



Academic Senate Minutes

DATE: 3-3-20 | 12:30 pm – 2:30 pm | Faculty Center for Learning and Innovation

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

Guests: Loretta P. Adrian (College President), Sylvia Amito'elau (Instructional Designer), Shelly Blair (Dean of Innovative Learning), Brandon Brown (CTE Instructor), Ryan Boyd (ESL Instructor), Nancy Jones (Dean of CTE), Bruce Keeler (Dean of Counseling), Tom Neal (Dean of Instruction NBC), 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 12:32 p.m.
- 1.2. Pledge of Allegiance led by Y. Lopez.
- 1.3. Adoption of Agenda: On a motion by K. Erdkamp, seconded by L. Lee. D. Lee motioned to amend the Consent Calendar to swear in C. Mojica to serve as Senator for M. Alves for his seat this semester. Seconded by S. Basabe. D. Henry said the item was to be put on the agenda as an Action item. S. Davis motioned to add an Emergency Discussion Item on Coronavirus. D. Henry add this as item 6.7 on the Discussion items agenda. Seconded by A. Holliday. A. Holliday said that the reason it fits the criteria for an emergency item should be self-explanatory. **Approval to adopt perfected agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by L. Lee, seconded by S. Davis, the **2/18/20 minutes were approved.** MSC. M. Warner abstained.
- 1.5. Public Comment: No comments.
- 1.6. A. Holliday shared that she had been at Coastline for forty years, so she thinks everyone knows her already. She has two feral cats, so if anyone has an orphan cat, she'll adopt it. A. Evangelista said recently she retook the

Myers-Briggs Type Indicator, and her type has changed. If Senators want to know more, they can take their tests at an upcoming workshop at the Faculty Success Center.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

- 2.1.1. President D. Henry reported that they are forming a District Task Force for Maximum Class Size Limits. The Task Force will include 13 members, including 3 union representatives and 3 faculty members, one from each college, chosen by the respective Academic Senate. S. Basabe and M. Brock volunteered. A. Holliday stated that the Senator must be a member of the CFE. S. Basabe and M. Brock both stated they were members of the CFE union.
- D. Henry said there is an eyeglass drive in progress and to please donate glasses.
 - D. Henry said they are looking for nominations for faculty to serve on the Board of Governors. Criteria includes the applicant needs to have experience in Senate meetings, preferably both at state and local levels. The deadline to apply is June 30th.
 - ASG is still not active. They need one more student to serve to get it activated; this should be for a Vice-President, Secretary, or Public Relations person. K. Lee said that in the four classes he is in, none of his instructors have brought it up. D. Henry urged Senators to help spread the word to all faculty to encourage their students to get involved in ASG. For more information or for potential nominees that are interested, contact Dean N. Schonfeld at nschonfeld@coastline.edu. Nominations for Senate or Curriculum are still open through Friday, March 6th. There are still several openings available. A. Holliday asked if there were supposed to be two faculty from Senate and two faculty from Curriculum who are part of the nominations committee who will help recruit people for Curriculum? D. Henry said yes, there were. D. Lee stated he has recruited someone for Art to run for Curriculum committee.
- 2.1.2. Other Executive Committee Reports: Treasurer M. Bach passed around totals for AS Funds for the year. The amount needed to fund the Altobelli Memorial Fund was available. Communications Secretary D. Lee asked Senators and Guests to submit to the upcoming issue of News and Views. He said the new News and Views was on the table and thanked Senators who had contributed to it.

2.2. Senate Committee Reports

- 2.2.1. **Academic Rank:** M. Warner said they are still accepting applications through Friday, March 13th.
- 2.2.2. **Academic Standards:** No updates.
- 2.2.3. **Budget and Finance:** No updates.
- 2.2.4. **Communications:** D. Lee urged Senators to contribute to News and Views.
- 2.2.5. **Elections:** D. Henry reported for M. Lovig that Senate and Curriculum nominations are due 3/6.
- 2.2.6. **Faculty Recognition:** A. Holliday reported that the Teacher of the Year nomination form has gone out. D. Henry said it is also on the Faculty Resources page.
- 2.2.7. **Policy & Procedures/ Participatory Governance:** D. Henry reported that last April, Senate voted against using alphabetizing the nominees on the ballots, so future elections will not have the names alphabetized on the ballots. The bylaws were corrected to reflect this.
- 2.2.8. **Social:** D. Lee announced Senate Luncheon will be on 5/12 in Newport Beach. The luncheon will cost \$15, so send a check to Y. Lopez made out to the Academic Senate.
- 2.2.9. **Professional Development Institute:** No updates.
- 2.2.10. **Curriculum:** D. Henry reported that the Curriculum Committee met last Friday; the biggest issue was that Banner 9 is coming out in the fall and will be single-term sign in.
- 2.2.11. **Program Review:** D. Henry has been working a lot on the validation rubrics and went through on how to validate for Program or Department, and finetuned it. It will be a rubric that will help reviewers go through and make sure that everything has been met. A. Holiday said that if the validation rubrics get passed this

coming year, they are only going to pick one program or department in order to pilot the validation rubric first.

2.3. Coordinator Reports

- 2.3.1. **FC Coordinator:** S. Barnes said that the check-in system is up and running. He thanked those who have been using it; he's working on dates for people who've responded to dates for presentations. There will be a subcommittee meeting soon, though the date hasn't been set yet.
- 2.3.2. **SLO Coordinators:** S. Fauce said they were in talks with the Faculty Center for presenting on SLOs and extending SLO and Go, possibly in mid-April or in the evening for those who can't make it before the Senate meeting.
- 2.3.3. **OER Coordinator:** S. Davis said he's been working on the MOU for the OER coordinator position. The release time is 3 LHEs for faculty members.
- 2.3.4. **Coastline Pathways Coordinator:** J. Levenshus reported that they had their first meeting with the Champions for each of the Guided Pathways design projects; each of the projects are moving forward and the progress will be communicated outward as things progress. There will be a second meeting this afternoon for those who couldn't make it to the morning meeting. There has been approval for a new orientation that is specific to Coastline. It is really exciting and they are working to contract with a company Comevo that develops interactive orientations for students. D. Henry congratulated A. Evangelista for her work with the onboarding team.
- 2.3.5. **Student Success Coordinator:** D. Pittaway reported that more students are starting to use NetTutor. If there are any questions or feedback about NetTutor, please email him at dpittaway@coastline.edu. On the Canvas site, it's called Online Tutoring rather than NetTutor.
- 2.3.6. **Faculty Accreditation Coordinator:** No updates.
- 2.3.7. **Flex Coordinator:** A. Holliday reported that most of the rooms at Flex were overflowing; so, it was great in one respect, but we're going to have to rethink what to do in the Fall since we'll back at GGC due to budget concerns. There is a survey to fill out so please give us feedback so we can plan for the fall. If you're planning to hold a discipline meeting, please indicate what the meeting will be about. Please respond early about presenting, because we had more offers than spots we were able to fill.

2.4. Vice-President Reports

- 2.4.1. **Vice-President of Instruction:** No updates.
- 2.4.2. **Vice-President of Student Services:** No updates.
- 2.4.3. **Vice-President of Administrative Services:** No updates.

2.5. **ASG Representative:** K. Lee reported that he's working on AAPIphany and there will be a workshop on March 13th at the GGC. He's doing a stress relief workshop in the morning, and there is another workshop in the afternoon. It's a group for students by students.

2.6. **Classified Representative:** J. Miller reported that there will be a Senate meeting on Thursday regarding the impacts of the budget issues and a regular Classified Senate meeting on the Thursday, March 18th from 10 a.m. to 12 p.m.

3. COLLEGE COMMITTEE REPORTS

3.1. **College Professional Development and Leadership:** D. Lee stated that CPDL will be meeting in the afternoon to discuss needs assessment, professional development plans, and standard evaluations. A. Holliday said this is to find out a standard evaluation tool so that we can get an answer that can be used by all groups to help us develop the professional development for classified, faculty, and administrators; it is so we are all asking same question and getting the same information for answers for all groups doing professional development. It will help us see the big picture for professional development across all groups.

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

3.3. **Budget:** No updates.

- 3.4. College Council:** No updates.
- 3.5. PIEAC:** No updates. PIEAC meets again on Wednesday.
- 3.6. Technology:** C. Chapman reported that e-games were discussed. K. Lee said he's starting a Nintendo club at GGC on Thursdays, and he's been contacted about changing this to an e-sports group. There is a big e-sports presence at UCI. S. Barnes said that D. Pittaway was a champion e-sports player. K. Lee said he knew that. N. Jones said that at GGC there might a room started that can be used for our competitions and teams. D. Henry asked about doing faculty training for One Drive and the new Microsoft Outlook email.

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

4. ACTION ITEMS

- 4.1.** D. Henry called for a vote for all those in favor of C. Mojica to serve as M. Alves replacement Senator for the remainder of the spring semester. Motioned by D. Lee, Seconded by S. Basabe. **Approval to install Claudia Mojica as Senator for spring semester.** MSU (24) 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., Lee, D., Lee, L., Levenshus, J., Marcus, T., Oelstrom, J., Ryan, C., Warner, M., West, T. Dr. L. Adrian swore in C. Mojica as a member of the Coastline College Senate. C. Mojica took the oath to serve.
- 4.2.** D. Henry stated that the action item was for the approval of a \$500 donation for the Altobelli Family Memorial Fund. Motioned by M. Brock, seconded by L. Lee. **Motion to approve the \$500 donation to the Altobelli Memorial Fund.** MSU (25) 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., Lee, D., Lee, L., Levenshus, J., Marcus, T., Mojica, C., Oelstrom, J., Ryan, C., Warner, M., West, T.

5. DISCUSSION ITEMS

- 5.1. MOUs for Faculty Coordinator Positions**—There are five faculty coordinator positions that will be open starting July 1st, 2020. They all need to be updated with the union, but the faculty needs to review the descriptions so that they agree on what the positions entail. D. Henry stated that the incumbents have provided feedback on the descriptions; S. Fauce and A. Gomez-Holbrook's are okay, S. Barnes's is okay, J. Levenshus's is okay, S. Davis had some ideas, and D. Pittaway had some suggestions. The incumbents can reapply for the positions and new applicants may also apply. S. Barnes asked a question about the availability of funding for the Guided Pathways Coordinator, and S. Blair replied that they are currently in discussions about what the next phase for the position will be, but the funding isn't an issue. It isn't likely that the position will need a full-time release. D. Henry said previously it was a six-unit release, but these terms need to be negotiated with the union. S. Barnes said the FC coordinator position still has its funding. D. Henry requested that Senators look over the descriptions for each position and contact her with any comments or feedback. The application process for the five positions should be as transparent as possible. The descriptions will be brought back to the Senate to be voted on. D. Henry asked if we could make an online application, and A. Holliday said that would be fine. D. Henry prefers fillable pdfs. A. Holliday stated that we should not discuss the MOU for the Guided Pathways position yet, because that information is going to change. S. Blair agreed that those guidelines are going to change. D. Henry asked for the updated information on the Guided Pathways soon so it can be voted on before the summer when people are on leave.
- 5.2. Program and Department Review Validation Rubrics**--A. Gomez-Holbrook stated that as she and S. Fauce reviewed the rubrics in detail, she was proud to see all the colleagues working together to see what was successful and not, and what needed work on the rubrics. It can work for annual reviews as well as comprehensive. A. Zentner said there was an opportunity to provide feedback to how can we use a rubric to tell people where they're excelling, and also to prepare us in advance about assignments and giving steps along the way for Program and Department review. There are currently four rubrics. Each individual section is going to be reviewed. This is being piloted right now with the Program and Department Review Committee. D. Henry said next week we'll bring these rubrics back to vote to approve them. A. Holliday said to bring back any

suggestions in red on the rubrics when we bring them back to vote. D. Henry said to send suggestions to Aeron or Angela.

- 5.3. Replacing non-tenured candidates or other instructors in mid-cycle.** A. Evangelista said that at OCC and GWC, there is a policy that states that if a newly hired tenure track faculty either resigns or doesn't make it through tenure, then the position is automatically refilled through the department. D. Henry stated that at Coastline, there wasn't a policy in place like this. D. Henry said GWC sent the policy to the Senate to see, and it shows that the position might be filled without going through prioritization again. If the faculty member is let go after year one or year two, they don't go through prioritization, they don't wait until the next term, they immediately advertise the position. GWC uses the term resign, as with a tenure position it is technically a resignation and can use the policy for the tenured position as well. A. Holliday said that, informally, should a tenure track position not be completed for any reason, we generally bring the topic back to the Senate for discussion about the position, and discussion about the discipline itself, because we're such a small college, things can change from one year to the next, including money; for the longest time, the District did not give up the money to fund all the faculty hired. We found the money within our own budget, whereas for the sister colleges, all the funding was provided by the District. The other thing is that what we think should happen one year might not happen the next year. The Senate has made the decisions when this has happened in terms in whether we replace that position immediately or wait one year and then replace the position or go to the next position that was already prioritized. A. Holliday said she'd wouldn't like to see things automatically happen since we are going into a downturn, and the balance is so critical in terms of the 50 percent law, and faculty obligation, and other things that will be coming up. S. Barnes said that we've already prioritized the position or they wouldn't be tenure-track. He would think we wouldn't have to go back to do that. A. Holliday said it's just about reconfirming many times. A. Holliday said it goes to the Senate and the College President. D. Henry said the reason they did it after first or second year, because it's still close to prioritization; the third year is complicated because it's a two-year contract. D. Henry said when counseling went through this, I don't think the position was ever replaced because there was no policy and it was just brushed under the rug. A. Evangelista said it was replaced, but not until after the second year. D. Henry said that we need a policy in place because the position could just disappear. A. Holliday said the President has the ability to forward this to the Policies and Procedures Committee to draft a policy for us to discuss. D. Henry asked Senators to raise their hands if interested in having a formal policy drafted? There were 15 Senators who raised their hands. L. Lee was directed to draft the policy and bring it back to next Senate meeting.
- 5.4. Accreditation**—D. Pittaway discussed the process to verify SLOs on the Syllabi for Spring 2020. D. Pittaway said he finished a draft of the accreditation report to be distributed and the compliance with providing accurate SLOs on all course syllabi. Last Friday, he discussed with V. Rodriguez, who said that the Office of Instruction will internally examine course syllabi this semester to make sure course SLOs are accurate. S. Blair said she was assigned this and are generating a report with the Canvas team, to make sure the SLOs match. D. Pittaway said he has submitted the draft to PIEAC. D. Henry said S. Fauce commented that he had emailed D. Johnson and A. Holliday, our union reps, about not seeing SLOs on the evaluation, because in D. Henry's evaluations, she didn't always check if SLOs were correct. New contracts depend on the retirement incentive and this is changing. A. Holliday said the union reps are looking at all the forms and what will happen; the evaluation will be separate from the retirement incentive. D. Pittaway said the ACCJC really want to see the colleges follow processes of self-regulation they stick with.
- 5.5. Children in the Classroom Policy**—D. Henry said at Coastline, there isn't a policy for faculty or students who bring their children to the classroom. This has become an issue; the District is thinking about drafting a policy about children in the classroom. D. Henry asked Senators if children in the classroom had been a problem? C. Ryan said this had happened in the summer and sometimes they've been in common areas, not supervised. S. Barnes said there have been some occasions during orientations when security guards made children sit in a separate area rather than in the classrooms, or it seems security had some policy about this. K. Erdkamp said the security at Le-Jao wouldn't let a child on the campus at all recently when a parent brought their child to take an exam. K. Erdkamp said what kind of message are we sending to parents if he keeps children out under these circumstances? C. Mojica said that they have made arrangements to keep children occupied during

orientations. She hasn't seen students make a habit of bringing children, it was when a caregiver was ill. C. Ryan said she's never seen security stop children from coming on campus. D. Henry said she often brought her son and found there was a benefit; the students loved it and liked having someone to interact with other than her.

- 5.6. Senate Table at Scholarship Dinner**---The scholarships are being awarded now at a dinner on April 23rd, 2020; it's a Thursday night from 5:30 to 9 p.m. The Senate can have a table at a discounted rate at \$750 dollars for 10 people. The scholarship awardees will receive a free ticket to attend, and possibly their parents as well. D. Henry suggested that those chosen to go to the dinner should be based on who signed up to read the scholarship entries; however, there are only three Senators who read, so we have to decide who goes to the dinner in the spaces remaining. D. Henry said she is on the Foundation and will find out more information about whether or not the scholarship winners' parents' dinner tickets are included.
- 5.7. Coronavirus**—D. Henry is going to a District meeting to develop a policy of what the College is going to do if there is a breakout. This has been a point of discussion with the Chancellor and CMT this week as well. D. Henry said what is causing the panic is that no one knows this virus's natural history. It is a novel virus, so we don't know what's going to happen. S. Davis asked if one student came down with the virus, would that necessitate closing down the College? D. Henry said her guess was yes. D. Henry said that wearing masks is not recommended by the CDC as they don't work for virus particles.
- 5.8. Shared, (Master) College, Model Courses-Definitions.** D. Henry said this comes from College Council: should we have definitions of what each of these types are? D. Henry said a shared course is when a part-timer comes and they can share course with others; a master course is a course the College pays you to develop, then the College owns that intellectual program; the model course is the course that everyone in the discipline gets use from. She asked Senators if they had any more defining qualities to add to these definitions? D. Devine said that he had a contract to sign when he developed a model course. If he disappears, Coastline keeps the course.

6. ANNOUNCEMENTS

D. Henry said that K. Ruppert's daughter is going to be on Grey's Anatomy on Thursday evening at 8 p.m. Her daughter is five years old and has a speaking part. J. Levenshus said that there will be a Guided Pathways meeting at 4 p.m. for the Champions who couldn't attend the morning meeting. D. Henry thanked S. Barnes for letting the Senate hold its meeting in the FC.

7. 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.