



## Academic Senate Minutes

DATE: 10-15-19 | 12:30 pm – 2:30 pm | College Center, 4th Floor Conference Room

Senator	Present	Senator	Present
Alves, Mitchell	x	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	ex
Curry, Fred	x	Murray, Tanya	x
Davis, Scott	x	Oelstrom, Jeanne	x
Demchik, Lisa	x	Ryan, Celeste	ex
Devine, David	ex	Smith, Stacey	x
Erdkamp, Kevin	x	Warner, Michael	x
Evangelista, Amy	x	Weber, Daniel	ex
Fauce, Steve	x	West, Tobi	x
Feldon, Fred	x	<b>Constituency Reps. Non-Voting</b>	
Gomez-Holbrook, Angela	x	ASG Rep. (VACANT)	
Henry, Deborah	x	Miller, Julian	x
Holliday, Ann	x	Rodriguez, Vince	ex

Guests: Sylvia Amito'elau (Instructional Technology Designer), Brandon Brown (CTE faculty), Oceana Callum (English Instructor), Dana Emerson (Dean of Instruction), Bruce Keeler (Dean of Counseling), Elizabeth Horan (Librarian), Rachel Marchioni (Counselor), Julian Miller (Classified Senate Representative), Claudia Mojica (Counselor), Sasha Montero (Sociology Instructor). Kate Mueller (V.P. of Student Services), Christine Nguyen (V.P. of Administrative Services), Nicole Perrine (Counselor), Danny Pittaway (Student Success Coordinator), Laurie Runk (Professor of Health Sciences), Rob Schneiderman (CFE Union President), Helen Ward (Transfer Center Coordinator)

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 C. Mojica.
- 1.3. Adoption of Agenda: On a motion by M. Alves, seconded by L. Lee. MSU.
- 1.4. Approval of Minutes: On a motion by J. Levenshus, seconded by K. Erdkamp. Correction requested by A. Holliday to strike two lines in 4.3. **Approval to correct minutes.** MSU. **Approval of amended minutes.** MSU.
- 1.5. Approval of Consent Calendar: One item to remove E. Johnson from serving on the Scholarship committee, and a second item for L. Lee to represent D. Henry at the Fall Senate Plenary in November. On a motion by S. Barnes, seconded by M. Bach, **the consent calendar was approved.** MSU.
- 1.6. Public Comment: No comments.
- 1.7. J. Levenshus shared he saw two concerts over the weekend. Cerritos College received a 2.3 million donation from the estate of a Cerritos college alumnus for woodworking students. The college is going to spend the

money on a woodworking scholarship fund. A. Evangelista shared she has a 12-year-old son and they like to travel together. They recently traveled to Costa Rica. Future plans may include Japan or Australia.

## 2. REPORTS & UPDATES

### 2.1. Executive Committee Reports

2.1.1. President D. Henry reported that she attended the Chancellor's meeting, and there was discussion pertaining to faculty hiring. There is going to be hiring for some replacements and retirees, but J. Weispenning doesn't know if each retiree will be replaced at each college.

- Faculty Prioritization will be done at the next senate meeting and it will be done electronically. There are 6-8 presentations planned right now. J. Oelstrom said to be on time because latecomers cannot vote as they haven't seen all the presentations.
- There is an Honor Library at the Newport Beach Center, so if Senators have any books at home, please donate them to the library for students to use. D. Henry's neighbor donated a lot of romance novels, so there is a good selection if any faculty members want to read them.

2.1.2. Other Executive Committee Reports: No updates.

### 2.2. Senate Committee Reports

2.2.1. **Academic Rank:** M. Warner urged Senators to start submitting applications for rank increase.

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

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

2.2.4. **Communications:** D. Lee urged Senators to send in stories for News and Views.

2.2.5. **Elections:** No updates.

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

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

2.2.8. **Social:** D. Lee reported the art show was successful. There was a handful of faculty who attended.

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

2.2.10. **Curriculum:** D. Johnson reported that the Curriculum Alignment Task Force (CATF) met, and a change was made to include the students to contact on the DE form. There will be a change in CurricUNET to reflect that. Another task is to try to delete courses that haven't been offered for awhile. There was a procedural change at the last meeting that adds suspensions and retirements on the Consent Calendar. The discussion at CATF pertained to particular issues across the three colleges, and D. Henry inquired about the math certificate requirement for the "C" average and what a "C" average means, such as a "C" in all courses or as an average among courses. D. Henry said that CurricUNET would be replaced with Courseleaf. The change will begin in the fall for the catalog and probably the fall 2021 for faculty. A. Holliday said the change came from the State Chancellor's Office. D. Henry said the next meeting is on Oct 25<sup>th</sup>, so submit curriculum for program review before then.

2.2.11. **Program Review:** D. Henry said that Program Review is currently listed as an Academic Senate subcommittee, but this is not listed in our bylaws. A. Holliday stated that this is fine because the Senate has program review as one of the ten plus one items. When looking at Program and Department Review, they're semi parallel, and departments are outside of the realm of faculty but they are very much connected. It was decided after discussion it would be good to change our bylaws so that they reflect that the Program and Department Review committee is a subcommittee of the Senate. This doesn't mean there will not be consultation with management and with other people who have a vested interest with departments that are not directly academic. It will enable the group that's looking at programs to not only look at academic programs but make sure that departmental programs are supportive of academic programs. It should help programs and departments work together to ensure we're maximizing what we need to do to enable student success. D. Henry said the bylaws committee is working on rewriting bylaws to reflect what we are already doing in the College governance process. This will return to Senate.

### 2.3. Coordinator Reports

- 2.3.1. **FC Coordinator:** S. Barnes said at 5 p.m. today, there will be Taco Tuesday. At 6 p.m. there will be a Camtasia workshop with C. Chapman and S. Amito'elau. Next Wed is the NISOD conference, which is a live online conference, similar to CANInnovate. Then on Friday the 25<sup>th</sup> is CANInnovate, which will discuss Canvas. It is an all day affair in the viewing room. There will be doughnuts in the morning and snacks throughout the day in the Faculty Center. Next Tuesday night, on the 22<sup>nd</sup>, there will be a Civitas presentation in the Faculty Center with D. Emerson and S. Bridges. The Book Club met last week, and there will be one more meeting to be scheduled for this club. D. Henry said that the schedule of these events is displayed for all faculty members on the faculty resources canvas page
- 2.3.2. **SLO Coordinators:** S. Fauce said he was in a meeting with A. Zentner, D. Pittaway and V. Rodriguez about responding to the ACCJC about the fact that we didn't have updated SLOs on a lot of syllabi, so they're going to create a user-friendly system so that the SLOs that show up in Canvas are always correct. It will be an easier way for the SLOs to be imported into the right place in Canvas. A. French has gone through and made sure all the SLOs are aligned in CurricUNET, Banner, and Canvas.
- 2.3.3. **OER Coordinator:** No update. D. Henry said to email her or S. Davis about ASCCC funding for OER development.
- 2.3.4. **Coastline Pathways Coordinator:** J. Levenshus reported that this Friday the first presentations for the design proposals would be held. The live presentations will be done in the afternoon on the 4<sup>th</sup> floor and will be zoomed out to the entire College. F. Feldon had a question about eliminating multiple CRN numbers for the same class. J. Levenshus said it is not really a Pathways decision, but he will put it on the Learning Journey Group as one of their items to consider.
- 2.3.5. **Student Success Coordinator:** D. Pittaway reported that he's exploring NetTutor for activation in Canvas. There is an easier path for NetTutor to be integrated in Canvas than Smarthinking.
- 2.3.6. **Faculty Accreditation Coordinator:** D. Pittaway referred to S. Fauce's report as the accreditation and SLO issue is the same matter.
- 2.3.7. **Flex Coordinator:** A. Holliday reported that the next flex day is Feb 21 at the GGC.
- 2.3.8. **OEI/ DL Coordinator:** No update.

### 2.4. Vice-President Reports

- 2.4.1. **Vice-President of Instruction:** D. Emerson reported on behalf of V. Rodriguez. D. Emerson addressed the multiple CRN number issue and reported that V. Rodriguez said that, if we do scheduling correctly, we would not need multiple CRNs. The deans are looking into that, and it sounded as if it was going to be implemented soon.
- 2.4.2. **Vice-President of Student Services:** No update.
- 2.4.3. **Vice-President of Administrative Services:** No update.

### 2.5. ASG Representative: No update.

- 2.6. **Classified Representative:** J. Miller reported that the Fall Festival is coming up on Friday, Oct 25<sup>th</sup>. There will be a raffle, and a bake sale; there are sandwiches available for purchase before the 21<sup>st</sup> for \$10. Please talk to Amanda, Jean, or J. Miller. R. Dhillon has raffle tickets for sale.

D. Henry called for a **motion to reorder the agenda** to Discussion items 6.1 and 6.2 because R. Schneiderman had arrived to give the report on the RSI Task Force and increase in PDI funds. A. Holliday moved, S. Basabe seconded. **The motion to approve the changes to the agenda was approved.** MSU.

## 3. COLLEGE COMMITTEE REPORTS

- 3.1. **College Professional Development and Leadership:** No update.
- 3.2. **Facilities, Safety & Sustainability:** No update.

- 3.3. Budget:** L. Lee reported that V.P. C. Nguyen said that the 2019-2020 contract year-end balance reported was a loss of almost 3 million dollars due to the loss of the NCPACE contract. The District's funding is based on the Student Centered Funding Formula (SCFF). Some department requests were approved and others not. D. Henry said that Budget committee is submitting information to PIEAC in regards to what was funded and what could come out of lottery funds. D. Henry said there was a surplus of unrestricted lottery funds available in the amount of \$633,00. Restricted lottery funds are used for the part-time counselors. There were a few things that came out of equipment funds that could be funded by this. There were no new personnel recommended to PIEAC.
- 3.4. College Council:** D. Henry reported that there is an **innovation** meeting scheduled tomorrow. In ADA compliance, they discussed resolutions the Senate passed, including the resolution to hire a specialist to assist with ADA compliance.
- 3.5. PIEAC:** L. Lee reported PIEAC is meeting tomorrow.
- 3.6. Technology:** C. Chapman reported there would be a meeting on the 19<sup>th</sup>. D. Henry said the District Technology Meeting accepted the changes recommended to the report about the College's innovation growth. Dr. Siobhan will be getting back with the revisions so it can be approved in Senate.

#### 4. ACTION ITEMS

- 4.1.** D. Henry discussed the Senate's three budgets. One is for the Strawberry Festival that the Treasurer takes care of that provides scholarships and teacher awards. The second is for the ASCCC Plenary session, and that runs about \$10,000 a year. That includes both the fall and spring Plenary. This fall six Senators are attending the Plenary on Nov 7-9th in Newport Beach. There is a third budget for supplies. D. Henry asked Y. Lopez to pull up a spreadsheet of this year's budget for the Senators. D. Henry explained there was funding available to reimburse the Recording Secretary for the recorder, which cost \$155, and the transcription service, costing \$30-48 dollars per month. **Motion to approve the reimbursement for transcription service and recorder** for the Recording Secretary by K. Erdkamp, second by M. Brock. A. Holliday requested an amendment that agreement to cover the transcription service fee is only for the 2019-2020 academic year and at year-end the need for the transcription service be evaluated to see if the service is worth the cost. **Approval for the amendment to the action item.** MSU. YES = (26) Alves, M., Bach, M., Barnes, S., Basabe, S., Brock, M., Chapman, C., Curry, F., Davis, S., Demchik, L., 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., Murray, T., Oelstrom, J., Smith, S., Warner, M., West, T., Abstain = (0), No = (0). **Approval to reimburse cost of recorder and transcription service fee as amended.** MSU. YES = (26) Alves, M., Bach, M., Barnes, S., Basabe, S., Brock, M., Chapman, C., Curry, F., Davis, S., Demchik, L., 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., Murray, T., Oelstrom, J., Smith, S., Warner, M., West, T., Abstain = (0), No = (0).
- 4.2.** S. Barnes read the Proctorio Resolution to the Senate, "Whereas, Coastline College is required by both the Federal government and ACCJC (our accreditation agency) to perform student verification, particularly in online classes; Whereas, the proliferation of financial aid fraud places the College at risk for return of funds and other possible sanctions pursuant to Title IV of the Higher Education Act; Whereas, there is an increase in Academic Dishonesty (cheating) by some students in online courses; Whereas, the use of proctored exams is one method for verification of student identity, reduces the risk of financial aid fraud, and decreases the likelihood of Academic Dishonesty (cheating) by students in online exams; Whereas, Proctorio is the official online testing tool available for all 114 California Community Colleges and it's 2.1+ million students. Whereas, Proctorio was vetted and selected by the Online Education Initiative of the California Community College Chancellor's Office. Whereas, faculty maintain purview over academic and professional matters pursuant to the 10+1; It is hereby resolved, the Coastline Academic Senate highly recommends the use of Proctorio for student verification, deterrence of financial aid fraud, and/or reduction of Academic Dishonesty in online courses to be determined

by each department or individual faculty as appropriate; It is further resolved that the following statement be made available in LMS shells (currently Canvas) for use by individual faculty or departments should they choose to utilize Proctorio for student verification, deterrence of financial aid fraud, and/or reduction of Academic Dishonesty in online courses. 'To ensure the identity of students in online courses as required by Federal law and protect the integrity of quizzes or exams submitted in this online course, you will be required to use Proctorio as specified by the faculty member in their syllabus. Proctorio is a Chrome-browser plug in only. It will only have access to your Chrome profile, not your entire computer system, and is only active when a quiz or exam is taking place within Canvas. The extension is clearly marked in the browser when it is active. Furthermore, the Chrome extension can be manually disabled or removed at any time by the user. Students are required to read and follow the course instructions outlined before starting a graded assessment. An assessment may be termed quiz, exam, assignment, etc. Within Proctorio, students are required to show their entire valid identification (ID) before beginning the assessment. During the assessment while using Proctorio, the student and their workspace is required to be fully visible identifiable via webcam or other technology if available. The instructor will determine penalties that will occur if the student is found to be in violation of the academic integrity policy. The instructor can also determine any penalties that will be enacted if a student does not show their full ID or is not fully visible during the Proctorio recording.'" **Motion to approve the Resolution for Proctorio** by J. Oelstrom, seconded by M. Alves. F. Feldon commented that he was happy that it allows departments or individual faculty to use another form of proctoring. The Math department recently adopted a policy to do human proctoring for midterms and exams. He'd like to revise the Distance Learning website to make it clearer that the math students will have in person proctoring in addition to the electronic. He added there has been some confusion among the three colleges about what is online. So the use of the definitional ("D") tag is an attempt to help with these new guidelines for modality: fully online, partially online (otherwise known as hybrid), or online with in-person proctored exams at a flexible time and place. C. Chapman asked about having a student video introducing the proctoring policy into the courses to add a human touch. E. Horan thanked the Senators and recommended putting a statement about proctoring in the course because those trying to take exams for others will drop. **Approval of the Resolution for Proctorio as written.** MSU. YES = (26) Alves, M., Bach, M., Barnes, S., Basabe, S., Brock, M., Chapman, C., Curry, F., Davis, S., Demchik, L., 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., Murray, T., Oelstrom, J., Smith, S., Warner, M., West, T., Abstain = (0), No = (0).

- 4.3. D. Henry discussed the formation of Faculty Center Advisory committee as an AS subcommittee. D. Henry stated this action would require a change to the bylaws, too. S. Barnes said that this would be a professional development and leadership subcommittee of the Senate that will serve a dual role. This subcommittee will serve as an advisory committee for the FC. D. Henry said to bring this back in November for further discussion and on the vision of the program. **Approval to table for November 19<sup>th</sup>.** MSU. YES = (26) Alves, M., Bach, M., Barnes, S., Basabe, S., Brock, M., Chapman, C., Curry, F., Davis, S., Demchik, L., 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., Murray, T., Oelstrom, J., Smith, S., Warner, M., West, T., Abstain = (0), No = (0).

## 5. DISCUSSION ITEMS

- 5.1. **R. Schneiderman, CFE Union President, discussed status of RSI taskforce.** He said they were going to develop an MOU for scheduling RSI reviews.
- D. Johnson said there is discussion about what consequences would fall upon the review. In the current plan this is left vague, but there would be some form of remediation. D. Johnson said that scheduling consequences could happen and that there would be a recommendation for an evaluation for part-time faculty. The RSI review would happen in the fall, and the evaluation would happen in spring; this could be strengthened into a requirement.

- R. Schneiderman stated they would probably sign an MOU about the impacts and effects of this, so the expectations should be crystal clear in the event of any consequences. D. Henry asked about the plan to name the task force members but keep the identity of who is reviewing each course confidential. R. Schneiderman said this is okay. Compensation for the RSI Task Force could be contracted hourly, and it should be covered in the contract and negotiated. D. Johnson said that it would be compensated at a non-instructional rate.
- D. Henry said the contract should be brought back to the Senate Executive Committee for review and try to get an MOU this fall. D. Henry requested to set the date for November 17<sup>th</sup>, the third Tuesday in November, to return with language of the MOU. R. Schneiderman said he'd give word soon.

**5.2. Increase in PDI funds:** R. Schneiderman said the College receives a certain sum of funding for PDI based on headcount. If Coastline requests an increase in funding, it causes the union to request more per headcount to give out to faculty members. R. Schneiderman said the union offers \$200 for paying members in addition to funds available through College PDI. D. Henry stated Coastline faculty always uses all the funds available, and a letter can be provided for the negotiation that explains this. D. Henry requested the PDI to write this letter.

**5.3. Wellness Center Survey Results:** D. Henry said a survey sent received 220 responses with 65% saying they would use a gym if it were at CC; 65% said they would use a gym if they had a membership; 35% either can't come to FV or don't like to exercise.

- A. Holliday found there is a lot of equipment at Fairview and she sent around a video of the gym equipment to show the Senate. D. Henry said L. Runk said there is enough equipment to put a small workout area at every single campus. There is space in the annex and T. Neal is willing to make space at NBC.

**5.4. Survey for Student Facilities Planning:** D. Henry said the District has hired a company called Gensler to work on a vision plan for facilities in the next 10 years. Gensler will come out to all four sites and interview students to see what they'd like to see at the sites, and the company has asked if faculty would be willing to give this survey to their students in their courses.

**5.5. 2019-2020 Draft KPI scorecard:** D. Henry said that PIEAC has been working on a KPI scorecard. The changes made mostly deal with the SCFF, which are to look at the things from a budget standpoint, such as the amount and type of degrees Coastline offers. There are items required by accreditation: student retention, persistence from fall to spring, transitional, online, hybrid, correspondence, and what can be done about innovation, how to monitor SLOs, enrollment package, and the factors from the FTES to the average class size in each of those modalities.

- E. Horan asked if our scorecard aligned with the State. A. Holliday said it was aligned with the State. D. Henry said certain items align with the State, and then there are additional items decided on by the College.

## 6. SPECIAL REPORT

**6.1.** C. Nguyen and R. Flint reported on new **Student Services building**. R. Flint showed a video rendering of the inside of the new building. There were two stories and stairs to the second floor President of the Academic Senate's office.

- M. Alves asked if many of the first floor rooms would have floor-to-ceiling windows. R. Flint said potentially, depending on the budget and the process with the State's approval.
- C. Nguyen said that everything for student life is on the first floor. That is what is driving the design. The second floor can be locked down if necessary, and there is no student traffic on the second floor after business hours.
- R. Flint said the conference room on the first floor opens up to a patio that has stairs to the second floor. There is much flexibility as departments change sizes; there are general offices, library offices, and a self-service area with kiosks. There are counseling workstations. It is easy to navigate.
- F. Feldon said he noticed there isn't a bookstore.

- C. Nguyen explained that the current plan is to have the bookstore entirely online after giving a summary of the other options that were discussion and put aside for the online-only plan. The students will order their books online and have them shipped to their home. There may be options for a pick up at one of the sister colleges after online ordering or a distribution center at Coastline during the first couple weeks of the semester if the student needs to have that in-person contact.
- J. Levenshus asked about EOPS students who have to go to the bookstore to buy their books and asked if they will be impacted by having to use a voucher online.
- C. Nguyen said we look into all these combinations, and K. Mueller said there may be an option for pick-up. F. Feldon asked if there was a discussion about a new vendor. C. Nguyen said the Barnes and Noble contract ended last June, and there were only two that came to the table. It was outsourced in the beginning because we were operating at a loss. In fact, the only Coast college that is making a profit is the OCC bookstore because of the non-text items.
- C. Chapman said that students often buy their books online and will have the ability to compare options. C. Nguyen said that she is meeting with Barnes and Noble on the 17th and will invite F. Feldon to the meeting to voice his concerns about the student instructions. He said he's already bombarded them with emails.
- K. Mueller said that sometimes face-to-face is more powerful.
- C. Nguyen said this is an opportunity to put in all those initial requests.
- R. Flint said that distance learning would be moved to the annex adjacent to the FC.
- E. Horan asked if students would be able to go to the annex when DL is moved.
- K. Mueller said S. Blair will have someone stationed at the front desk to answer student questions in the Student Services building.
- J. Levenshus asked about faculty offices availability in the annex. He explained there is a need for more faculty space.
- C. Nguyen said in the Vision 2030 there will be a discussion about the current utilization rate at all the locations. We may need to have some conversation, but until then, the facility report would give that information. When it's not at maximum capacity, that's when conversations can be done.
- C. Chapman said there are four faculty offices available now in the annex.

## 7. ANNOUNCEMENTS (1 minute)

- 7.1. D. Henry said Faculty Prioritization vote would occur next meeting on 11/5/19 and to try to be on time.

## 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.*