COASTLINE COLLEGE

Academic Senate Minutes
DATE: 2-16-21 | 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	ex
Callum, Oceana	x	Murray, Tanya	x
Chapman, Cheryl	x	Oelstrom, Jeanne	x
Curry, Fred	x	Ryan, Celeste	x
Davis, Scott	x	Salimi, Layla	ex
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	ex

Guests: Abraham Adhanom (Business Faculty), Sylvia Amito'elau (Instructional Technology Designer), Shelly Blair (Dean of Career Education and Innovative Learning), Dana Emerson (Dean of Instruction-LJC), Fred Feldon (Math Faculty), Bob Fey (CFE/AFT Executive Director), Elizabeth Horan (Librarian/ OER Coordinator), Yadira Lopez (Administrative Assistant), Kate Mueller (Vice-President of Student Services), Tom Neal (Dean of Instruction-NBC), Laurie Runk (Health Faculty), Natalie Schonfeld (Dean of Students), Erin Thomas (Business Faculty), 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 F. Feldon.

1.3. Adoption of Agenda: On a motion by S. Basabe, seconded by A. Evangelista, **Approval to adopt agenda.** MSU.

1.4. Approval of Minutes: On a motion by C. Chapman, seconded by B. Brown, **the 2/2/21 minutes were approved**. MSU.

1.5. Approval of Consent Calendar. No Consent Calendar.

1.6. Public Comments: F. Feldon discussed a situation that occurred on January 1st when part-timers lost access to the installed version of Microsoft. They are only able to use the internet version. This provides cost savings with Microsoft, but the features that are now available to part-timers are far what is needed to be productive. For example, F. Feldon reported that his FLEX presentation doesn't work in the way needed to do his presentation due to lack of features he has access to. He asked if the Senate could collect feedback from part-timers so that maybe the union could negotiate additional features. This might be even for just a select group

of part-timers, such as those teaching over eight semesters, or maybe giving them the option to pay out of pocket, as he would do this to still be able to use the installed version of Microsoft Office.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

2.1.1. President: D. Henry reported that the Spring AS Plenary will be held on April 15th-17th. Please contact Y. Lopez if you are interested in attending. The Senate will be discussing the book *The Best We Could Do* by Thi Bui. This discussion will occur after Spring Break. She asked Senators to keep in their thoughts the people that are in freezing weather right now. Her mother is in Texas and without power in her assisted living facility as well as other family members. D. Henry's niece and nephew are without power. The District Tech Committee has discussed the Microsoft issue presented by F. Feldon. She will ask District IT to come to Senate and address these issues. F. Feldon thanked D. Henry for pursuing this issue with them.

2.1.2. Treasurer: A. Holliday did receive an email about fundraising in regard to a possible way to do a fundraiser under the present conditions. She'd like to have this become an action item or a discussion item working with classified and administrators to do some fundraising. She's kind of excited about it and it could be a good way of doing some fundraising.

2.1.3. Other Executive Committee Member Reports: No reports.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** T. West said that the committee will review a few questions they've received; they've given applicants the choice if they wanted to receive their questions first or be put in with the total application. The questions are valid, but the committee will review them. Don't forget to apply by March 15th.

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

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

2.2.4. **Communications**: D. Lee said FLEX day is this week, and he like to ask for each Senator to review their experience at FLEX in 200 words. The News and Views May Issue will be a much larger issue to include the tribute to L. Adrian. It will be published hard copied.

2.2.5. **Elections:** Curriculum and Senate elections are coming up. The applications are due by the 5th of March. The nominations for Department Chairs will run from March 1st through March 26th.

2.2.6. **Faculty Recognition**: Please send in great memories for a book for Dr. Adrian filled with recipes that remind her of us.

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

2.2.8. **Social**: D. Lee reported that there might be a social distanced luncheon onsite in the spring.

2.2.9. **Professional Development Institute:** C. Chapman reported they hadn't met yet.

2.2.10. **Curriculum:** D. Johnson said the next curriculum committee will meet February 26th. Just a reminder that the deadline to submit curriculum was Feb 11th, and It will only go on the agenda if it has gone through the Dean's review by this Thursday.

2.2.11. **Program Review:** B. Brown reported that they met Feb 8th. There was a lengthy discussion on the electronics program. There were guest speakers, including V. Rodriguez and S. Blair. Also, A. Zentner has put together surveys for the department review validations. Our next meeting will be on March 8th.There was a discussion on training ideas for us and sharing program review and outreach to different departments and constituencies.

2.2.12. **Department Chairs:** Letters will go out to for nominations between March 1st and March 26th. Then the Department Chair elections will go out after Spring break.

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

2.2.14. **Academic Quality Rubric/ Syllabus Task Force:** J. Levenshus they committee is reviewing the rubric provided by C. Chapman and a meeting next week there will be a better update at the next AS.

2.2.15. **Respondus Task Force**: T. West is still working on using Respondus. E. Horan said the task force put something in the Senate News and Views about piloting Respondus. Part of the pilot was involved with making videos explaining to students about how to install it. In the library, E. Horan created two versions of the library workshops in Canvas. Students enroll automatically in the library workshop using the Respondus Browser, but there's another option to enroll in library workshops that use Proctorio if students choose to do that after learning more about Respondus or if they have technical issues with Respondus. There have been 344 students complete the library workshop, and of those 42% have self-enrolled in the library workshop that uses the Proctorio option.

2.3. **Coordinator Reports**

2.3.1. **FC Coordinator:** S. Barnes said there will be a training on Friday the 19th at 2pm on Microsoft features. It doesn't solve F. Feldon's issue. D. Pittaway did a presentation on meeting students where they are. On the 25th, T. West will be presenting on curriculum and getting CTE language approval.

2.3.2. **SLO Coordinators:** S. Fauce said there will be FLEX day Thursday, and if the department meetings run out of topics, please bring up how to report the SLOs. B. Brandon said that he and S. Fauce can join department meetings if needed, so please contact them if interested.

2.3.3. **OER Coordinator:** E. Horan reported that she is merging a tiny bit with OER to have a pilot after a faculty member asked for help for students on a course they were creating. E. Horan was able to find multiple resources for this faculty member; maybe they can help you or another faculty to go to OER or if you are trying to enhance your course a little more--the library has a lot of responses. Canopy is a video resource you can use. If you have a need to pilot this, the info on this is in the News and Views. E. Horan is excited about how we can enhance courses.

2.3.4. **Coastline Pathways Coordinator:** J. Levenshus said the Champions are going over some information and we are waiting on feedback on that. D. Henry would like the report presented back to the AS to update the Senators.

2.3.5. **Student Success Coordinator:** No report.

2.3.6. **Faculty Accreditation Coordinator:** M. Brock reported that the Accreditation Workgroups for Standards 3 and 4 will take place during the spring semester. There is an opening for a faculty member to serve on the Standards 3 workgroup. Standard 3 is titled Resources and covers four main areas: Human Resources, Physical Resources, Technology Resources, and Financial Resources. Please email mvbrock@coastline.edu if you are interested in serving on this workgroup.

2.3.7. **FLEX Coordinator:** A. Holliday reminded the Senators that FLEX day for spring is on Thursday, Feb 18th. There will not be classes or offices open at all three campuses.

2.4. **Vice-President Reports**

2.4.1. **Vice-President of Instruction:** No report.

2.4.2. **Vice-President of Student Services:** K. Mueller said MyPath is live and will be to track enrollment process and make matriculation much easier for students. Every week they are uploading more online forms, including graduation petitions. She's put out more resources for students, including a letter about the student health center. D. Henry said this information is on the faculty resources page, too.

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

2.5. **ASG Representative:** No updates.

2.6. **Classified Representative:** H. Ward reported that the Classified Professionals continue to provide support to administrative services and are doing their part to retain students during this trying time.

3. COLLEGE COMMITTEE REPORTS

3.1. **College Professional Development and Leadership:** D. Lee said he'd see everyone at FLEX day on Thursday, Feb 18th!

3.2. **Facilities, Safety & Sustainability:** A. Gomez-Holbrook had an update on Westminster's parking and it's in progress; there is an update for groundbreaking. The virtual groundbreaking will be for Fri 19th at 10am. R. Flint reported the print shop has been moved to access the mailboxes and have more accessibility. D. Henry asked if there was a timeline for when CC is going to be finished? K. Mueller said expected date is fall 2022. E. Horan asked if we are supposed to know when to move out of the building? D. Henry said to email R. Flint about that.

3.3. **Budget:** D. Henry said the District meeting last Wed discussed the State budget. The Cares Act II (HEERF)was discussed, and our College received over $2 million with over $700,00 to go to the students.

3.4. **College Council:** D. Henry said they discussed the DEI committee, the reopening, and RSI.

3.5. **PIEAC:** L. Lee said the first meeting of the semester will be tomorrow, Feb 17th.

3.6. **Technology:** C. Chapman said they had not met yet. R. Boyd asked when the meeting was scheduled? C. Chapman said the technology meeting is on the third Thursday of the month. C. Chapman said she would email R. Boyd the information.

4. ACTION ITEMS

4.1. **Endorsement/Approval of the SOAA Guided Pathways:** D. Henry request that Y. Lopez pull up a copy of the SOAA Guided Pathways reported for the Senators. M. Brock moved to approve the report, F. Curry seconded. **The motion was approved.** MSU (28). Alves, M., Barnes, S., Basabe, S., Boyd, R., Brock, M., Brown, B., Callum, O., Chapman, C., Curry, F., Davis, S., Demchik, L., Devine, D., Erdkamp, K., Evangelista, A., Fauce, S., Gomez-Holbrook, A., Henry, D., Holliday, A., Johnson, D., Lee, D., Lee, L., Levenshus, J., Murray, T., Oelstrom, J., Ryan, C., Smith, S., Weber, D., West, T.

5. DISCUSSION ITEMS

5.1. **Faculty Equity Champions/ Equity Canvas Course:** E. Thomas presented on the concept behind the Faculty Equity Canvas Course in development by the Faculty Equity Champions. E. Thomas said she and the other Faculty Equity Champions, M. Brock, M. Quinlan, D. Henry, and O. Callum, are developing a four-module course for faculty to complete. She asked if faculty would prefer to have the course delivered by summer or fall? The second question was whether or not it should be a timed course or open ended? C. Chapman said having webinars with discussions are very effective and she has 400,000 part-time faculty who wouldn't be as beneficial for them as a whole; it would be better in pieces, such as looking at it through this lens or seeing the pieces they can add into their courses. E. Horan asked if the syllabus part was being incorporated with the other people working on the syllabus? E. Thomas said yes, this would be the time for faculty to evaluate the revised syllabus. D. Henry asked for a poll for an open-ended course? 13 Senators voted for the open-ended version of the course. D. Henry asked for a poll for how many would prefer a timed course? 10 Senators voted for a timed course. O. Callum said it's possible to do both; there are seminars and there are open exit, open entry courses, it's possible to do all of these. D. Henry said this might be a good time to try CBE (competency-based education) in this faculty course.

5.2. **RSI**: D. Johnson reported on the status of the current round of RSI reviews in progress by the RSI review team. The good news is that there are a lot of faculty doing a really good job. The bad news is that there are a significant number of faculty not following the department plans. We might need to address the plans and any loopholes and make them clearer, and we're still seeing classes using third-party resources. We'll have to figure out a system to make that information readily available during the review. The other issue is that the plans might need to quantify the amount of discussion board posts or if there's a problem with how the instructors are interpreting the plans. The use of grading rubrics is being used as a form of RSI; D. Johnson showed a grading rubric, and asked, is this a substantive form of RSI? D. Lee answered no. D. Johnson said it was important in terms of providing classroom management but it is not a form of RSI. D. Johnson said we need to look more closely at the plans and the faculty need more training, because it is hard to provide adequate RSI using the rubrics. D. Johnson showed a sample comment to a student in speed grader and asked if this comment provided RSI? E. Thomas answered that the comment isn't specifically to the student, so the answer

is no. D. Johnson agreed that it was not specific to the student as it was an announcement as opposed to individualized feedback. J. Levenshus asked if our goal in our online classes is to recreate the interaction what we would have in a face-to-face class? He has a sense of dissonance of what we have done to ourselves based on our audit of what we were put through by the DOE. D. Johnson said that in the classroom, if the instructor participates, ask questions, does follow up, then the RSI should mirror this. F. Curry said if he was in a live class, sometimes for quizzes, he might have the answer, to numerous students in the same way, but that doesn't mean there's not individualized feedback in the course. D. Johnson said with online courses it's more difficult to quantify that time, as opposed to an in-person course that's three hours a week. So how much interaction is appropriate? L. Runk said what the part-timers are being paid to do is to be efficient in their grading. She tells them that she should be able to tell by their response that they were thoroughly reading the students' posts. L. Runk always asks students a question in her responses to their posts. Then, she said some of her instructors think they need to write a novel; so, she thinks there's a way to teach them to efficiently grade without getting lost. L. Runk asked, could there be a FLEX day activity on using the rubrics and providing RSI? D. Johnson says there are ways to do it efficiently, such as the comment posted to every student, but to add specific feedback to each student, too. D. Johnson said this is a process of constant improvement. K. Erdkamp says we are becoming very formulaic in order to meet this requirement, but his students have discussions every week and then he comments to select students on the rubric. He says he still doesn't meet the business department plan but provides enough RSI. D. Johnson said we need to tweak the plans. He said K. Erdkamp clearly provides RSI but doesn't conform to the plan, then the plan needs to be changed. He said trying to define very clearly very concrete guidelines for what instructors need to do and also allow them to do creative stuff in terms of how they interact with students is the idea, but he's seeing some instructors not present enough in the course in his reviews. S. Davis expressed his appreciation of the leadership of D. Johnson, since 2015, there's the plan but also the soul-searching part about what kind of quality or atmosphere that we want to provide for our classes. There's not a rule saying we cannot go over the minimum or put in extra hours. He says our College has profoundly improved since he started doing RSI reviews. He said instructors need to consider what kind of instructor they want to be? An exemplary instructor, or people who make a good faith effort but fall short for whatever reason, or instructors who provide a course that is on autopilot. So, am I doing the job to the very best of my ability? What do I want my legacy to be in the classroom? D. Johnson said the RSI task force has done a lot of work as well as the VP of Instruction. This is a work in progress. He said we're now in an increasingly competitive environment for online instruction, so we need to be superior with our process. D. Henry thanked D. Johnson for leading it. She said there will be new members elected for the RSI task force during the April elections, so please consider becoming an RSI reviewer. We'll need to look at any RSI revised department plans by April 5th, so revise them now for fall. We will vote on them in May.

5.3. Fall Schedule and Pandemic Fatigue: D. Henry said the AS Presidents from all three Coast District colleges meet with the District office once a month. They discussed reopening plans meeting in the fall right now and are looking at opening ESL, computer sciences, science labs, and arts in the fall. These are classes where there are onsite activities. She asked how the Senators feel about this? E. Horan asked how people were going to kept safe? D. Henry said everyone would wear masks, use social distancing, and there are plexiglass dividers. E. Horan said this should be discussed moving forward. T. West said we will have to point out the ability for students to appear in Zoom and some on campus so students can come 2 hours a week instead of four; there are variations and hybrids. If we're going to have less classes on campuses, we have more rooms available. She needs to have her GenCyber camps on campus and those are in July and August. D. Lee said his group of students range in age, and so some are uncomfortable and others aren't. It'd be great to be there for those that need the extra help so everyone can start with the appropriate equipment. D. Devine is really hoping the STEM labs can go live in the fall. It's absolutely necessary for the STEM majors. J. Levenshus says we're not in a position to open safely in the fall if the District doesn't step up to get us all vaccinated as a group. D. Henry said there's a site called myturn.ca.gov that gives sites that are open throughout the state for vaccinations. B. Brown said San Bernardino has availability for educators, and that you can call CVS to ask about being put on a cancellation list. D. Henry said the state of California doesn't require everyone to be vaccinated. T. West asked

if our District is interested being a vaccination site? D. Henry said the answer is yes, but the OC Dept of Health hasn't accepted it yet.

5.4. **Bylaws:** Y. Lopez pulled up the bylaws for Article 5, Committees, 5.5 Reports. A. Holliday said that our committee meetings have to be in compliance with the Brown Act. The Brown Act is an open meeting law, which means that we can't close our meeting to anybody unless they are being abusive or something. We have to publish our agenda 72 hours in advance so the public can view it. The three Academic Senate committees where we would need to follow the Brown Act would be the Curriculum Committee, Program and Department Review, and the Professional Development and Leadership Committee. All the other Academic Senate committees must bring all decisions to the Senate to be voted on. E. Horan wanted to verify that the committees they are talking about are under the 2.2 the Senate committee reports. The committees under 2.2 except for those three would be reporting to the Senate and not making final decisions. The three committees that we are authorizing to make their own decisions need to follow the Brown Act. D. Henry said this will come back as an action item.

5.5. **HEDS Survey:** S. Barnes said this week there is going to be some information distributed by the HEDS survey, it will allow you to exercise your voice about the campus climate. More importantly, reach out to your students in the class, and let them know about the survey, because It asks students questions, too. You can offer them extra credit; please encourage them to complete the survey and explain its importance. It will be out through the first week in March. We need a lot of participation to make it worthwhile. There's no personally identifying information so we encourage you to participate and work with your students to get their participation. A. Holliday said that at the FLEX committee, they discussed taking the results and presenting them on FLEX day. The results will help determine what the College does next.

5.6. **Golden West Academic Senate Resolution:** D. Henry said GWC emailed that they have a resolution out. When students register, banner has all three colleges show up at the same time. If a student does not select a college, OCC comes up first, then Coastline, then GWC and the system defaults to OCC. GWC has this resolution that they presented to the Chancellor asking that students pick a College first so that they are not automatically presented with OCC first. Now, Banner can't fix it, but D. Henry wanted to see if we wanted to support GWC so that students have a better way of selecting their college. D. Johnson said this is a problem and its misleading, and right now our enrollment is down and it may have something to do with this. C. Ryan said that students do not realize that they are enrolled in classes at one of the other classes. IT's part of our customer service, so it's an issue. A. Holliday said it is a resolution to support and she suggests we take this resolution and forward this to the Vice-chancellors and the Board and Trustees. She'd add an additional resolve that states that the District will not make changes which could vastly impact individual college enrollment without discussion at the college level. Sometimes what happens is that the discussion takes place, but at the District level, we're not listened to. In the future, our consideration is taking into account how these things affect us so our competition isn't within the District. D. Henry said next time we'll come back with this issue as a resolution action item so that the students are not automatically directed to OCC.

5.7. **Committee Restructuring:** In the summer, D. Henry, Vince Rodriguez, and Laila Mertz were part of a task force from College Council asked to look at restructuring participatory committees. We'll bring this back next time.

6. ANNOUNCEMENTS

- K. Erdkamp said the Vita site is now virtual. The link is https://coastlinecollege.wixsite.com/vita.

7. ADJOURNMENT 2:29 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.