



Academic Senate Minutes

DATE: 2-18-20 | 12:30 pm – 2:30 pm | College Center, 4th Floor Conference Room

Senator	Present	Senator	Present
Alves, Mitchell	ex	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	x
Demchik, Lisa	x	Ryan, Celeste	x
Devine, David	x	Smith, Stacey	x
Erdkamp, Kevin	x	Warner, Michael	ex
Evangelista, Amy	x	Weber, Daniel	x
Fauce, Steve	x	West, Tobi	ABS
Feldon, Fred	x	Constituency Reps. Non-Voting	
Gomez-Holbrook, Angela	x	ASG Rep. Lee, Kevin	x
Henry, Deborah	x	Miller, Julian	x
Holliday, Ann	x	Rodriguez, Vince	x

Guests: Sylvia Amito'elau (Instructional Designer), Shelly Blair (Dean of Innovative Learning), Dana Emerson (Dean of Instruction-Le-Jao), Nancy Jones (Dean of CTE), Bruce Keeler (Dean of Counseling), Sasha Montero (Sociology Instructor), Kate Mueller (VP of Student Services), Tom Neal (Dean of Instruction-NBC), Danny Pittaway (Student Success Coordinator), Andreea Serban (Vice Chancellor of Educational Services and Technology), Erin Thomas (Business Instructor), Dawn Willson (Director of Marketing and Communications)
Recorder/Transcriber: Marilyn Brock

1. CALL TO ORDER

- 1.1. Welcome: D. Henry called to order at 12:30 p.m.
- 1.2. Pledge of Allegiance led by M. Bach.
- 1.3. Adoption of Agenda: On a motion by K. Erdkamp, seconded by S. Basabe. A. Holliday requested changes to agenda to correct the year of 2019 to 2020 on item 1.5 and to add a status update for the District Accessibility Committee. D. Henry said she'd give that update on her President's report. **Approval to adopt agenda as amended.** MSU.
- 1.4. Approval of Minutes: On a motion by S. Basabe, seconded by L. Lee, 2/4/20 minutes were approved with the following corrections: item 2.37 to add questions by S. Basabe, and minor wording changes in 1.6, 2.11, 2.3.2, 2.3.3, and 2.3.6 submitted by A. Holliday. **Approval of amended minutes.** MSC with one abstention by J. Oelstrom.
- 1.5. Approval of Consent Calendar: Approval of C. Chapman and C. Ryan to serve on the District Ad hoc Accessibility Audit Task Force. E. Horan as the Stanback-Stroud Diversity Award Nominee. **The consent calendar was approved.** MSU.

- 1.6. Public Comment: F. Feldon stated that during the full-time faculty meeting there will be a commercial from one of the textbook vendors and he finds that odd. D. Henry said she'd add that issue to bring back as a discussion point later.
- 1.7. D. Devine stated he'd won second place at the World Championships in Frisbee Golf for those over 50. He's been trying to get back into it despite some shoulder trouble. A. Gomez-Holbrook said she'd been asked to present two online sessions at the Online Teaching Conference in Pasadena, June 17-19th.
- 1.8. Academic Senate Food Drive: D. Henry stated to put any food donations on a cart adjacent to the meeting room.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

2.1.1. President D. Henry said that this morning she, D. Johnson, S. Blair, S. Amito'elau, and V. Rodriguez met for the first time to discuss the RSI Task Force Review of fall courses. The guidelines to be used were approved by the Senate last April, but those guidelines were created in 2017, so there may be some updates. D. Henry asked the Department Chairs to send her or D. Johnson any updated plans for the RSI Task Force Review. The goal is to have the review cover all fall online courses with one course from each instructor who teaches online reviewed by the end of the April.

- D. Henry and R. Schneiderman went to Sacramento for the Calbright hearing. Four Senators were there to listening to the Calbright representatives; one was our Chancellor Eloy Ortiz Oakley.
- Coordinator Positions--D. Henry reported there will be five coordinator positions becoming available: OER, Guided Pathways, Faculty Center, Flex, and Accreditation Coordinator. D. Henry is trying to develop an open process for the positions that are clear and understandable as fall schedules are being made.
- T. Boscamp is a member of the Lion's Club and D. Henry asked Senators to bring old glasses to donate to the Lion's Club next Senate meeting.
- D. Henry said that the furniture standard fair is going on and to visit and vote for Coastline's furniture vendor selection after the meeting. The fair is in the annex. F. Feldon said that students report that they favor individual mobility. D. Henry said there is an opportunity to include comments about preferences on the voting.
- The Accessibility Audit Task Force has been working on creating a plan for the District to set up an audit for accessibility to match what the State wants. C. Ryan said they have had Zoom sessions once a week to work on a plan. C. Ryan said that now they are trying to figure out what's the number of classes that should be audited based on the number of classes that are offered and how to deal with late start classes. The audit is supposed to take place next Spring. Currently, they're working out what tools should be used, how long it will take to audit each class, what needs to be done, and what we'll be using each year.

2.1.2. Other Executive Committee Reports: No updates.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** No updates

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

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

2.2.4. **Communications:** D. Lee urged Senators to share any wonderful news in News and Views.

2.2.5. **Elections:** M. Lovig said the nominations for Curriculum and the Academic Senate are still open, so put names of nominees in before they close.

2.2.6. **Faculty Recognition:** No updates.

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

- 2.2.8. **Social:** D. Lee announced the upcoming 5/12 Senate Luncheon from 12:30 to 2 p.m.
- 2.2.9. **Professional Development Institute:** L. Lee said the increased maximum available for PDI funding will begin in the fall.
- 2.2.10. **Curriculum:** D. Johnson reported that the Curriculum Committee will be meeting on Feb 28th at the NBC. D. Weber will be substituting for A. French.
- 2.2.11. **Program Review:** J. Levenshus stated the last program review session was a good discussion about our overall processes, primarily in regard to our comprehensive program reviews and as well as a discussion about implementing another process for evaluating the annual program reviews.

2.3. Coordinator Reports

- 2.3.1. **FC Coordinator:** S. Barnes said there is a new check-in system at the FC, so he thanked those who have been using that. There's an iPad set up at the front desk, and you can either scan your QR code or type in the first part of your email. That way they can track who is using the Faculty Center and what times are the busiest. Next week, J. Levenshus is going to lead us with *Four Days to Change* with Michael Welp. J. Levenshus said it's about furthering the discussion of equity at the College and addressing biases and other issues. S. Barnes said that's next Tuesday at 11:30 a.m.
- 2.3.2. **SLO Coordinators:** S. Fauce said he and A. Gomez-Holbrook will be answering a Q and A session on Flex Day at 2:30 p.m.
- 2.3.3. **OER Coordinator:** S. Davis thanked faculty members for creating OER courses, and there was an article in the President's newsletter and the Chancellor's newsletter about the option 2 degree now being zero-cost. D. Henry stated she also reported this news at the Board meeting.
- 2.3.4. **Coastline Pathways Coordinator:** J. Levenshus reported that things are moving forward with Guided Pathways. They were quite active last summer and in the fall. The design team projects are being implemented by much smaller groups, so you might not hear as much, but rest assured, they are moving forward. D. Henry stated that updates could be reported to News and Views.
- 2.3.5. **Student Success Coordinator:** No updates.
- 2.3.6. **Faculty Accreditation Coordinator:** D. Pittaway reported that they continue to work on what we need to ensure that all course syllabi should have completed and updated SLOs on them.
- 2.3.7. **Flex Coordinator:** A. Holliday reported that the Flex Day schedule was sent out again today from S. Blair. Full-time faculty are required to do six hours of Flex, and activities will be held from 7 a.m. to 8:30 p.m. Instructors don't have to be there from 7 a.m., it just means you have to do six hours total. Lunch doesn't count as Flex time. You can serve your hours in any combination you'd like throughout the day, just as long as it equals six hours. Part-time requirements equal if the instructor teaches on Thursday, you owe however many hours you teach on Thursdays, such as one-hour of teaching, one-hour at Flex. Outside of the Thursday teaching time obligation, all part-timers will be paid for attending up to three hours of activities. So be sure to check in and out so your hours are logged--and bring your batch. L. Lee asked if afternoon activities would be different from the morning activities, and A. Holliday said that yes, there are no repeated activities.
- 2.3.8. **OEI/ DL Coordinator:** No updates.

2.4. Vice-President Reports

- 2.4.1. **Vice-President of Instruction:** No updates.
- 2.4.2. **Vice-President of Student Services:** K. Mueller thanked faculty for the food drive to help offset what we're missing in the Coastline pantry. Also, she thanked faculty for the help with getting ASG getting back on its feet and recruit students. She and V. Rodriguez have been asked to do a presentation on ELD, and C. Harrell has been working diligently on short time/ long-term goals and will be sharing with the AS on the 19th of March.
- 2.4.3. **Vice-President of Administrative Services:** No updates.

- 2.5. **ASG Representative:** K. Lee said he works at the IRC and is a Business Administration major. He was recruited by K. Hipp during his leadership training. D. Henry welcomed him and the Senate gave applause.
- 2.6. **Classified Representative:** J. Miller reported that there will be a special Flex Day Classified Senate. It is usually a rather large one, please let him know if anyone wants him to bring anything up.

3. COLLEGE COMMITTEE REPORTS

- 3.1. **College Professional Development and Leadership:** D. Lee stated that podcasting has been discussed as a great way to communicate things that are coming up at Coastline. Additionally, CPDL is working on finishing touches on the PD report that being submitted.
- 3.2. **Facilities, Safety & Sustainability:** No updates.
- 3.3. **Budget:** L. Lee said that C. Nguyen made a special report about updates with the SCFF. L. Lee said that C. Nguyen also reported that enrollment has been increasing and gave an update on the general fund for 19-20 and the ancillary funds; She also gave updates on the online bookstore and the Student Service Center construction. L. Lee said to email her if you want more detailed info at LLee@coastline.edu. L. Lee reported that V. Rodriguez said there’s money now for part-time office hours. D. Henry said she’d request he bring that up at next College Council.
- 3.4. **College Council:** D. Henry stated that discussions focused on the budget concerns, the hiring freeze, and the faculty coordinator position MOUs.
- 3.5. **PIEAC:** No updates.
- 3.6. **Technology:** No updates.

D. Henry called for a five-minute Wellness Break.

4. ACTION ITEMS

- 4.1. D. Henry presented the bylaws changes and asked for a **motion to approve the bylaws changes**. Motion by M. Brock, seconded by S. Basabe. D. Henry asked if there were comments on the bylaws as Y. Lopez pulled up the bylaws on the screen with the proposed changes in red front. J. Oelstrom asked to add in 1.5, the election procedure, to include photos with the list of elections nominees. D. Henry stated that a change to the bylaws indicating the inclusion of photos would be a procedural thing, rather than something that necessitated a change to the bylaws. D. Henry asked Y. Lopez to request photos to include when Senate or Curriculum election ballots were going out. D. Henry said that photos taken by Marketing could be included. J. Oelstrom requested a change to omit the use of alphabetical order on ballots. D. Henry said this was studied after last year’s election, and it was concluded the issue didn’t affect the results. D. Henry asked for any other requests for changes to be made to email L. Lee who is in charge of the Policy & Procedures/ Participatory Governance committee. D. Henry called for the vote and the **motion to change the bylaws as indicated in the red passed**. MSU. YES = (27) 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., Gomez-Holbrook, A., Henry, D., Holliday, A., Johnson, D., Lee, D., Lee, L., Levenshus, J., Lovig, M., Marcus, T., Murray, T., Oelstrom, J., Ryan, C., Smith, S., Weber, D.
- 4.2. D. Henry stated that the action item was for the approval of the Guided Pathways Self-Assessment Report. **Motion to approve the Guided Pathways Self-Assessment Report** by A. Evangelista, seconded by A. Holliday. A. Evangelista said there were some changes she and D. Weber requested. Y. Lopez pulled these proposed changes up on the screen for the Senators, which read, **“Friendly amendments to State of Adoption Document 3. KEEPING STUDENTS ON PATH, A. PROMPT: ADVISORS MONITOR WHICH PROGRAM EVERY STUDENT IS IN AND HOW FAR ALONG THE STUDENT IS TOWARD COMPLETING THE PROGRAM REQUIREMENTS. I. Progress to date:** Some programs have this in place. For example, our paralegal program does this type of monitoring, and we have academic success coaches who monitor our STAR program students.

Our Advising design team recommended a new guidance process and model to enable more academic monitoring. Next steps: Model will be discussed via participatory gov structures in Spring 2020. B.

Prompt: Students can easily see how far they have come and what they need to do to complete their program. i. **Progress to date:** We are working on implementation of program mapper and the creation of ‘default maps’ so students can more easily see their progress. C. **Prompt:** Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track i. **Progress to date:** Intervention models are being discussed and developed. Part of these discussions include intervention and retention strategies for students at risk of falling off program paths. Coastline has piloted the use of STARFISH to allow faculty to raise flags and notify our retention specialists and success coaches to begin our current intervention/retention process. D. **Prompt:** The college schedules courses to ensure students can take the courses they need when they need them, can plan their lives around school from one term to the next, and can complete their programs in as short a time as possible. i. **Progress:** College has created an enrollment management plan to address this issue. College deans have implemented a block scheduling process for onsite classes to ensure courses are scheduled effectively at each of our three campuses. College is working to develop a Universal General Education path for students and identify classes that are in high demand so the college can appropriately schedule sufficient courses.” D. Henry called for a vote **to approve the Guided Pathways Self-Assessment Report as amended. The motion was approved.** MSU. YES = (27) 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., Gomez-Holbrook, A., Henry, D., Holliday, A., Johnson, D., Lee, D., Lee, L., Levenshus, J., Lovig, M., Marcus, T., Murray, T., Oelstrom, J., Ryan, C., Smith, S., Weber, D.

5. DISCUSSION ITEMS

- 5.1. Rebranding the Student Success Center.** D. Pittaway explained that he was hired as the Student Success Center Coordinator nine years ago, and currently he wanted to discuss alternative options for naming the SSC. He feels the name sounds too initiative-related and he’s not sure it resonates with students. He asked K. Lee, the ASG representative, what he felt about the name. K. Lee suggested Dolphin Tutoring Center, since many in the IRC are interested in tutoring. K. Erdkamp said he’d seen Student Resource Center used before. F. Feldon suggested the Dolphin Center, but that it doesn’t give any indication of what goes on in those centers. D. Pittaway said to consider what students might think of what the name means. S. Smith said maybe Coastline Tutoring, since not all students know Coastline offers tutoring no matter how much we emphasize it. F. Feldon suggested having a student poll. D. Pittaway agreed that this had been discussed before. D. Henry suggested having a poll ready for students who enter the SSC for voting purposes. J. Levenshus said several other colleges have maintained the idea of the SSC but have expanded it, so that the SSC is now a Pathways Center, but within that, there are also several services other than just tutoring, such as another one stop for students to gain information. Then the Center is a place that they’re getting a lot more out of. J. Levenshus said to also consider where they are located as it should be a place where students are comfortable going. D. Pittaway agreed and said that it is a space where tutoring is offered, but there are more services available to them. J. Levenshus said they could ask the Student Advisory Group on Pathways about it. V. Rodriguez said to consider a name for a center that offers a variety of services, and then the tutoring is one service within the service, as well as testing and other resources that are available. D. Henry said she thought a name like the Pathways Center might not mean anything to a new student. M. Brock suggested to name it the Learning Innovation Center, as sometimes students have a stigma about a name including the word tutoring. D. Pittaway said he’s thought of a name that included Learning. D. Pittaway said they’ve tried to remove the stigma around tutoring, though he’s gravitated around the term Learning. D. Henry suggested the name The Dolphin Pod. D. Pittaway mentioned The Dolphin Tank. D. Henry said there would have to be signage to be changed.
- 5.2. Academic Senate Donation to the OCC Foundation Altobelli Memorial Fund:** D. Henry asked if Senators were interested if some of the funds brought in for the Strawberry Festival could be donated to the Altobelli Memorial Fund. A. Holliday said we can’t use general fund money, but the Strawberry Festival money is money

we've earned that we can use for a donation as we see fit. M. Bach said there was about \$9,000 plus in the fund. A. Holliday said M. Bach needs to get a report from the Business Office to present to us. She thought 500 dollars would be an appropriate amount and that would be compatible with the money we have available. D. Henry said next meeting we'll see the exact money we have in the fund and will estimate 500 as an appropriate amount. J. Oelstrom asked if this would set a precedent for this type of donation? K. Erdkamp said he didn't think it would set a precedent and it is discretionary money we can use as we need to. D. Henry asked for a show of hands about how many Senators were in favor of the donation and how many were against it. The majority of Senators raised their hands in favor of the donation.

- 5.3. F. Feldon brought up a discussion point about the textbook vendor commercial scheduled during the full-time faculty meeting. A. Holliday said the reason a third discussion point is being added because the full-time faculty chair meeting will be taking place before the next Senate meeting and therefore, it is time sensitive. F. Feldon said he received an email that Cengage will be presenting at the full-time faculty meeting, so he asked if other textbook commercial vendors will be presenting, or is it optional? F. Feldon asked if it was faculty driven? V. Rodriguez said the full-time faculty meeting was from 10 a.m. to 12 p.m., and Cengage is sponsoring the lunch at 12. At the lunch, Cengage will be presenting on Cengage Unlimited to help reduce costs for textbooks. He stated even if you are not using Cengage, you might be using this information when using other vendors. V. Rodriguez said we could do an institutional model, but right now Cengage unlimited is already available to students. V. Rodriguez is trying to find a way to give this information out while having the lunch. F. Feldon said he did not realize the presentation was occurring during the luncheon. He thought it was occurring during the two hours designated for the full-time faculty meeting. C. Chapman stated that in CTE, they use these books a ton and it's cool for students to save money and able to condense the books used in each sequence.

6. SPECIAL REPORT

- 6.1. Dr. Serban reported on the options on the table for **potential changes to the Academic Calendar**. Y. Lopez pulled up the potential choices for the District-wide Academic Calendar on the screen for Senators to view. A. Serban said that a question was raised to see if it was possible to extend our summer to provide for more options. They are looking at reducing the period between the end of the fall semester and the commencement of spring. It outlasts the pace of mental engagement. It delivers a schedule closer to a year-round education. Option 2 and Option 3 were seeking to lengthen summer and eliminating Winter Intersession. There is an analysis of what schedule best meets students' needs. D. Lee said that it seems like Option 2 and 3 would eliminate the enrollment of high school students because the summer session starts before the high school year would end. A. Serban reported that there are classes that start after the high schools finish and have a later start than others beginning at the start of the Option 2 or Option 3 schedules. She said from a fiscal perspective, depending on how we schedule for reporting purposes and how we maintain FTES, classes that end before July 1 and classes that start before July 1 we can legally claim between the legal fiscal year depending on our needs for the fiscal funding. S. Smith stated that by eliminating the intersession, there are 30-40% of students that are university students on break, and we would miss that population. S. Basabe usually we have four weeks for the intersession, so we may violate the routine of the ADTs. S. Basabe added that isn't that actually interfering with the Guided Pathways for some transfer degrees? A. Evangelista said that the Winter intersession is sometimes a time for students to repeat a class because they can't take the class that needs to be repeated during the spring due to their schedule. F. Feldon said that in a study he did, their midterm scores were higher in four-week classes over the midterm scores in longer classes. V. Rodriguez said that most of our intersessions are about three and a half weeks, and we receive less than one percent of our FTES from the intersessions, so it's a small number compared to our enrollment during the summer. A. Holliday said we need to look at how this would affect admissions and costs because of these overlapping sessions. D. Lee said he likes the extra money teaching intersessions. It makes the Spring session seem easier because it's not nearly as busy as the intersession is. J. Levenshus said from the standpoint of a department chair, if he loses a faculty member a day or two before the Spring, the odds of finding anyone within a couple days before the semester are almost nonexistent. S. Davis seconded what J. Levenshus said and reiterated that recharge time during the intersession for faculty and students is very important. He can't imagine students

coming back for the Spring semester on January 2nd, that seems to be cutting it really lean. He also redoes some aspect of his courses before the next session, and for the time needed to do that, he needs the time during intersession. He also noted that the Strawberry Festival date would fall out of the Spring semester and then we wouldn't have high attendance and that's our main fundraiser. He said the four-week composition course during winter intersession had high enrollment with a long waitlist. D. Johnson said he spends a lot of time revising his classes during Winter Intersession. C. Ryan said that Option 2 and Option 3 gives us very little time to prepare for spring from a Student Services perspective, as they want everything in place before the first day of instruction. C. Chapman said that there's a bigger picture, because all of our courses are listed in CVC.edu so any of the students can take any of the courses at any of the colleges when they want, so yes, it might not be exactly perfect for one type of student, but there might be others it could be good for. A. Serban said the summer is our most successful term. D. Henry asked if A. Serban would like to bring up single term. A. Serban said when the district decided to use Banner in 2007, in spite of conflicting advice, the district decided to implement Banner way in a way to create separate terms in Banner for each college. Banner is not designed to work with this structure of terms that was decided by the District in 2007. Since then, the system has had to be customized so significantly that the system now includes about 600 modifications to what is considered baseline Banner. The number of modifications has created significant problems in terms of both the student experience and from an operational perspective. Because of this, students have to register separately for different colleges, and the program of study at the college which received the last application becomes the primary program of study. A lot of programs of study are financial aid eligible, so if they sign up for a course at another college in the District, it messes up their financial aid situation and they need to go from counselor to counselor to fix the problem with financial aid. We've been told that until we move to one-term, which is how Banner is supposed to work in the first place, students will have this problem. D. Henry said that students can take an anatomy course at any campus, but there might be a prerequisite only available at another District campus. There are different prerequisite numbers and program options according to college rather than as the same for each college. The offerings are not easily interchangeable between the colleges for registration, enrollment, and programming purposes. This can be solved by using a single term Banner system. T. Murray asked how faculty can participate in helping with the process to get our classes aligned? D. Johnson said that it could be implemented within the departments to see department changes, and then reach out to the departments at the other schools. T. Murray said it would be good to loop in articulation and counseling in with those changes, too.

7. ANNOUNCEMENTS

D. Henry announced for Senators to go over to the annex to vote on the new furniture standard at the furniture fair and to bring eyeglasses to donate at the next Senate meeting.

8. ADJOURNMENT 2:33 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.