



Academic Senate Minutes

DATE: 2-2-21 | 12:30 pm – 2:30 pm | Zoom Meeting

Senator	Present	Senator	Present
Alves, Mitchell	x	Holliday, Ann	x
Barnes, Stephen	x	Johnson, Dan	x
Basabe, Sandra	x	Lee, David	x
Boyd, Ryan	x	Lee, Lisa	x
Brock, Marilyn	x	Levenshus, Josh	x
Brown, Brandon	x	Mojica, Claudia	x
Callum, Oceana	x	Murray, Tanya	x
Chapman, Cheryl	x	Oelstrom, Jeanne	x
Curry, Fred	x	Ryan, Celeste	x
Davis, Scott	x	Salimi, Layla	x
Demchik, Lisa	x	Smith, Stacey	x
Devine, David	x	Weber, Daniel	x
Erdkamp, Kevin	x	West, Tobi	X
Evangelista, Amy	x	Constituency Reps. Non-Voting	
Fauce, Steve	x	ASG Rep.	ABS
Gomez-Holbrook, Angela	x	Ward, Helen	x
Henry, Deborah	x	Rodriguez, Vince	x

Guests: Abraham Adhanom (Business Faculty), Loretta P. Adrian (College President), Shelly Blair (Dean of Career Education and Innovative Learning), Bob Fey (CFE/AFT Executive Director), Elizabeth Horan (Librarian), Yadira Lopez (Administrative Assistant), Kate Mueller (Vice-President of Student Services), Tom Neal (Dean of Instruction-NBC), Christine Nguyen (Vice-President of Finance), Danny Pittaway (Student Success Coordinator), Natalie Schonfeld (Dean of Students), Margie Snow (Guest), Erin Thomas (Business Faculty), Mike Toledo (Director of Campus Safety), Dawn Willson (Director of Marketing and Communications), Aeron Zentner (Dean off Institutional Research, Planning, Effectiveness, and Grant Development)

Recording Secretary: 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. Ryan.
- 1.3. Adoption of Agenda: On a motion by L. Lee, seconded by S. Basabe, **Approval to adopt agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by S. Basabe, seconded by B. Brown,, **the 12/1/20 minutes were approved.** MSU.
- 1.5. No Consent Calendar.
- 1.6. Public Comments: No public comments.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

- 2.1.1. President: D. Henry reported that January was busy. She attended a District consultation report on fall opening. Discussions have been going on about opening up certain classes. No decision has been made.

She also attended a meeting with the Chancellor about faculty prioritization. OCC submitted a prioritization list and GWC submitted it. Dr. Adrian submitted a letter about our previous 3 choices that were approved but never filled. There is no guarantee that any of the colleges are getting anyone. Competency Based Education will be discussed later today and Regular and Substantive Interaction reviewing is going on with the RSI task force. A decision needs to be made about revisions to people's reports and when they should be due. New guidelines would need to be in place before fall classes begin, because classes will be reviewed for RSI again in the fall. This should be approved by the May meeting, including any revisions to department plans.

2.1.2. Treasurer: A. Holliday says she'd like to bring a revised budget to the Senate, since it is two years since there has been any fundraising. There won't be the Strawberry Festival again this year. Please send her any ideas for fundraising under the current conditions. Remember to include two "LL's" in Holliday. Email her at aholliday@coastline.edu.

2.1.3. Other Executive Committee Member Reports: No reports.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** T. West reported that petitions are due by 9 am on Monday, March 15th. The streamlined application process is easier than ever to complete. Honorary rank titles are Assistant Professor (2 years full time equivalent), Associate Professor (5 years full time equivalent), and Professor (10 years full time equivalent) – additional criteria for rank is on the application. An email with more details and the rank petition guidelines was sent on Monday, February 1st for reference. If you have questions, please feel free to send them to T. West or to D. Henry. The Academic Rank Committee will meet to review applications after the deadline and announcements will be made at the Academic Senate meeting near the end of the spring term.

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

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

2.2.4. **Communications:** D. Lee said the News and Views is out, and inside this edition are applications for Academic Senate recommendations and curriculum. The May News and Views will include something to share with President L. Adrian for a wonderful send off.

2.2.5. **Elections:** No updates.

2.2.6. **Faculty Recognition:** Please watch inbox for emails for nominations for faculty for full-time teacher of the year and part time teaching excellence awards. This will be going out probably Friday or Monday.

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

2.2.8. **Social:** D. Lee brought up the idea about having the spring luncheon outside in May, but nothing's certain about that.

2.2.9. **Professional Development Institute:** L. Lee reported that the budget is \$2, 854.00. D. Henry said there is additional money from the State for professional development, so if the budget runs out there may be funds available.

2.2.10. **Curriculum:** D. Johnson said the next curriculum committee will meet Friday, February 26th.

2.2.11. **Program Review:** B. Brown reported that at the first meeting is next Monday, Feb 8th.

2.2.12. **Department Chairs:** No updates.

2.2.13. **Faculty Professional Development and Leadership Committee:** No updates.

2.2.14. **Academic Quality Rubric/ Syllabus Task Force:** J. Levenshus said they planned to utilize a rubric to grade the current rubric and grade the current orientation model. The task force will begin work on that this week.

2.2.15. **Respondus Task Force:** The task force members (T. West, S. Smith, and E. Horan) are using Respondus LockDown Browser this term in a few courses to try it out. The task force met over the break with Cody

Pontius to learn how to set up Respondus in Canvas and to discuss the student and faculty's experiences during the use of Respondus for library workshops during winter intersession.

2.3. Coordinator Reports

- 2.3.1. **FC Coordinator:** S. Barnes reiterated what D. Pittaway announced in D. Pittaway's SSC report. S. Barnes also said the Faculty Center presented a part-time faculty orientation. He's very happy about all the participation from the administrators, deans, and librarians, and thanked everyone for participating.
- 2.3.2. **SLO Coordinators:** S. Fauce said to go into CurricuNET and check your SLOs to make sure the most current SLOs are on your syllabus.
- 2.3.3. **OER Coordinator:** E. Horan reported that last semester V. Rodriguez sent out an email to faculty with some suggestions for working with the bookstore and M. Guray to make it very clear to students where to get their OER textbooks. It is very rare for a bookstore to work with us like this and E. Horan was very positive of what came out of it. It was really great for students to see their textbooks right away.
- 2.3.4. **Coastline Pathways Coordinator:** J. Levenshus said the Champions are working on a number of items, including a communication audit. The different groups are working diligently to get things done, and A. Zentner has come up with a good draft of items to share with the groups. D. Henry thanked J. Levenshus for his work leading the Academic Quality Rubric /Syllabus task force, and for the work that the task force completed looking at the syllabus. She added that there is a Guided Pathway report that needs to come to the Senate. J. Levenshus said it is the State of Adoption report and that will come to the Senate in the spring for approval.
- 2.3.5. **Student Success Coordinator:** D. Pittaway reported that yesterday the SSC continued with a post-COVID net model. They were working with the models that we have and are doing workshops. He asked the Senators to let students know about the workshops. He's going to be doing a series of workshops hosted through the Faculty Center on meeting students where they are. D. Pittaway is asking everyone to join him to build a community of teaching.
- 2.3.6. **Faculty Accreditation Coordinator:** M. Brock reported that the ACCJC reaffirmed the College's accreditation for the rest of the cycle. They met January 13-15, 2021 and decided that Coastline was in compliance. M. Brock thanked the SLO Coordinators for their work on correcting the issue and also to everyone for their combined work keeping Coastline in compliance with all of the standards.
- 2.3.7. **FLEX Coordinator:** A. Holliday reminded the Senators that FLEX day for spring is on Thursday, Feb 18th. There will be workshops from 7:00 am through the evening, so there is a workshop time that meets everyone's needs. She doesn't need to be emailed about attendance, as Zoom captures when you sign in and out of a workshop. She saw several faculty attending pre workshops and she enjoyed the ones she attended. All classes in the Coast District are cancelled on FLEX day.

2.4. President and Vice-President Reports

- 2.4.1. **President's Report:** Dr. Adrian said it's not time for goodbyes because she will still be working with us for the rest of the year. She received great news about the work done on grants by faculty. T. West and D. Henry are faculty supposed to be on non-duty days, but are working on another Science grant, as is T. Murray. M. Brock is working on an NEH grant, S. Blair and J. Levenshus are working on the CBE grant, and K. Erdkamp received another grant from VITA. Dr. Adrian discussed College Hour. She brought up a plan to schedule certain hours designated during the day, usually when most faculty or students are around, such as lunchtime or whereabouts, and a time when few classes are scheduled, to provide a time and day in which college-wide programs can be introduced and conducted. L. Mertz has identified a couple of times and days for scheduling a College Hour.
- 2.4.2. **Vice-President of Instruction:** V. Rodriguez said, in regard to the curriculum process, for faculty to definitely remember any deadlines that would really come into effect early enough so that in April we can update all the changes in the system to publish it in May. Lastly, if you are submitting curriculum, please let the Deans

know the Thursday of the week prior to the week the Deans have the responsibility to finish their review. So, make sure they have time to review it so there are less questions when we are moving forward. D. Henry asked about an enrollment update. V. Rodriguez said enrollment has been very low this semester. In the fall, there was still a fair amount of FTES, it's been a long time since our spring enrollments did not outpace the fall. Please help retain the students we have, stay engaged, make sure they get started--the RSI we provide also contributes to that; the more we delay, the less likely they are to get farther in those classes. We are watching enrollment closely, but please do what you can to keep them enrolled. D. Henry asks about the discussion to not have Coastline as a third choice in Banner. V. Rodriguez said we've had conversations at the VP level, across the District, to make sure students understand where they are in the enrollment process and so they don't assume they are at GWC and, by default, are at OCC. L. Adrian said banner can't be programmed, so its alphabetical. The student will locate the College through the College schedule. L. Adrian reiterated what V. Rodriguez said that college-wide, we really need to focus on the students that are enrolled stay and are retained.

2.4.3. Vice-President of Student Services: K. Mueller said SS is one of the busiest seasons for us, but we have great teams. P. Franco is really good at keeping the weekly newsletter updated with our programming. She's partnering with C. Mojica in creating some women in leadership panels. There are quite a few pieces of tech coming along. Dr. Keeler has been working with a team to put a much more robust online orientation. This will keep evolving, which is exciting. Dr. Schonfeld is going to talk about MyPath later today. There will be a two-way texting for student communication and a more robust chat box with 40 to 100 languages; it's very intuitive, and as you interact with students. EOPS is reaching out to 50 more spots. M. Le are working on filling those last spots. We have more resources coming on; one is that D. Henry and P. Franco have created a resource list to identify names to contact for finding resources. D. Henry said it's a list of "Who Do I Ask?" She's put it on the faculty resources and it's on the page for quick clicks and how to help a student so faculty always know where to go for answers. N. Schonfeld reported on MyPath; she said it will be launching at Coastline next Monday, Feb 8th. Any student who submitted an application to Coastline will be directed to MyPath and they will learn about resources that are relevant to them based on how they answered different questions, such as if they identify themselves as a single parent, then they will get resources on CalWORKs and how to register for courses and connect with different folks at the College. We'll get an email about that in the next couple days. The other 2 things were a student support decision chart and the resource hub. The Student Services Resource Hub assist in the case that a student has a question about resources. That link has been placed in the faculty resource hub. D. Henry said it will be placed in the "Who Do I Ask?" part of the faculty resources page. N. Schonfeld said if you have feedback for scenarios to add for that document, please let her know. The other update created is related to the resource hub. The hub was developed as one of the Guided Pathways initiatives. We did not originally anticipate that it was going to be launched last week; so, it is still very much in draft form. Dr. Blair made sure that the visuals are very appealing to our students. Please send her any feedback.

2.4.4. Vice-President of Administrative Services: C. Nguyen introduced our new Director of Public Safety and Emergency Preparedness Mike Toledo. He has over 35 years in law enforcement experience. He also served as a consultant at Rancho Santiago and as their interim chief. M. Toledo reported he just completed his first week of orientations and thanked everyone for the warm welcome. He can be reached at Mtoledo@coastline.edu. The District received the HEERF Act (Cares 2) higher education emergency relief fund. The amount is less than the COVID Relief Act. A portion has gone to student aid. \$700,00 will be directed toward student aid out of the 2.4 million. Resources may be used to back certain loss revenue and we also will have one year to spend the fund. As far as the budget update, what we have to look forward to in 2021-22 will be discussed on Feb 10th, when there will be a joint Districtwide Chancellor meeting led by A. Dunn; this is followed by a College budget meeting from 2-3 pm. No updates.

- 2.5. **ASG Representative:** No updates.
- 2.6. **Classified Representative:** H. Ward reported that the Classified Professionals welcome the start of spring semester 2021. They amended their bylaws to reflect consistency across them. There was a resourceful and informative presentation by N. Schonfeld about Student Life and Services. The next Classified Senate meeting will be held on FLEX day, Feb 18th. The Classified Senate wishes Happy Black History month and Happy Lunar New Year. 2021 is the year of the ox.

3. COLLEGE COMMITTEE REPORTS

- 3.1. **College Professional Development and Leadership:** D. Lee said they have not meet but encouraged faculty to get to FLEX.
- 3.2. **Facilities, Safety & Sustainability:** No updates.
- 3.3. **Budget:** No updates.
- 3.4. **College Council:** No updates. There was a meeting the last week in January and they talked about College Hour and a DEI committee that's been formed. The DEI committee will be asked to add anti-racism to their mandate.
- 3.5. **PIEAC:** The next PIEAC meeting will be held third Wednesday of this month.
- 3.6. **Technology:** No updates.

4. SPECIAL REPORT

- 4.1. **CBE/ Grant Endorsement:** S. Blair reported on the CBE grant. Coastline has been talking and learning about CBE for a number of years now, and there's an opportunity coming up to apply to be part of this initial cohort of 10 colleges who will help lead the effort. We'll receive \$515,000 dollars over four years. As part of this grant, we'll be soliciting feedback from the Board of Trustees, Associated Student Government, and will expect enrollment from this. There were meetings over the break. The application will be submitted and we'll find out in March if it's accepted. If so, we'll schedule implementation team meetings and we'll have to divide into some smaller groups as well. D. Henry has been closely involved so she can answer questions, too. D. Henry said the grant was advertised in Dec, and after the last Senate meeting, and was due this Friday. The grant needs endorsing by the Senate, so the action item is to approve the endorsement of this grant.

5. ACTION ITEMS

- 5.1. **CBE/ Grant Endorsement:** D. Henry asked for a motion to endorse going ahead with this grant. D. Johnson moved to approve the **CBE grant endorsement** and A. Holliday seconded. **The motion was approved.** MSC (27). Barnes, S., Boyd, R., Brock, M., Brown, B., Callum, O., Chapman, Curry, F., C., Davis, S., Demchik, L., Devine, D., Evangelista, A., Fauce, S., Gomez-Holbrook, A., Henry, D., Holliday, A., Johnson, D., Lee, D., Lee, L., Levenshus, J., Mojica, C., Murray, T., Oelstrom, J., Ryan, C., Salimi, L., Smith, S., Weber, D., West, T. Abstentions: (3) Alves, M., Erdkamp, K., Basabe, S.

6. DISCUSSION ITEMS

- 6.1. **College Hour:** D. Henry asked Dr. Adrian if it would be one hour per week. Dr. Adrian said it could be per week or per month. Y. Lopez pulled up a calendar sent by L. Mertz to show the blocks of time available to schedule the College Hour. K. Erdkamp said to schedule it in the latter part of the week, especially Friday. E. Horan asked who the target audience is and what is the ultimate goal? E. Horan said that would inform the decisions we make in order to have this. L. Adrian said it is first, the students, and then the faculty, as this is an opportunity to engage everyone and come together. A. Evangelista said Friday is a busy day for counselors. D. Weber backed that up. E. Horan said at her previous college, they did implement something like this- it ultimately meant we needed to reschedule our blocks of courses-she wondered if we could survey the students and find out what time block works best for them. S. Basabe asked if it would be through Zoom or face-to-face. L. Adrian said that it didn't matter, the purpose of this is to see if there is interest in the Senate. Then second, what date

and time would be best to pilot the College Hour. A. Holliday said to start off implementing once a month; once a week is quite a lot to even consider. A. Holliday said we've had the discussion that we have to really look at the multiple meetings that we have, and in addition to the multiple meetings, and in addition, a ton of task forces. We need to get a grasp of what we've getting out of the group meetings outside of our teaching experiences. We need to determine exactly how a College Hour would be used. You can stretch in a lot of different ways: what are we trying to accomplish and what are the perimeters? D. Lee said to pilot it on one of the fifth Tuesdays--or what if we schedule at least one hour during a time when the Senate meeting takes place and try it out that way? L. Adrian said it doesn't have to start this semester, it can start at a later semester so there is more planning around it. This will be brought back to College Council.

6.2. Guided Pathways Report: J. Levenshus said it's awesome that Pathways has become part of our everyday work. The whole point of the model is to create a foundation that becomes part of the way the College does business. A good majority of them are being designed and ready to put up on the website. He and S. Blair have worked tirelessly on the state of adoption report due to the State. It's a snapshot of what we have done and what we are doing. Pathways work will be going forward; they've been having discussions with Rob Johnstone for one more of those townhall types of discussions regarding equity. He defined whether the college is meeting the criteria they want to know if its scaling, which is something we have to work on, or at scale, which is something that needs to be released to the College but it is completed. D. Henry said this will come back as an action item for endorsement at the next meeting.

6.3. Online Proctoring: D. Pittaway led a discussion about online proctoring and equity issues. He said they've discussed any barriers to our system that might hold students back or promote deficiency thinking and what kind of tone that sets, especially to students, when they enter a class. The purpose of us being a College that is human-centered is to discuss, at length, the tools we really use and look at it from an equity lens. V. Rodriguez said this conversation is important and to strike a balance because it is a program requirement to make sure the person taking the exams is the person registered in the class and receiving the grade. Faculty can determine how to verify the students identity. V. Rodriguez said the requirement is to verify that the person getting degree and grades are the person doing the work, so there isn't a certain number. The balance is how to do this in the best way for students and student equity. E. Horan said that there is a video recording that faculty have recorded on Proctorio. The problems are having what the cameras are seeing and what the light sees; we are a College providing information about how to use the tool. She's one of the instructors piloting Respondus. Respondus will always record the student, while Proctorio shows how to control the settings. The most viewed video she has is on the site is the one on how to use Proctorio. C. Mojica shared that in EOPS that Proctorio has provided a number of concerns and we've programming of computers that we were lending students, more recently, there are concerns about the confidentiality factors—especially students living in spaces where there are always other people around. Students feel nervous about settings and their kids running through and setting those off. Students are concerned about interruptions during quizzes that they can't control. L. Lee said we need to use some tool, Proctorio or otherwise, because we need to follow the federal law that the person really did the work. L. Adrian said what she's hearing that the verification is necessary for federal regulations and to help curb problems with financial aid, but how to do it in such a way that is equitable? What other tools are there to establish the identity of students other than Proctorio, and if using Proctorio, that perhaps Proctorio might have capabilities does it have that the students and faculty know about? What kind of training can be provided to solve any concerns or issues that have been voiced? L. Adrian is on the advisory committee of the Caring Campus, and often it's an approach, so how do we tell our students what the federal regulation is and how is it best to tell them? She said maybe begin with, how are you doing? To provide a caring approach to informing students of the regulations. S. Smith discussed how much is about how we communicate to students about Respondus, it's about the tone and using a caring approach. That's when you get the best response and the best student feedback. S. Barnes said who the message is coming from is important; maybe use a student led advertisement explaining why it is needed.

6.4. Senate Elections/ Leadership Pipeline/ Executive Committee: D. Henry said this is her last semester, as it is the fourth semester of a two-year term. L. Lee is the Vice-President Elect in order to provide a smooth transition to our next President. There will be a need for a new Vice-President Elect. This semester there will be a lot of

elections: the curriculum committee, department chairs, executive committee, and senate elections for a third of the Academic Senators. The District allows 24 LHEs to be divided up between the members of the EC. Each has a President, although Coastline is the only one to have a President-Elect. D. Henry said we have two Secretaries, Corresponding Secretary and Recording Secretary, and then the Treasurer and the Parliamentarian. The Parliamentarian doesn't get any LHEs. D. Henry asked each of the current EC members to describe their roles in the EC. She said the AS needs a pipeline to continue having great leadership, especially next year, since we will have a new College President and we will need a strong faculty voice. As faculty, we want to be at the table, not on the menu. S. Barnes also spoke about his two years as a former AS President.

7. ANNOUNCEMENTS

No announcements

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.