gomez-Holbrook, Angela	x	ASG Rep. (VACANT)	
Henry, Deborah	x	Miller, Julian	x
Holliday, Ann	x	Rodriguez, Vince	x

Guests: Shelly Blair (Dean of Innovative Learning), Brandon Brown (CTE Instructor), Elizabeth Horan (Librarian), Nancy Jones (Dean of CTE), Claudia Mojica (EOPS Counselor), Tom Neal (Dean of Instruction NBC), Christine Nguyen (Vice-President of Administrative Services), Danny Pittaway (Student Success Coordinator), Erin Thomas (Business Instructor), Aeron Zentner (Dean of Institutional Research, Planning, Effectiveness, and Grant Development)

Recorder/Transcriber: Marilyn Brock

1. CALL TO ORDER

- 1.1. Welcome: D. Henry called to order at 12:31 p.m.
- 1.2. Pledge of Allegiance led by D. Pittaway.
- 1.3. Adoption of Agenda: On a motion by F. Feldon, seconded by K. Erdkamp. **The agenda was approved.** MSU.
- 1.4. AS President D. Henry asked for the attendees to stand in a moment of silence for the nine people killed in the helicopter crash. The AS Senate observed a moment of silence.
- 1.5. Approval of Minutes: On a motion by S. Basabe, seconded by M. Bach, the **11/19/19 minutes were approved.** MSC with one abstention by A. Holliday. On a motion by D. Johnson, seconded by S. Smith, the **12/3/19 minutes were approved.** MSC with one abstention by A. Holliday.
- 1.6. Approval of Consent Calendar: On a motion by D. Johnson, seconded by T. West, the **Consent Calendar was approved**, including: CST Search Committee consisting of A. Gomez-Holbrook, B. Brown, and T. West; the CIS-Data Analytics Search Committee consisting of T. West, S. Smith, and A. Adhanom; the Special Programs and Services Academic Counseling Search Committee consisting of A. Evangelista, C. Ryan, B. La (GWC DSPS Counselor); and the RSI Task Force consisting of Full-Time Faculty D. Johnson, D. Henry, S. Montero, Amy Evangelista, L. Lee, and Part-Time Faculty D. Tran, L. Salami, and M. Brock. MSU.

1.7. Public Comment: No comments.

1.8. D. Lee was delayed due to wind conditions on the Catalina Ferry route. S. Fauce said he was married with two children. He and his wife are about to celebrate their twelfth wedding anniversary. S. Fauce met his wife on a blind date through their optometrist. F. Feldon said it was really a blind date! M. Bach said he is currently restoring two bathrooms and has learned a lot about the unethical behavior of contractors.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

2.1.1. President D. Henry said that academic rank applications are out.

- Flex registration is on the faculty resources page, and to make sure a selection is made for the lunch order.
- The next AS meeting on February 18th and either before or after the meeting, the furniture standard selections will be set up in the annex for Senators to try out samples before the selections are made.
- District Council Meeting: There will be a committee to audit a subsection of online courses for compliance with ADA accessibility. There is limited faculty on that committee so there may be a future Senate discussion about adding more faculty members to that committee. C. Ryan said that Coastline currently has two faculty members on the committee: C. Ryan and C. Chapman.
- D. Henry said to bring donations for Coastline's Food Pantry to the next Senate meeting. Canned meat, such as chicken or tuna, is the best option for those in need.
- The ASG is defunct as there are not enough executive members in positions to keep it going. F. Feldon asked if Coastline had participated in any donations to the Working Wardrobes organization, because it burned down over the weekend and Senate could help donate to that organization as well.

2.1.2. Other Executive Committee Reports: No updates.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** M. Warner said the deadline for submitted applications for Academic Rank is March 13th. An upgrade in rank includes business cards and honor at the Senate Luncheon.

2.2.2. **Academic Standards:** No updates.

2.2.3. **Budget and Finance:** No updates.

2.2.4. **Communications:** No updates.

2.2.5. **Elections:** M. Lovig said notifications for the Senate and Curriculum Committee elections have been sent out for spring elections. Letters have also gone out to those whose terms are expiring. Electronic voting will take place within a window of time right after the nominations close.

2.2.6. **Faculty Recognition:** A. Holliday said she just received all the information to start the application process for the Orange County Teacher of the Year, which is also Coastline's Teacher of the Year. Both full-time and part-time faculty members are eligible. Please address all of the areas listed, as that is the information that we want to know about the applicant. The nominee can teach classes online or site-based. A. Holliday said there were several former Teachers of the Year present, including S. Davis. S. Davis said that it was really an honor and the Orange County of Department of Education does it right. It's a big deal and the celebration was hosted at the Disneyland Hotel. S. Davis's photo is presently around at the different campuses with his Teacher of the Year title.

2.2.7. **Policy & Procedures/ Participatory Governance:** No updates.

2.2.8. **Social:** No updates.

2.2.9. **Professional Development Institute:** No updates.

2.2.10. **Curriculum:** No updates.

2.2.11. **Program Review:** J. Levenshus said the new co-chairs would be A. Gomez-Holbrook and S. Fauce.

2.3. Coordinator Reports

- 2.3.1. **FC Coordinator:** S. Barnes said a system is being set up to track usage in the Faculty Center to see what times people are using it and how often. Tuesday at 11:30 a.m., J. Levenshus is going to lead us in a discussion about “Four Days to Change: 12 Radical Habits to Overcome Bias and Thrive in a Diverse World.” J. Levenshus said Dr. M. Welp is the academic/ consultant who is going to lead that discussion, which investigates white privilege and how to understand bias. L. Runk is going to be setting up some wellness events. D. Henry said she went to the part-time faculty orientation and said it was wonderful and even she learned new things.
- 2.3.2. **SLO Coordinators:** S. Fauce thanked Senators for reporting their SLOs to the SLO cloud at the end of the semester. He and A. Gomez-Holbrook will be attending the SLO symposium and will be having a Q and A session on Flex Day.
- 2.3.3. **OER Coordinator:** S. Davis said that the Spring '19/ Spring '20 OER section increase went from 108 to 173, which is a 60% annual increase. This is phenomenal. This has led to students being able to complete an entire option 2 degree for free, at least as far as paying for textbooks. V. Rodriguez put that forward as the goal, which has been met. S. Davis has brought this up to D. Henry for Biology and anyone else that can maybe flip a couple courses to complete a full zero-cost ADT, please talk to S. Davis. D. Henry thanked the faculty for completing good OER courses, given the amount of time it takes to create them. D. Henry said students always report the need for OER textbooks, so this is very good progress in meeting the needs of the students.
- 2.3.4. **Coastline Pathways Coordinator:** J. Levenshus said he and S. Blair have created groups to complete each of the sixteen projects that the design teams created in Fall 2019. Each of the groups has been assigned a champion and will have access to the design team that came up with the project they are implementing. The goal is to have each of those sixteen projects ready to go for the Fall 2020. D. Henry asked that the list of groups be sent to Y. Lopez to post on the Faculty Resources Page.
- 2.3.5. **Student Success Coordinator:** D. Pittaway said students using tutoring improve their outcomes by about 15%, which equals to a grade and a half increase. He said NetTutor is up; students can use it now on their Canvas sites and it is free. Smarthinking has an hour allotment that is currently low, so the service might be interrupted or it might not. So please activate NetTutor on your Canvas course sites. Retention is also improved when students make that connection with a tutor.
- 2.3.6. **Faculty Accreditation Coordinator:** D. Pittaway is working on a follow up report on the one deficiency in the report. He said make sure that current SLOs are on their syllabi. He urged Department Chairs and other Faculty Leaders know that all faculty need to make sure their SLOs are correct on their syllabi. He'd like to figure out a way to make sure all faculty members have followed up with this information.
- 2.3.7. **Flex Coordinator:** A. Holliday received some comments that some of the attendees were interested in a 7 a.m. presentation time and so we want to thank S. Barnes, as he will be doing an RSI presentation at 7 a.m. this year. A mental health counselor will be doing a presentation and we'll have a union meeting immediately following lunch. A. Holliday said to think about if February is really the optimal time to hold Flex Day and maybe have some discussion time in an upcoming Senate meeting concerning Flex Day scheduling. The date this year is Thursday, February 20th at the GGC. S. Barnes asked if anyone wanted to contribute any tricks or tips for RSI for his presentation, and email him these tips to sbarnes@coastline.edu.
- S. Basabe asked the Flex Coordinator the following question: How can a faculty member make up flex hours in case a faculty member is absent due to an emergency? A. Holliday stated the Flex committee decides what activities a faculty member can complete to make up hours missed. S. Basabe stated that she had been trying to get that answer since last semester, and up until today, she had not received a list with the options of activities to make up her hours. A. Holliday replied that she had already talked to S. Basabe about it. S. Basabe stated that she was sorry, that A. Holliday had

not told her anything yet, so was it possible for A. Holliday to answer her question? A. Holliday stated if S. Basabe needed more information, then she would have to speak with her outside of this meeting.

2.3.8. **OEI/ DL Coordinator:** No updates.

2.4. Vice-President Reports

2.4.1. **Vice-President of Instruction:** V. Rodriguez thanked the faculty for all they are doing. He said the updates for OER are awesome. He sent out an email about the importance of reporting No Shows. It should be done after a student misses the first class, as we can always reinstate. It can cost us a lot of money if it is not done. If someone has a class without any No Shows, chances are they will be running a check and ask for documentation to support this in the case of an audit. V. Rodriguez thanked the SLOs coordinators for everything done, but restated what D. Pittaway said about the importance of SLOs on the syllabi matching course outlines. FTES is looking good this semester and is similar to what was last year. This year is about 1 percent above in FTES than what the allocation model says. The District size is very good, and we are over 18 percent of the District right now.

2.4.2. **Vice-President of Student Services:** No updates.

2.4.3. **Vice-President of Administrative Services:** No updates.

2.5. **ASG Representative:** No updates.

2.6. **Classified Representative:** J. Miller reported the new Dolphin Winner is Charlene Ho. The next Classified Senate meeting is on February 20th.

3. COLLEGE COMMITTEE REPORTS

3.1. **College Professional Development and Leadership:** No updates.

3.2. **Facilities, Safety & Sustainability:** No updates.

3.3. **Budget:** No updates.

3.4. **College Council:** No updates.

3.5. **PIEAC:** No updates.

3.6. **Technology:** No updates.

4. ACTION ITEMS

4.1. **PDI Fund Increase:** D. Henry stated the action item is to vote **to approve an increase in the PDI funding request cap from \$1000 to \$1600 per part or full-time faculty member for the 2020-2021 academic year, to be followed by a fall 2021 status report approving an increase for PDI to \$1,600.** This is to be analogous with the funding amount provided by our sister colleges and there is enough funding to support the increase. On a motion by F. Feldon, seconded by K. Erdkamp, **the motion was approved.** MSU. Yes (28), Bach, M., Barnes, S., Basabe, S., Brock, M., Chapman, C., Curry, F., Davis, S., Demchik, L., Devine, D., Erdkamp, K., Evangelista, A., Fauce, S., Feldon, F., Holliday, A., Gomez-Holbrook, A., Henry, D., Johnson, D., Lee, D., Lee, L., Levenshus, J., Lovig, M., Marcus, T., Murray, T., Ryan, C., Smith, S., Warner, M., West, T., Weber, D.

5. DISCUSSION ITEMS

5.1. **Bylaw Changes:** D. Henry presented a slide to show the changes made to the bylaws. D. Henry said the last time the bylaws were revised there were two committees merged together and the new name of the committee is the Policy & Governance Committee. Additionally, there were changes made to add the Program and Department Review committee mandate to the bylaws. Additionally, the 6.14 bylaw has been updated to include the new subcommittee of the PDLC; this is to have an advisory committee for the Faculty Center. The body requested a few minor changes to the wording of the bylaws presented. D. Pittaway requested to italicize *ex officio* in the bylaws because it is Latin. D. Henry said that the changes would be voted on at the next meeting.

5.2. Coastline Pathways Update: S. Blair and J. Levenshus discussed the Coastline Pathways Draft Report. The report was presented for input or comments. It summarizes the sixteen projects created for implementation in 2020 and the accomplishments made as far as the State is concerned. S. Blair encouraged Senators to provide any additional information needed to make sure the report covers all highlights and is as inclusive as possible. J. Levenshus stated the Program Mapper tool is a way of creating our catalog online for students to view and the way that it is done differently than what is done now is that it allows us to create our own default programs over a semester by semester period. J. Levenshus said they'd be adjusting the default maps of each program with the assistance of counseling and the department chairs from each area. S. Blair said this will be debuted at the Feb 28th department chair and full-time faculty meeting. D. Henry said this draft will be brought back for approval at the next Senate meeting. J. Levenshus said Dr. Adrian also has to sign it, so he'll give an update on that.

6. SPECIAL REPORT

6.1. N. Schonfeld, Dean of Students, discussed Student ASG Involvement, Coastline's Food Pantry, and Volunteers Needed for Student Scholarship Applications: N. Schonfeld said that ASG is struggling for officers and there is now only one ASG officer. There needs to be three officers to qualify as an active organization, so ASG is now defunct. N. Schonfeld is seeking assistance with referring students to become involved in student leadership and developing their leadership skills.

- D. Pittaway asked if students had already been presented to on this matter, and N. Schonfeld said yes, that K. Hipp and R. Gutierrez have done classroom presentations, Zoom conferences, and emails through social media and marketing to enlist students. N. Schonfeld is asking faculty to solicit students in classes in case there are those that haven't been reached. N. Schonfeld will be sending an email that can be sent directly to students in all classes and K. Hipp and R. Gutierrez are working on a video. K. Hipp described the videos in development to recruit student involvement with ASG.
- D. Henry asked the Senators if they had any suggestions about how to help solve this problem. D. Devine asked if this problem is historical and if the meetings have always been at the same time. N. Schonfeld said the time meets on the same day (Friday) as all student government meetings in the District. K. Hipp said that students have voted on the time. F. Curry asked if meetings could be done through Zoom or online. K. Hipp said there are Brown Act restrictions as far as voting is concerned. The voting officers have to be there in person. The committee representatives are able to call in and don't count towards quorum.
- Feldon said that on the Coastline website, there is a hyperlink that says, "Join a Club." Then when you click on the link, there is no ASG there. F. Feldon said it should be included as an option on the clubs and organizations page. Unless the students purposefully search for ASG, they don't find it. F. Feldon suggested adding it to the banner at the top.
- K. Erdkamp asked if the commitment was one semester? K. Hipp said that it was for one semester at a time.
- D. Henry said that one of her students served on the Curriculum committee. There are student positions on a lot of the committees and it would be nice for more students to come. J. Levenshus said there are five students involved in Coastline Pathways.
- D. Henry said that Edward Spencer Finkbeiner, Student Trustee, couldn't be here today, but he's asked that faculty place more information about student resources on their syllabi.
- N. Schonfeld said that the Food Pantry is open everyday at the College Center from 8 a.m. to 5 p.m. The food items needed the most are canned protein such as tuna or chicken. D. Henry said If Senators would like to participate in a food drive for the pantry, please bring items to the next Senate meeting.
- N. Schonfeld said that they are looking for volunteers from faculty to read scholarship applications; the commitment is estimated to be about four hours, which included training for how to access students' applications on the database.

6.2. Report on Budget, Contract Education, and Facilities: C. Nguyen said there is a budget deficit of 7 million dollars. The Coastline target deficit is 1.1 million dollars. We have put together some strategies to balance that deficit. 90 percent of that budget is fixed costs, salaries and benefits, so without tapping into that, it's hard to balance the budget. The gist of it is, once implemented the net savings yielded from the retirement incentive should garner about 7 million dollars to balance the deficit. On Jan 15th, C. Nguyen attended the State Budget workshop, and in 19/20 there will be a 103 million dollar deficit from the revenue projected from State funds. The implementation of the SCFF hasn't been done since it passed two years ago, and we are still using the funding formula based on the FTES productivity model. A consultant has been hired and reported that Coastline would get more funding if the SCFF were to be implemented. The data set used by the State was challenged to make sure there was no discrepancy because the difference is between 6-7 million dollars and the consultant looked at the District's FON. Coastline has less FON (Full-Time Faculty Obligation Number). The consultant calculated that Coastline's lower FON causes the College to have to reimburse OCC 1.22 million dollars due to the adjustment and reimburse GWC 241,000 dollars. So 1.5 million was deducted from Coastline's allocation due to the FON adjustment in the Budget. However, then the FTES adjustment from OCC to CCC is 2.33 million dollars for Coastline's FTES productivity, and GWC would need to reimburse 2.93 million dollars to Coastline on that calculation. So the net impact was that Coastline should receive 3.3 million dollars when all these factors are taken into account. This is where we left the conversation in December. A. Zentner is leading the research team with the District. Coastline stands to gain 7 million dollars as the conversation continues and we are advocating very hard for these changes in order to effectively plan for 21/22.

- This year, Coastline lost an exclusive contact with the Navy College Program, which caused a 50 percent loss in income from the Contract Education budget, totaling a 4 million dollar loss that supplements our general education. V. Rodriguez said from an FTES schedule, we are going to just barely be over our District funding, because we don't have extra money to put into the schedule. D. Henry clarified that the District funds it, but we don't fund it.
- A. Zentner said that in five years, we've produced 10,603 degrees at Coastline. In the early 2000s, we were producing 400-500, so there has been very great progress.
- C. Nguyen reported that the construction project is on the schedule; the design has been completed and is going to be submitted to the State for approval, which takes about six months. In the summer, the bookstore will be taken down and M & O will be moved to the annex warehouse. Distance Learning will be moved to the annex, adjacent to the Faculty Center. This is scheduled during spring break. The Westminster campus is going through some challenges with parking due to negotiations for a parcel of land from the city. But, the city is going through a redevelopment project that might facilitate the creation a residential area on that land, and this would cause for less land available for the College parking. The options include negotiating for a long-term lease for the parking structure's second floor, which yields about 300 spaces across from the College. Another option is to release the land around the library to be used for parking.
- C. Nguyen said that a furniture standard is being developed for the College to provide consistency across the Colleges, which causes a number of operational and cost-related benefits. The furniture fair will be held on February 18th, 19th, and 21st, and employees are encouraged to come test out some of the furniture in the annex facility.

7. ANNOUNCEMENTS

- D. Henry reminded Senators to bring meaty canned foods to the next Senate meeting, remember to put correct SLOs from Curricunet on all syllabi, and drop student No Shows.
- E. Horan announced that the library is piloting office hours for faculty in the Faculty Center. This can happen during your class meeting, but also before and after every Tuesday; a librarian will be there from 11:30 a.m. to 3:30 p.m. on Tuesdays. Additionally, there were some great numbers for our library achievements in the fall. There were 644 students that used the library last semester through face-to-face, outreach, and instruction.

- C. Ryan said to donate for snacks in the Faculty Center so that coffee/ snacks can continue to be available.
- K. Erdkamp reported that every Friday between 1-4 p.m. at the GGC, please send students with incomes of 60,000 or less for free tax filing services.
- D. Devine reported that participants said that the first year faculty experience is awesome and congratulated S. Barnes who is in charge of that.
- S. Barnes said D. Emerson is looking for 10 people to work directly with Alyssa Martinez and will look at your Civitas data and provide specific retention strategies for your online classes. Please email sbarnes@coastline.edu if you're interested.

8. ADJOURNMENT 2:30 p.m.

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.