



Academic Senate Minutes

DATE: 4-7-20 | 12:30 pm – 2:30 pm | Zoom Meeting

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	x
Chapman, Cheryl	x	Marcus, Ted	x
Curry, Fred	x	Mojica, Claudia	x
Davis, Scott	x	Murray, Tanya	x
Demchik, Lisa	x	Oelstrom, Jeanne	x
Devine, David	x	Ryan, Celeste	x
Erdkamp, Kevin	x	Smith, Stacey	x
Evangelista, Amy	x	Warner, Michael	x
Fauce, Steve	x	Weber, Daniel	x
Feldon, Fred	x	West, Tobi	x
Gomez-Holbrook, Angela	x	Constituency Reps. Non-Voting	
Henry, Deborah	x	ASG Rep. Lee, Kevin	ABS
Holliday, Ann	x	Ward, Helen	x
Johnson, Dan	x	Rodriguez, Vince	x

Guests: Sylvia Amito'elau (Instructional Designer), Brandon Brown (CTE Instructor), Ryan Boyd (ESL Instructor), Sharon Chard-Yaron (Education Instructor), Elizabeth Horan (Librarian), Nancy Jones (Dean of CTE), Bruce Keeler (Dean of Counseling), Kate Mueller (Vice-President of Student Services), Tom Neal (Dean of Instruction NBC), Danny Pittaway (Student Success Coordinator), Rupa Saran (Sr. Director of Information Technology, Applications, and Development), Andreea Serban (Vice Chancellor of Educational Services and Technology), John Weispfenning (Chancellor), James West (Director of Enrollment Services), 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 12:30 p.m.
- 1.2. Pledge of Allegiance led by M. Brock.
- 1.3. Adoption of Agenda: On a motion by F. Curry, seconded by D. Lee. A. Holliday requested to pull items 4 (S. Fauce to replace S. Smith on the Instructor, Business CIS (Data Analytics) search committee) and item 5 (CIS/Data Analytics TERC: S. Fauce (Search Committee), T. West (Discipline Rep), and S. Smith (Senate non-discipline) to serve) due to questions she had. D. Henry moved these items to action items. **Approval to adopt perfected agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by D. Lee, seconded by M. Warner the **3/17/20 minutes were approved** with modifications to J. Levenshus's Guided Pathways report and A. Holliday's Flex Committee report. MSU.
- 1.5. Approval of Consent Calendar: On a motion by A. Holliday, seconded by M. Brock, the **Consent Calendar was approved**, consisting of J. Yang to serve on Curriculum Committee for M. Alves, Spring 2020; Approval of the new RSI plans from Business-Acct-Econ, Biological Sciences and Allied Health, CIS/CST/CYBR/DGA, Math,

Philosophy, Physical Sciences, Psychology-Human SVCS and Social Sciences (as Approved by the RSI Task Force); S. Basabe to serve on the District Minimal Class Size Task Force; DSPS/Counseling TERC: C. Ryan (Search Committee), C. Mojica (Discipline Rep), and D. Salcedo to serve; CST/Cybersecurity TERC: A. Gomez-Holbrook (Search Committee), T. West (Discipline Rep), and H. Vu (Senate non-discipline) to serve; A. Evangelista and S. Montero to serve on V. Miscione’s yearly faculty evaluation. MSU.

A. Holliday asked that the CIS TERC be pulled. This was made Action Item 4.2. A. Holliday asked how many from the discipline were left on the TERC regarding S. Nguyen replacing T. West on E. Thomas’s TERC for the remainder of the TERC, and D. Henry replied there is two people out of the discipline and one in the discipline on the TERC. A. Holliday said she like to pull this item from the agenda. This was made Action Item 4.3.

1.6. Public Comments: No public comments.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

2.1.1. President D. Henry reported that the President’s Cabinet is having a Zoom conference on April 10th from 9 a.m. to 10:30 a.m. This information is announced on the Faculty Resources page. D. Henry reported that S. Blair announced there will be a virtual Spring Barbeque on May 1st on Zoom. D. Henry said she has heard positive feedback from faculty about working remotely.

2.1.2. Other Executive Committee Reports: Treasurer M. Bach reported that he had 150 medals made last year (this was because that was the minimum that the jeweler would make) and he has about 135 left. He’d be willing to donate all of them to the Senate to use as they see fit. He said they could be used as gifts in lieu of the Apple given out at the Senate luncheon. S. Barnes said that M. Bach used his own money for the medals and asked if he might be reimbursed. D. Henry said the Senate account has about a 25,000 balance, even with the cancellation of the Strawberry Festival. M. Bach said he’s willing to donate them because of what his colleagues have meant to him. S. Barnes reiterated the request to reimburse M. Bach.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** M. Warner said he received the applications for rank and the results will be given to the Senate on April 17th.

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

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

2.2.4. **Communications:** D. Lee said the new News and Views is on the Canvas page and will be emailed out later in the day. He also requested submissions for the last News and Views which will be out in May.

2.2.5. **Elections:** M. Lovig announced the results for the Curriculum and Senate elections. Congratulatory and regret letters were sent on Monday, April 6. She said there are four alternates for the Senate should there be a vacancy that arises. Fourteen faculty ran for a seat on Senate, and the following were elected as Senators for a three-year term: Joshua Levenshus, Fred Curry, Davide Devine, Lisa Lee, Oceana Callum, David Lee, Lisa Demchik, Claudia Mojica, Michael Bach, and Ryan Boyd. Elected Curriculum representatives for three-year terms are: At-Large – Marilyn Brock and Layla Salimi, Career Programs – Brandon Brown, Distance Learning – Mahbub Khan, ESL – Timothy Grove, and Fine & Applied Arts – Joel Woodard. She also reported that next meeting, on April 21st, they will open nominations for the election of the Executive Committee, then will close those on May 5th, our last meeting and vote at that time.

2.2.6. **Faculty Recognition:** A. Holliday reported there were no updates but there would be next meeting.

2.2.7. **Policy & Procedures/ Participatory Governance:** L. Lee reported that there might be an update to the faculty prioritization process. D. Henry this would be discussion later in the meeting.

2.2.8. **Social:** D. Lee announced that the Senate Luncheon will be cancelled. It might be rescheduled for the first Senate meeting in September.

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

2.2.10. **Curriculum:** D. Henry reported that the last meeting of Curriculum Committee will be April 24th. It's possible to add a meeting in May. There's been discussion about starting a Task Force for best practices and strategies in teaching Interactive Two-Way. They particularly interested in those from disciplines that normally meet face-to-face, such as STEM disciplines. Please email him at djohnson@coastline.edu if you are interested.

2.2.11. **Program Review:** A. Gomez-Holbrook said a couple meetings have been postponed, so there isn't presently an update.

2.3. Coordinator Reports

2.3.1. **FC Coordinator:** S. Barnes said that the last few weeks have been used for trainings for using Zoom and remote learning. Thanks to Sylvia and Shelly for coordinating that. He was impressed with science and math faculty that moved quickly online and all they did to make this as easy as possible given the circumstances. He hopes they will have more professional development in the future when circumstances improve. There will be a Relay training tomorrow by Techsmith. C. Chapman said there will be a recording. The link for this is in the Faculty Resources page.

2.3.2. **SLO Coordinators:** S. Fauce said there were no updates except to collect SLO data. D. Henry said they are going to import the new SLOs into Banner and she will forward that report when she receives it to the SLO coordinators. A. Zentner said the data will be available during the 12-13th week.

2.3.3. **OER Coordinator:** S. Davis said that V. Rodriguez sent out an adoption link to submit for upcoming OER courses. He said that all the summer courses are now online, and the zero-cost logo will be added to any zero-cost courses. He asked that faculty check that the logo appears to make sure all zero-cost courses are notated on the searchable schedule.

2.3.4. **Coastline Pathways Coordinator:** J. Levenshus reported that he and S. Blair was working on a plan to see if as many of the projects that have been recorded can still be implemented by the fall.

2.3.5. **Student Success Coordinator:** D. Pittaway encouraged to activate online tutoring or Smarthinking in their courses so students can utilize this. He said that the union was going to discuss adding something to the evaluation forms to indicate that the official SLOs were on the syllabus. D. Johnson reported that the union agreed to this with an MOU on Friday. D. Henry said that was good news. L. Lee commented that some of the students had reported long waits and other issues with the tutors on NetTutor. D. Pittaway requested that she send him these comments and he will forward these issues to NetTutor. He said that Smarthinking is still available if there are issues with NetTutor. V. Rodriguez said that as they work with these vendors, they will continue to provide 24/7 support, but to let them know so they can pass on any comments so that vendors know how to improve. F. Feldon asked about utilizing embedded tutors, and V. Rodriguez said that the model is to leverage as much as possible from the vendors; this is the best way to expand our knowledge about the students' experiences with tutoring with all the courses we have online.

2.3.6. **Faculty Accreditation Coordinator:** No updates.

2.3.7. **Flex Coordinator:** A. Holliday reported that even for fall, they might not still be in session, so she and S. Blair are thinking through some creative ways to present Flex if it might be given in a distance learning format.

2.4. Vice-President Reports

2.4.1. **Vice-President of Instruction:** V. Rodriguez thanked faculty for their work and accomplishments. He said continue to learn as we do know things and with new ways and he appreciates all the work.

2.4.2. **Vice-President of Student Services:** K. Mueller praised her student services group with their flexibility and creativity and whatever it takes to adapt. She also thanked faculty for their partnership for continuing to support the students. She shared that they are continuing to provide laptops to students in need, in addition to Coastline's Food Pantry.

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

- 2.5. ASG Representative:** No update.
- 2.6. Classified Representative:** H. Ward reported that there was a meeting on March 5th, before the closure, the about 70 classified staff met at the Classified Senate meeting about the upcoming hiring freeze and internal reorganization resulting in the loss of their jobs. It is important to have compassion and to support our classified staff as they go through some uncertain times. The next meeting will take place on April 16th on Zoom.

3. COLLEGE COMMITTEE REPORTS

- 3.1. College Professional Development and Leadership:** D. Lee stated that CPDL is developing ideas for its podcast, the virtual barbeque, learning training and development, and some professional development information sharing.
- 3.2. Facilities, Safety & Sustainability:** M. Warner report the next meeting is Thursday afternoon.
- 3.3. Budget:** No updates.
- 3.4. College Council:** No updates.
- 3.5. PIEAC:** L. Lee reported that there were discussions about the budget.
- 3.6. Technology:** No updates.

4. ACTION ITEMS

- 4.1.** D. Henry called for a vote for all those in favor of S. Fauce replacing S. Smith on the Business CIS (Data Analytics) hiring committee. A. Holliday said that usually people on a search committee should be compiled of people in the discipline, so she'd like to know who else is on the search committee? T. West replied that the other member was A. Adhanom. A. Holliday said you want two people from the discipline and one outside the discipline. A. Holliday said she'd move to approve. T. West seconded. **Approval for S. Fauce to replace S. Smith on the search committee.** MSU (30) 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., Marcus, T., Mojica, C., Oelstrom, J., Ryan, C., Smith, S., Warner, M., Weber, D., West, T.
- 4.2.** A. Holliday requested to pull the action item for the CIS/ Data Analytics TERC.
- 4.3.** D. Henry stated that the action item was for S. Nguyen to replace T. West on E. Thomas's TERC for the remainder of the TERC. A. Holliday moved, L. Lee seconded. **Motion to approve replace T. West with S. Nguyen for the remained of E. Thomas's TERC.** MSU (30) 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., Mojica, C., Oelstrom, J., Ryan, C., Smith, S., Warner, M., Weber, D., West, T.
K. Erdkamp clarified that he was not on the search committee and it was mistakenly noted as such before. T. West asked why item 4.2 was being pulled? A. Holliday said she'd like to have further discussion about it at the next Senate meeting.

5. DISCUSSION ITEMS

- 5.1. COVID-19—**D. Henry asked Senators if there were any questions or feedback about the changes to remote learning. F. Feldon related a positive story about his T/TH class going remote. K. Erdkamp also related a positive story that he invited previous students to participate and some of his new strategies using Zoom. D. Henry said that some new job announcements for students have been posted on the faculty resource page that she received from P. Vasquez.
- 5.2. Coordinator Position Descriptions—**D. Henry said all positions descriptions have been finalized. All except for Flex are open to part-time faculty. They will start July 1st and go through June 30th, 2022. They are one-year opposite from the Dept Chair elections. D. Henry said if no one has comments they can be brought back for approval next meeting. D. Henry brought up each description for Senators to view. V. Rodriguez shared that he

tried to create uniformity across all the different plans. D. Henry said that Chancellor J. Weispenning was here to report on the Retirement Incentive, so they would switch to special reports and come back to discussion items 5.3 and 5.4 if time allowed.

- 5.3. Full Time Faculty Hiring Prioritization Process**--A. Holliday discussed the process for full-time faculty prioritization after the special report by the Chancellor. A summary of the process was brought up for Senators to read. D. Devine asked if the Program and Department Review Committee would be making judgments about the need for full-time faculty? A. Holliday said no, they will be validating each program's request. During each program's Program Review, they should be validating their need for those resources. Every faculty member should have access to the complete program reviews to validate for yourself what the needs are. D. Johnson replied the committee doesn't endorse the requests, but they endorse the data that supports the information pertaining to the request. The third paragraph in the summary was revised to better specify the role of the Program and Department Review in the faculty hiring prioritization process.
- 5.4. Grading Policy Spring 2020**-- D. Henry said students now have until May 8th to declare if they would like a letter grade or pass/ no pass option. In the classes that have only standard letter grade, does the senate and faculty want to offer the choice of a blanket grading policy where pass/ no pass is also an option? S. Barnes said he would be against the blanket policy, because his paralegal students planning to attend law school need their courses to supply letter grades. S. Chard-Yaron said that there were many classes where the pass/ no pass option would not work. A. Serban replied that courses already have a pass/ no pass option to students are allowed to request this through a process and also strongly advised to talk to a counselor before doing so. For course who do not have the option, that would require a curricular modification assuming faculty would want to add that option to their course. But the District is not recommending a blanket option, but rather a petition process for classes who want to offer that option. D. Henry noted that most of the Senators do not want to pursue an overall pass/ no pass option and the results at GWC and OCC largely felt the same.

6. SPECIAL REPORTS

- 6.1. Retirement Incentive**--J. Weispenning thanked the AS President and Senators for helping the District move to remote learning during this time. Regarding the incentive program, it is still in place. They are seeing how many people on the faculty and the classified side will take advantage of it. It will show how many resources the District will have based on how many take it and where they are coming from in the District. It was originally set up for our Classified employees, because we are a little out of alignment in our organization, but it will help with our faculty as well. Just as we have some longstanding staff members, it would be appropriate to also so that for faculty. We are not expecting those who are years away from retiring, but maybe those who were considering this year, the next, or a couple years out. At the end of the month we'll be going through a process of analysis at the District. We are also looking at what talent we will be losing, such as: Are there any small departments that will be highly affected by the incentive? The on-campus information sessions will no longer be held due to COVID-19, but one-on-one sessions online are still available. The one new piece of information is the summer 2020 courses our plan is to move forward with online classes. There is a possibility down the road that we would be cleared to do some face-to-face instruction, but for now, we are only holding online classes. For fall, in all honestly, we don't know yet and it is too far out. There are too many questions remaining. He's happy to answer any questions at johnw@ccd.edu.
- 6.2. Banner 9**—A. Serban reported that the student team have been working on transitioning to the one-term registration process. J. West presented a comparison of the processes of the current student registration experience to the new Banner 9 program by demonstrating how the student enters the registration page to sign up for courses each way. He said that it was nice for navigating that a student can go back by clicking on links rather than a back feature. A. Serban said it was mobile friendly from a student's perspective. J. West said the page is very easy to navigate from the size of a phone.

7. ANNOUNCEMENTS

No announcements.

8. ADJOURNMENT 2:32 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.