



Academic Senate Minutes

DATE: 3-16-21 | 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	ex
Brown, Brandon	x	Mojica, Claudia	x
Callum, Oceana	ex	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: Loretta Adrian (College President), Matt Baugh (Pronto Representative), Shelly Blair (Dean of Career Education and Innovative Learning), Stephanie Bridges (English Faculty), Dana Emerson (Dean of Instruction-LJC), Bob Fey (CFE/AFT Executive Director), Rene Gutierrez (Director of Student Life and Global Engagement), Elizabeth Horan (Librarian/ OER Coordinator), Yadira Lopez (Administrative Assistant), Margaret Lovig (Retired), Sasha Montero (Sociology Faculty), Kate Mueller (Vice-President of Student Services), Jerrie Muir (Accounting Faculty), Tom Neal (Dean of Instruction-NBC), Christine Nguyen (Vice-President of Administrative Affairs), Laurie Runk (Health Science Professor), Rob Schneiderman (CFE President), Natalie Schonfeld (Dean of Students), Erin Thomas (Business Faculty)

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 S. Basabe.
- 1.3. Adoption of Agenda: On a motion by M. Alves, seconded by B. Brown. A. Holliday moved to add an emergency item regarding a possible fundraiser for the Senate; the reason that this is an emergency item is based on the hope is that it would be done in conjunction with the Classified Senate, and A. Holliday just received an email from P. Franco the day before, and she would like to take it to CS this Thursday, otherwise, she will have to wait for a whole another month for the CS to meet and she'd like to get a head start on this fundraiser. D. Henry marked the emergency discussion item for 6.5 on the agenda. Seconded by M. Brock, **Approval to add an emergency item about fundraising. MSU. Motion to adopt agenda. MSU.**
- 1.4. Approval of Minutes: A. Holliday moved to table the minutes for clarification on some items to the next meeting, seconded by M. Alves, **the 3/2/21 minutes were tabled. MSU.**

- 1.5. Approval of Consent Calendar. Approval to accept Sociology, Human Services, Gerontology Dept Chair Position Description; Oceana Callum and Erin Thomas to serve as the Faculty Champion representatives on the DEI committee; Tobi West as Coastline College Teacher of the Year. On a motion by A. Holliday, seconded by F. Curry, the **Consent Calendar was approved**. MSU.
- 1.6. Public Comments: No public comments.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

- 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. There are a lot of slots available for vaccinations, including at Kaiser, which has a lot of opening. The Chancellor says Saddleback College is interested in opening a site to vaccinate higher Ed educators. The College Council meeting yesterday discussed the re-opening, and this will include six-feet of social distance and a twenty-five-person capacity. Any onsite classes that will be re-opening for the fall schedule can only allow a 25% capacity. TechSmith Knowmia has promised to help move our videos to the new platform. The Chancellor and C. Nguyen are going to look into bulk buying as D. Henry's chair is nearly dying over being online due to the pandemic over the past year. D. Henry said we have the ability to bulk buy as a College and buy as a College or District for people since we will be in our homes again for at least the fall semester. Committee lists will be going out again for next year. B. Brown asked about standing desks. C. Nguyen said that it is going to be an uphill battle because they are in the process for getting the order together for the new building and you can imagine what the invoice for that is, it is substantial, and we couldn't even move the needle, because these are negotiated rates for the State of California and this is the price point for the furniture for the new building--though because of the special arrangement, because of COVID, she might be able to negotiate.
- Treasurer: No updates.
- Other Executive Committee Member Reports: M. Brock reported on the District Technology Committee meeting. GWC reported on the availability of Cornerstone that offers professional development webinars at 3 pm on Fridays for Office 365. The meetings have a hands-on lab kind of feel. TechSmith Knowmia access will continue through August 22nd. The removal will be done in bulk and not have to be done manually, and there will be time to train for the new platform.

2.2. Senate Committee Reports

- **Academic Rank:** T. West said that the committee will meet today for the first time and there are quite a few applications in for academic rank.
- **Academic Standards:** No updates.
- **Budget and Finance:** No updates.
- **Communications:** D. Lee said he'll start looking into the possibility of an outdoor get together in May if Orange County standards allow. Please continue to send in letters for Dr. Adrian's farewell.
- **Elections:** D. Lee read the winners of the AS election: A. Gomez-Holbrook, D. Johnson, C. Ryan, J. Muir, B. Brown, C. Chapman, T. West, E. Thomas, and J. Marquez. The three who weren't elected will be on an alternate list: C. Tran, S. Basabe, and H. Vu, so if somebody drops off, one will fill in. D. Henry said all faculty are members of Senate. A. Holliday said congratulations to all the new Senators.
- **Faculty Recognition:** A. Holliday said to please watch for nominations for the Teaching Excellence Award. It's a part-time award. Please completely read the nomination form and address the areas that are on the form. You need to address the issues as to why the faculty member should be receiving the Teaching Excellence Award.
- **Policy & Procedures/ Participatory Governance:** No updates.
- **Social:** D. Lee reported that there might be a socially distanced luncheon onsite in the spring.

- **Professional Development Institute:** L. Lee said so far two people have applied for PDI.
- **Curriculum:** D. Johnson said there is a CC meeting on Friday with a pretty light agenda. Then on Monday, there will be the CATF, which is the Career Alignment Task Force, which is when all the curriculum committees in the District will get together to talk about current issues.
- **Program Review:** B. Brown reported their meeting was on Monday, March 8th and they validated several programs: Communication Studies, International Languages, Dual and Concurrent Enrollment, Philosophy, Student Equity and Title IX, English and Humanities, Counseling, and Education. The next meeting is Monday, March 22nd.
- **Department Chairs:** L. Lee stated the nomination period is from March 1st through March 26th.
- **Faculty Professional Development and Leadership Committee:** No updates.
- **Academic Quality Rubric/ Syllabus Task Force:** J. Levenshus reported that they are currently working to remove information from the template that will be moved to the Student Resource Hub. We have begun working using an equity-mindset to identify revisions that can be made to the template. Our goal is to complete the task and make recommendations by the second Senate meeting of April.
- **Respondus Task Force:** No updates, except T. West said they had some data in.

2.3. Coordinator Reports

- **FC Coordinator:** S. Barnes said they are putting out feelers for some fun activities for the spring BBQ and wonder what people would like to see happen. This year, there's been some discussion about doing a music break out room. Any ideas, please let us know. In the FC, there are some upcoming sessions in April with C. Chapman and S. Amito'elau on rubrics, and D. Pittaway is continuing his series on every other Friday, so continue to join us for that. We will have some upcoming dates for E. Horan, who is going to show us about putting together some great YouTube videos and how to store them. D. Henry reminded Senators to pick up their *The Best That We Could Do* books if they haven't yet. There are a few left in the FC waiting for pick up.
- **SLO Coordinators:** S. Fauce said that some are finishing up with the eight-week classes right now, and the SLO cloud does not have the classes for this semester up and ready for data entry yet, but it will soon, and as soon as it does, we will let you know. So, if you are collecting SLO data for your first eight-week course, hang on to it and we will let you know when it's ready to upload.
- **OER Coordinator:** E. Horan reported on two items: 1.) that the summer schedule has been posted, and all of the OER logos have been placed by the classes on our list, so if you and other faculty members want to check those; I will also put a note in the faculty canvas account. 2.) there is some state funding available if a faculty member would like to partner with two other faculty members from two other districts, so there is a total of three total faculty members applying, please let us know. T. West has received this grant in the past and is happy to answer any questions.
- **Coastline Pathways Coordinator:** J. Levenshus reported that this Friday from 12-1:30, there will be an Equity Guide Webinar with Luis Ponjuan. Student Focus Groups are set for April. Pathways will be facilitating workshops for the following student groups: Student-Parents, Part-Time/ General Students, Formerly Incarcerated Students, and Latinx Students.
- **Student Success Coordinator:** No updates.
- **Faculty Accreditation Coordinator:** M. Brock reported an upcoming meeting to discuss strategies for accreditation with A. Zentner and V. Rodriguez. Invites for the spring meetings for Standard III and Standard IV's accreditation workgroups will be going out soon.
- **FLEX Coordinator:** A. Holliday said in the next couple of weeks we'll be seeing an email coming out from the PD area regarding people that would want to present on our next FLEX days because we'd like to plan a year in advance. We'll be requesting info such as what is your topic, when you would like to present, and if you'd like to present for fall FLEX, spring FLEX, or both. She'd also request that if you are doing a panel that we know who the people are on the panel so they can be on the program. When we show the State Chancellor's

office what we're doing for FLEX, we show the program, so we need to show the names of everyone who will be on the panel presentation. Think about not just fall FLEX, but spring FLEX for presentations.

2.4. Vice-President Reports

- Vice-President of Instruction:** V. Rodriguez said the spring BBQ will be set up for most of the faculty activities in the morning, before lunchtime, so that most of the faculty can participate in those before the curriculum meeting in the afternoon. When the pandemic started, we began with virtual rooms, where you could see all the activities, but over time, we got away from doing that as we started publishing them in Zoom. He'll work with K. Mueller and other VPs to see how to do that. We're going to try to get back to that so everyone will know about what's happening. He wanted to thank everyone on the Respondus task force. He's been working on getting answers to some of the questions that faculty have been having about it. Regarding the return to campus, the Deans are working with dept chairs and key faculty about classes that might be returning to onsite in the fall. There are forms that the District requires that need to be completed. Please consider what it would look like and that information will be put into those forms. He's been having conversations with our CFE to make sure the things that we are doing are in alignment with that side of it. I will share a more detailed report when they are ready. T. Neal worked on this last fall. We'll have that finalized here before the semester ends, so we can have that all planned for fall. A. Holliday asked if V. Rodriguez will name the three areas for face-to-face site-based instruction that will open for the fall. V. Rodriguez said the three areas are the science laboratory classes, the computer networking and security areas to properly prepare people for those industry, the lowest levels of ESL, and the other possibility is when the ABA requires us to be back on site.
- Vice-President of Student Services:** K. Mueller said that SS is beginning conversations about when we are going to bring things back onsite, such as concerning the stages that this would occur depending on the State, the Chancellors' offices, and depending on the percentages. There is a lot going on with SS online for students and employees; this info is sent out Wednesday mornings. Thank you to faculty for checking LDA and no shows; this helps us with financial aid fraud, but there continuing is application fraud for admissions, for getting in, taking advantage to get financial aid. In Admissions and Records, they are getting very good at spotting fake applications. This is happening across the country and it is a big industry with the four-year universities.
- Vice-President of Administrative Services:** C. Nguyen reported that the HEERF1 is winding down in May, and HEERF2 is coming to an end in December, and HEERF3 is coming our way. \$39 billion will be going to the higher education relief fund. We stand to receive \$4.2 million under HEERF3, for a total of \$54 million for the District. Half of that will go to direct student aid.

2.5. ASG Representative: R. Sahachaisere said he is here but didn't have an update. R. Gutierrez said that R. Sahachaisere became our Student Trustee; he was originally our ASG vice-president, and now C. Sheffield is our vice-president. Our ASG movie night is scheduled April 14th, so we're going to go forward with marketing for that. They are still deciding on the movie. To clarify, the movie night is still pending board approval.

2.6. Classified Representative: H. Ward reported that the Classified Professionals are promoting the HEDS survey. The deadline is extended to March 26th. They sent notifications to employees to serve as Classified Senators. The next meeting is this Thursday, March 18th and Happy St. Patrick's Day!

3. COLLEGE COMMITTEE REPORTS

- 3.1. College Professional Development and Leadership:** D. Lee said the spring BBQ is April 23rd and some ideas discussed were for part-time training for Office 365 and diversity training.
- 3.2. Facilities, Safety & Sustainability:** C. Nguyen said the new building is on schedule and she met with the consultant yesterday, the same Vision 2030 consultant, and they are going to go ahead and present of all of the major bullet points of concern as we were developing the Vision 2030 and have a restart and have that finalized and present to the trustees in May. This is with the understanding that we can have a blueprint and add to it.

D. Adrian added that the HEDS deadline is March 26th and she thanked everyone for participating and completing it. She urged anyone who had yet to complete the survey to please do so.

- 3.3. Budget:** D. Henry said the budget meeting is next Wednesday. She reported that A. Dunn presented on our District budget, and based on our reserve fund, we are ahead of only about a handful of colleges in the state of California. Hopefully, this HEERF3 will help, because that can offset some of the lost revenue.
- 3.4. College Council:** No report.
- 3.5. PIEAC:** L. Lee said there were several things discussed on March 3rd. 1. The District institutional report: Coastline was moving towards SS matrices for the Board. All the great things through student services and instruction for students were reported. We have one of the highest success rates within our District. 2. The District's strategic plan: It's a three-year plan, and the Chancellor asked us to complete it by April, a task force is formed to work on this. 3. The PACE survey results suggested that the communication of some areas for improvements. 4. Dean Blair provided a PowerPoint presentation about CTE and the funding resources to help our students tie closely with job industries. 5. Committee Composition was condensed the members of meetings. The CFCE representative asked to be added. 6. There was a motion made by Deborah Henry to change the "I" in PIEAC to mean "Innovation". This will go to College Council for review and final approval.
- 3.6. Technology:** C. Chapman said they had not met yet.
- 3.7. DEI:** R. Gutierrez reported on behalf of the newly formed DEI Committee. He reported they've been hosting dialogues, such as one on Anti-Asian Violence on March 4th, and another on March 15th, about a one-year anniversary of looking back at COVID. There have been about 25-30 attending these dialogues, and there is another on April 12th about the political climate, hosted by DEI committee members R. Boyd and M. Brock. If you are interested in facilitating one of these dialogues, please email him at rgutierrez80@coastline.edu. L. Runk led the Senators in a stretch break.

4. SPECIAL REPORT

- 4.1. Pronto Demo:** M. Baugh reported on Pronto. C. Chapman reported that they did a pronto demo with OEI about two years ago, and it was a really cool tool. She said S. Bridges had a lot of experience with it. C. Chapman liked it because it's a communication tool, but it's student focused and the translation feature was amazing to her. It's so easy for the students to use. It's message based and we can create so many nuances of groups outside of Canvas, but it integrates into Canvas. S. Bridges reported that she started using Pronto for about a year, she was watching a webinar on YouTube about using it to communicate with students, and she thought it would be great for her co-req students, so she's been using it ever since. They download the app and they communicate that way. It's much more powerful than Remind. The students like it because they can send messages and they can communicate with each other. They can use video to communicate. The students have said they really like to chat with each other and send reminders to each other. M. Baugh said he worked at Canvas for a number of years and he's worked with a wide variety of different tools, but he loves Pronto due to its ease of use and it's very student-centered and feels native to Canvas. He showed how to bring up Pronto in canvas to the Senators. It's a tool that instructors and students can pick up right away without a lot of training. M. Baugh provided a Pronto Demo for the Senators.

5. DISCUSSION ITEMS

- 5.1. Improving Diversity in Full-Time Faculty Hiring:** D. Henry, R. Schneiderman, and B. Fey discussed improving diversity in full-time hiring. R. Schneiderman asked if we are hiring on the basis of the right criteria? And once hired, are we really give people the area to improve and become great teachers? Then, the evaluation process needs to be improved; it's completely subjective right now that people are making decisions in the last year after no improvement plans. The TERC committees are heroic, they are spending a lot of time, but they want to make it a little less subjective, and a little more specific in what they're looking for in their colleagues. D. Henry asked how to create a mentoring process to get someone through tenure? This is so that we are helping

people out. D. Henry said there was one person in their department, and they mentored and mentored, but could not get that person into being a teacher. D. Henry there were two people of color fired from my program, and she believed the reasons the way they behaved the way they did was because of cultural background. So how can we help our tenured-to-be people out? S. Barnes said it's about having the space available to talk it out without the fear that they are talking to people on their TERC committee and it's going to affect their tenure. S. Basabe said that she is someone coming from a different country, sometimes when you are going through this process, the group in your tenure committee is supposed to be there to support you not to look for someone who has to look, act, and think like me. The group of people that are probably there are probably judging and criticizing and making the person feel that they are not good enough instead of making the person feel supported and just valuing them for their differences. D. Henry asked if the TERC committee members need to be trained to be more sensitive? S. Basabe said that the differences need to be valued; they may teach in a different way but it may not be the better way. They should not be competing because they have a PhD or an M.A. or a B.A. or whatever. E. Horan said she was on the fourth year of a person's review this year, so as we talk about a TERC committee, she needs to say that her committee members were her champions, but they were also evaluating her. They are working on the actual evaluation process, and in the TERC you are in a hard place as their friend and supporter but also in the place of the person evaluating if they are within the standards of the review. There might be a way to improve some of those things for faculty. R. Boyd said the committee is there to mentor and support you but not necessarily to make you into a clone of what they are. An improvement plan to be used is not necessarily to change this to this but talk about the different ways the students reacted to different situations with that instructor. Let's see how different instructors structure their classes and interact with their students. C. Ryan said she had served on numerous TERCs and it seemed odd that the very first year that the faculty member is observed in the classroom. K. Erdkamp said that S. Barnes's first-year program was a critical element to this whole process and that all different faculty members and administrators came in and provided a safe space for them. Faculty can really benefit from those programs. D. Johnson said that if anyone has questions, please let them know so they can be addressed with the union for feedback. He said that there is an option for a mentor in the contract. E. Horan said there could be an option for an objective observer to offer feedback. S. Basabe said sometimes there's a cultural difference and trainings can be helpful; when an instructor comes from an outside country, they may need professional training to understand how some things may be perceived by others. Try first to speak with the people and listen. Another thing I've seen, sometimes we have conflicts in between faculty members for different reasons. When they sit down in an evaluation, they put an evaluatee in a very bad position because they are affected by personal issues with another employee. We have to be careful about who is in each committee; I have observed it and I have experienced it. V. Rodriguez would ask that we reach out to the faculty who have been hired in the last three years, because we have been changed things a lot in the last three years. Some of what has been described has already been in place. D. Henry asked for volunteers to write a resolution and bring this back to the Senate. She asked if it could be brought back by the April 6th meeting. E. Horan, S. Barnes, C. Ryan, K. Erdkamp, and L. Lee volunteered to write the resolution and bring it back to the Senate by the first April meeting.

- 5.2. HEERF2 Funding:** D. Henry said that \$693,000 of the HEERF2 funding goes directly to students, which leaves us \$1.7 million dollars that is going to the administrative things, so we have \$1.2 million dollars to spend. D. Henry is looking for faculty-related issues, and the CARES funding, all part-timers and full-timers got a little money in their paycheck, which came to \$36,000 negotiated by the union. D. Henry asked what we needed to still stay at home and work? R. Schneiderman stated that we just told Human Resources, in light of all of this new funding, we want to have a discussion about getting money to faculty in the form of a stipend--not just chairs and desks, but everyone has upgraded their bandwidth, and things like A/C from being inside and higher electric bills. Management said they were open to negotiations for a stipend to help with some of these costs. D. Lee said he'd like a nice office chair. F. Curry asked if the College could negotiate for better internet prices. L. Lee asked about getting standing desks.
- 5.3. Board Policy AP 4105:** D. Henry said we need to look at this policy for Distance Education and pulled it up for Senators to read. She showed the added parts in red regarding proctoring. E. Horan said she thought the

wording was fine, so is it that we're using our proctoring system, but not actually verifying who the student is? There might be a discussion about mirroring what Ed code says in terms of verifying. D. Henry said the District will do it, but it doesn't say anything about the College or faculty. E. Horan asked if it's the District or all the colleges in the District? D. Johnson said the language was vague, because proctor exams will be utilized—does that mean all exams? Is this mandating that all faculty must have proctoring for all exams? D. Henry said she only proctors the student learning contract, so she'll bring this back for review. J. Oelstrom asked if this applied to the incarcerated or military or contract ed classes? D. Henry said she would assume it includes incarcerated, but not contract ed. S. Blair said this is distance learning, which is different than correspondence education. It would not include telecourses or correspondence education.

- 5.4. Board Policy AP 7120A:** D. Henry said on Executive Hiring Committees, the number of faculty members percentage on these hiring committees has decreased. For the committee, they've added an ACE representative and a representative of the Classified Senates. D. Henry said she doesn't know how much say we have in it since everyone wants a piece of the action. A. Holliday said we don't have much say in that, she's not suggesting we add more faculty, she'd like to point out that faculty and some others were concerned a Board of Trustee member is on each of these committees at this level and I don't think it will change and we might express some concern because the Board of Trustee member can exert some influence within the committee itself, which may not reflect the committee's actual recommendations. For most of the districts in the state of California, a Board of Trustee would not be on a committee as such. E. Horan asked if at this level, after this, it goes to the Board of Trustees and then the Chancellor? D. Henry said yes.
- 5.5. Senate Fundraiser:** A. Holliday is coming up with an idea for fundraising as it's limited in these times of isolation. In the fall, we plan on having a new College president, and they will be the focus of a keynote in regard to telling everyone about themselves and about their vision for the College. The suggestion is that we do something similar to football games, where people could purchase a cut out of themselves looking at the President. We could work on this with the Classified Senate and the Academic Senate could garner a little money at the start of the fall semester. E. Horan asked if we could have a statement included with the cut out? What are the details of what would be on the cut out? A. Holliday said she's pro-cat, but we'll have to talk to people who are pro-dog, as to what pictures could be included on the cut outs. A. Holliday said the FLEX committee would be involved, and the College Council. She'd like to let P. Franco know so she can move ahead with the Classified Senate. **A. Holliday made a motion that we do the fundraiser.** M. Alves seconded. Approval to have a cut out promotion in the fall for FLEX day. **The motion was approved.** MSU.
- 5.6. AS Commendation Resolution:** D. Henry would like to create way for the AS to commend certain people who are outside the Senate, such as L. Mertz and R. Sahachaisere. The way the State recommends it is to create a resolution. A. Holliday moved for the Academic Senate to create resolutions to honor Classified Employees, Administrators, and Students who demonstrate exemplary service to the College. T. West seconded. **Approval to create resolutions.** MSU.

6. ANNOUNCEMENTS

- Campus Logic – E. Thomas and N. Schonfeld announced that Campus Logic is the name of the company that creates multiple products, and we're looking at Virtual Advisor. E. Thomas is pushing to get a faculty member to get involved on the implementation team--anyone who's got experience with user interface systems--please contact her at ethomas@coastline.edu or N. Schonfeld at nschonfeld@coastline.edu.

7. ADJOURNMENT 2:30 p.m.

In accordance with the Ralph M. Brown Act and Senate Bill 751, minutes of the Coastline Academic Senate record the votes of all Senators as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.