



## Academic Senate Minutes

DATE: 9-1-20 | 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	<b>Constituency Reprs. Non-Voting</b>	
Fauce, Steve	x	ASG Rep.	ABS
Gomez-Holbrook, Angela	x	Ward, Helen	x
Henry, Deborah	x	Rodriguez, Vince	x

Guests: Loretta P. Adrian (College President), Sylvia Amito'elau (Instructional Technology Designer), Shelly Blair (Dean of Career Education and Innovative Learning), Elaf Farahat (Health Science Instructor), Elizabeth Horan (Librarian), Kate Mueller (Vice-President of Student Services), Jerrie Muir (Career and Technical Education Faculty), Tom Neal (Dean of Instruction NBC), Christine Nguyen (Vice-President of Administrative Services), Rob Schneiderman (CFE), Erin Thomas (Business Instructor), Aeron Zentner (Dean of Institutional Research, Planning, Effectiveness, and Grant Development)  
Recorder/Transcriber: Marilyn Brock

### 1. CALL TO ORDER

- 1.1. Welcome: D. Henry called to order at 12:30 p.m.
- 1.2. Pledge of Allegiance led by D. Henry.
- 1.3. Adoption of Agenda: On a motion by L. Lee, seconded by D. Devine, **Approval to adopt agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by S. Basabe, seconded by M. Brock, **the 5/5/20 minutes were approved.** MSC. Abstentions (2). M. Alves, R. Boyd, and B. Brown.
- 1.5. Approval of Consent Calendar: A. Holliday moved to accept the consent calendar as presented, seconded by B. Brown. The **Consent Calendar was approved.** MSU. **Consent Calendar:** Daniel Salcedo to serve as Academic Senate Representative on Abraham Adhanom's 4<sup>th</sup> year TERC as a replacement for retiree Michael Bach; Ken Leighton to serve as Search Committee Representative on Ryan Boyd's 4<sup>th</sup> year TERC as a replacement for retiree Judy Montague; Elizabeth Horan to serve as Academic Senate Representative on Stephanie Bridges TERC as replacement for retiree Judy Montague; Stacey Smith to serve as the Search Committee replacement on Brandon Brown's TERC for retiree Michael Warner; Dan Johnson to serve at the Academic Senate representative on Brandon Brown's TERC; Tobi West to resume being the Search Committee Representative

for Erin Thomas' TERC (Stacey Smith replaced her temporarily); Steve Fauce to serve on Velvet Miscione annual evaluation. Claudia Mojica to replace Amy Evangelista on Velvet Miscione's annual evaluation. David Devine to serve on Mark Thomason's TERC at GWC. Cheryl Chapman to serve on the ASCCC Common Course Management System (CCMS) Advisory Committee for the 2020 – 21.

1.6. Public Comments: No public comments.

## 2. REPORTS & UPDATES

### 2.1. College President's Report

2.1.1. College President L. Adrian thanked the Senate and other faculty for their work during challenging times.

She acknowledged the work involved converting the college to completely online in the midst of COVID-19. She will be focusing on Guided Pathways and Equity. In regard to equity, she discussed what the Presidents and the Chancellor's Cabinet have been working on. They are getting ready for a campus climate survey in the Spring. This is to really get a reading of the environment and to give voice to experiences that make up our college. She's formalized an agreement with Dr. D. Person, a renowned scholar on education and equity from CSU Fullerton. D. Person will be working with S. Barnes to host two sessions to help support the goals identified by the Senate, such as looking at equitizing the syllabus and equitable pedagogical practices. The District is forming a diversity, equity and inclusion task force. L. Adrian, in consultation with D. Henry, has asked four representatives to serve on the task force from our college: S. Montero, P. Franco, L. Fleming, and two students. A. Zentner is to represent management to this group, and I'll be a resource for this group as a President. We are leading the way in terms of identifying equitable practices, including the book club and looking at the syllabi and practices. At the management meeting today, R. Gutierrez did a great job on a presentation on community engagement. He is asking the community of Coastline to participate in some of the activities going on, including outreach, which is very important. The Presidential election is coming up on Nov. 3. Whatever we can do, however we're inclined to vote doesn't matter, but please encourage students to participate. We'll will focus on innovation with A. Zentner to support the expanded use of virtual and augmented reality, artificial intelligence, and piloting and advancing our work on competency-based education. She encouraged Senators to reach out more and inform her of any expectations of her or of the cabinet that she should know about, and to help guide them, in terms of being better leaders. L. Adrian said that it is one of the greatest pleasures of her life to work with the everyone at Coastline.

### 2.2. Executive Committee Reports

2.2.1. President D. Henry said she attended a Leadership Conference with T. West and L. Lee. She went about three years ago, and this year it was in Riverside and delivered by Zoom. It was focused on the Brown Act. She is going to ask the Policies and Procedures committee to review the Brown Act and how it applies to our committees. D. Henry attended another meeting on Curriculum, and the important issue there was about credit for prior learning. There were challenges during the first week of classes at Coastline. D. Henry saw more adding and dropping than in previous years and students asking about books. She's asked V. Rodriguez and K. Mueller about putting this information on the website so that students aren't emailing from other classes about how to order a book. Another area of focus this year is encouraging more engagement between faculty and management together as there is a disconnect between what faculty do and what management thinks we do. Faculty can invite management into their classrooms. She has brought in Zoom links in Faculty Resource calendar. And lastly, D. Henry woke up at 5 a.m. one day and texted D. Lee about a social event at the end of the year, maybe at the Newport Beach campus. In the interest of driving inclusion and equity, she'd like to have a potluck that celebrates our heritage. Also, she'd like to have a faculty cookbook. She asked that if any faculty have questions about what committee their serving on and to email her with any questions at [dhenry@coastline.edu](mailto:dhenry@coastline.edu).

- 2.2.2. Other Executive Committee Reports: Treasurer A. Holliday reported that there will be a report at the next Senate meeting. The Senate Budget Committee will meet to review the budget and determine if there needs to be a proposed budget revision.

### 2.3. Senate Committee Reports

- 2.3.1. **Academic Rank:** No updates.
- 2.3.2. **Academic Standards:** No updates.
- 2.3.3. **Budget and Finance:** No updates.
- 2.3.4. **Communications:** D. Lee asked for people to email in narratives, stories, and experiences about their heritage in order to prepare for the end of the year potluck. Also, showing up early for Senate gives people the opportunity to communicate needs or questions.
- 2.3.5. **Elections:** No updates.
- 2.3.6. **Faculty Recognition:** A. Holliday asked to be on agenda for next week for a discussion/ action.
- 2.3.7. **Policy & Procedures/ Participatory Governance:** No updates.
- 2.3.8. **Social:** D. Lee reported that this Friday, the art gallery is having a zoom reception from 6-7 p.m.
- 2.3.9. **Professional Development Institute:** L. Lee reported that one faculty asked for sabbatical leave and another faculty asked for a Zoom meeting.
- 2.3.10. **Curriculum:** D. Johnson said the first meeting would be on Friday, Sept. 11th. He said D. Henry and he met with V. Rodriguez last week to discuss our timelines; new courses and programs have to come to curriculum by November for the courses to be offered the following fall. There will be a training at the first curriculum committee meeting for writing curriculum. Please let him know if you know some people who might need training with curriculum.
- 2.3.11. **Program Review:** B. Brown reported that the first meeting would be on Monday, Sept 14<sup>th</sup> at 1 p.m. Drafts for annual reviews are due this month. D. Henry said that they were due today for the October report.

### 2.4. Coordinator Reports

- 2.4.1. **FC Coordinator:** S. Barnes said there will be some great workshops on equitable syllabuses coming up. There are applications open for Equity Champions. There have been a few applications so far. There is a book club, Grading for Equity coming up. There is some space here, too. There will be a learning community about Four Days to Change by Michael Welp led by J. Levenshus. D. Henry said the Equity Champion application is located on Faculty Resources page under announcements.
- 2.4.2. **SLO Coordinators:** S. Fauce introduced B. Brown, who is the new SLO coordinator co-chair. The SLO Cloud has been trending in a great direction. There were record numbers input into the cloud. Be sure to check syllabi to make sure the SLOs are on the syllabi and match to what is in Curricunet. S. Fauce and B. Brown are free to present to classes on the SLO Cloud. B. Brown said that he was going to publish some videos on the Coastline YouTube in the near future. D. Henry said the SLOs don't need to be in the same order as on Curricunet, they just have to match what is listed.
- 2.4.3. **OER Coordinator:** E. Horan said there is an email address for OER at [oer@coastline.edu](mailto:oer@coastline.edu). E. Horan presented her goals for 2020-21. She is working to develop written policies and "suggested" procedures for OER, which is to work with the new bookstore and VPI for better OER book language and processes for faculty and students in the online bookstore, and to streamline OER approval processes for approval for three terms.
- 2.4.4. **Coastline Pathways Coordinator:** J. Levenshus reported that they have picked up work with Pathways Champions. V. Rodriguez and K. Mueller are meeting with them and there was a meeting over the summer with R. Johnstone. The new equity guides were discussed, and two upcoming meetings were scheduled with the authors of those guides. We are still in Pathways 1.0 and will start looking toward Pathways 2.0 and looking for new projects to help our students.

- 2.4.5. **Student Success Coordinator:** D. Pittaway reported that the SSC is operating in a similar fashion as it was in Spring. You can open Net Tutor by opening the Online Tutoring app in Canvas. Students can contact the SSC for tutoring, although there are only a few available to directly work with students at this point.
- 2.4.6. **Faculty Accreditation Coordinator:** M. Brock thanked D. Pittaway, the previous FAC who took Coastline all the way through the accreditation process and Coastline passed last year with flying colors. Coastline was reaccredited; however, accreditation is never over, and we are continually improving and looking to address and align what we've doing in regard to the standards. M. Brock said her first goal for the year is to amplify inclusive processes around diversity and equity. Another goal is to consider the mission and focus on the aspects of "meeting students where they are" and to let that concept flow through what we're doing, in addition to equitable outcomes. Thirdly, she'd like to encourage faculty to shepherd in innovation by becoming more involved in the process. She plans to set up Zoom conversations with the faculty for each of the four standards. In the fall, Standard 1 and 2 will be covered, and in the Spring, standards 3 and 4. With a focus on inclusivity, we can all learn from each other and facilitate innovation within the process. She plans to arrange for some interviews from those closely involved in the process to put up on the Coastline YouTube channel for informational sharing purpose on accreditation and Coastline's work meeting the standards among the administration, staff, and faculty.
- 2.4.7. **FLEX Coordinator:** A. Holliday reported that their first FLEX day was totally via Zoom. If there are suggestions for Spring, please email them as soon as possible. Spring will be on Zoom as well. There will be a form deadline at the end of the fall semester on accepting Breakout Sessions. A. Holliday asked if Senators wanted to have a discussion for feedback on the Fall Flex or not? She said to thank K. Bui and J. Pena for getting the technology working for FLEX. D. Henry said she really enjoyed FLEX this year.

## 2.5. Vice-President Reports

- 2.5.1. **Vice-President of Instruction:** V. Rodriguez thanked the incredible way the college responded to COVID-19 and this work continued through the summer and all the different areas that adjusted. He's heard great things about students from instructors and didn't see nearly as many drops in the beginning of term, which helps with retention. This week, students can still drop before the census, so please communicate and keep them in the loop and engaged. He knows all of us had to deal with the first week of the semester, and first 24 hours everything that could go wrong. Zoom wasn't working, Canvas wasn't working, then MyCCC wasn't working--but he didn't hear complaints from students, so that meant everyone was working with them, keeping the students engaged so we don't have to drop them for no shows. The bookstore has transitioned to begin entirely virtual. M. Guray has been a contact person for us; she's been available to resolve a variety of things. We're now into a new contract, so there is a new book adoption system. We're to use Faculty Enlight this semester, but next semester there will be a new system. There is a price match guarantee if students are concerned about prices.
- 2.5.2. **Vice-President of Student Services:** K. Mueller said SS has been incredibly busy. For the first time, members of SS provided events over the summer labeled as the summer of wellness, including activities such as financial management, wellness, and more. There was an email for faculty that just went out about support offered by SS. There are no more student success coaches or starfish, the budget couldn't support this. In the meantime, counseling remains available. We still have Maxient for students of concern. Rene Gutierrez has a new title, "Program Director of Student Life and Global Engagement," which covers a variety of areas. He also covers Civic Engagement. The Title III grant is running out, so we did a reorganization.
- 2.5.3. **Vice-President of Administrative Services:** C. Nguyen said there is a now a one-year contract with Barnes and Noble that ends in June 2021. We are open for requests in terms of proposals, so, in any way, if we are not happy with the current system, let V. Rodriguez know so C. Nguyen can incorporate this in with the negotiations, if necessary. We will see if we go once again with Barnes and Noble for another five-year contract or with someone else. There will be the demolition of the bookstore starting this week, and there

will be the approval of the new design; the building should be available by Fall 2022. The College's front entrance will now be the back entrance, as it will be fenced up. The project is funded entirely by Measure M, so it is not from the general fund where the cuts are taking place. The books closed with a million dollars in deficit; it was similar for our sister colleges. In the 2020-21 budget, the state introduced a one-time provision for the hold harmless. The Governor is not going to make any budget revision of the fiscal 2020-21 year. There may be a fourth stimulus package from the federal government, then the Coast District has to finance \$20 million. The total revenue from the state is \$1.4 billion. The second provision of hold harmless allows the institution to be financed by the previous level, regardless of your productivity level, you are hold harmless at funding level of 2017-18. That translates into a 10-million-dollar budget reduction. As for reopening plans, there is a new checklist. If there is an area of the college that we wish to reopen because it is an essential, please fill out those plans because Administrative Services needs to be sure to clear the area, and for tracing purposes, COVID-19 tracing, to know who was on campus. To receive FEMA funding, we must have a local hazard mitigation plan in place, so we're putting together a plan for the next five years and have hired a consultant. The new thing we'll add to the mitigation plan this year is "pandemic," and we'll share that plan with the Senate. The facility master plan was delayed in light of COVID. D. Henry asked about the technology refresh. C. Nguyen responded that they want to supply as much support as possible for the faculty in terms of technology and that full-time faculty requested a technology refresh order, so there is all the latest tech available. C. Nguyen reported that there is a technology request form, so please fill this out and return to Administrative Services for help with any technology needs. L. Fleming is in charge of tech distribution to students, and we have met all the requests, and there was a much higher amount of request this year. We've received CARE relief funding to help subsidize with all the technology needs.

**2.6. ASG Representative:** No updates.

**2.7. Classified Representative:** H. Ward reported that the Classified Senate met on Aug 21<sup>st</sup>. They installed its leadership for the 2020-21 academic year, and the President is Patty Franco, Vice-President Alyssa Martinez, Treasurer Ramon Cavallo, and Chair of Communication and Accreditation is Ally Rocha. The Classified Senate meets the third Thursday of every month. The next meeting is 10-noon, Thurs Sept 17<sup>th</sup>. The Classified Senate invites the AS to send a representative.

### 3. COLLEGE COMMITTEE REPORTS

**3.1. College Professional Development and Leadership:** No updates.

**3.2. Facilities, Safety & Sustainability:** No updates.

**3.3. Budget:** No updates.

**3.4. College Council:** No updates.

**3.5. PIEAC:** No updates.

**3.6. Technology:** No updates.

### 4. ACTION ITEM

**4.1. Book Selections/ Senate Payment:** D. Henry presented the results from the Senate survey in response to book choices to read in Senate during the 2020-21 year. The choices selected were *The Best That We Could Do* by Thu Bui and *Notes on a Native Son* by Richard Wright. D. Henry envisioned reading one book in the fall and the other in the spring. She said there is enough money in the Senate to fund these books for the Senators. C. Chapman said she'd like an audiobook due to the time factor. D. Henry said audiobooks would be an option. T. Murray asked if reading the books were optional and D. Henry said they were. E. Horan said there were several other book discussions going on, and D. Henry said that this summer there were several meetings about equity and that book discussions on these topics have become a movement. D. Henry would like the English faculty in the Senate to lead the book discussions. S. Basabe made a **motion to read *Native Son* in the Fall and *The Best***

**We Could Do in the Spring and for the Senate to pay for the books for the Senate to read.** D. Johnson seconded it. MSC (29). 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., Mojica, C., Oelstrom, J., Ryan, C., Salimi, L., Smith, S., Weber, D., West, T. Abstain (1). T. Murray.

## 5. DISCUSSION ITEMS

- 5.1. Proposal for New Discipline:** S. Fauce presented a proposal for a new discipline. Currently, there are general biology classes and then the preprofessional classes for students who want to become doctors, P.A.'s, and nurses. This is a proposal for a new discipline in the medical and health sciences, including anatomy, physiology, medical terminology, pharmacology, geared toward those going into the health sciences. There are 19 sections being taught in the fall, and with pharmacology and medical terminology added, there are 30 sections. S. Fauce pulled up the proposal of the new discipline that would require classes to be taught by medical doctors, and/ or candidates with Doctorates in Physical Therapy, to teach classes like PT and physiology. This is to increase pool of people to invite to teach these courses on the basis of the minimum qualifications needed. The second part of the application is regarding the required investigation and statements. Please email [dhenry@coastline.edu](mailto:dhenry@coastline.edu) or [sfauce@coastline.edu](mailto:sfauce@coastline.edu) if there are any questions. E. Horan asked how it works with the minimum qualifications required by the state? Is this consistent with those guidelines? D. Henry said it doesn't change where a department wants to put a course; if a dept. wants to cross-list a course they still can. It gives everybody more flexibility.
- 5.2. Syllabus Vetting in Canvas/ Uniformity /Equity:** D. Henry asked Senators what they thought about creating a universal, equity-minded syllabus. C. Chapman said S. Amito'elau has created a template for a syllabus on Canvas. It has been vetted but not through the Senate. The bookstore and mental health orientation module will take you to the new syllabus. C. Chapman posted a link in the chat box for the Peralta Equity "training wheels" rubric: <https://web.peralta.edu/de/files/2019/05/Peralta-Online-Equity-Rubric-2.0-May-2019.pdf>. D. Henry asked how equitable is the syllabus? C. Chapman said we could create a word document for it. C. Chapman and S. Amito'elau posted a couple more resources: Foothill's Student Services Portal <https://foothillcollege.instructure.com/courses/12004> and an example of a search feature: <https://www.atomicjolt.com/atomic-search>. S. Montero reported that they created a document from Open Stax. There are nine parts to the rubric, and then there are examples provided that professors can use that would actually hit on those parts of the rubric. R. Gutierrez was going to send out the presentation to those who attended the FLEX session. S. Montero said she could send the Senators the presentation of this as well. E. Thomas said to look at the syllabus evaluation tool and use it to assess the Coastline template syllabus. D. Henry wants to make sure the syllabus template that's in Canvas is what the faculty wants to be in Canvas and it has been evaluated, and to look at the equitableness of the syllabus. E. Horan said she didn't want to participate because she didn't want the syllabus to include all the student services on it because it should be looked at as a student contract and only include the information pertaining to individual classes, not the services available or else the syllabus becomes 20 pages. C. Mojica said she attended a training about syllabi that asked to look at it in terms of, "Is it a tool for social justice?" C. Mojica included a link in the chat box with info on how to create your syllabus like this: <http://cue-equitytools.usc.edu/>. D. Johnson said the syllabus shouldn't be too long for students to read with too much info on it or it becomes a barrier for students. He's not opposed to improving the equity in the syllabus or having standardized information, but requirements that might impinge on academic freedom should be discussed with union. R. Schneiderman said there could be an additional page added with equitable info, but they'll do what the faculty wants. A. Holliday said that the more that we've added to the syllabus, the more it requires faculty to go in and figure out how to present this, the other things the students should know about but may not actually need to be part of the syllabus as we've just added and added over past couple of years and may be part of a different conversation rather than in the syllabus. C. Mojica said making equity adjustments to the syllabus is more than that, it's taking a different view of what the syllabus does. C. Mojica said it may be completely changing what a syllabus looks like right now. E. Thomas said there was an initiative part of pathways to create a student hub with info on services offerings and

centralized all of that information to a single source that could be linked to campus dashboard. This is separate from the actual syllabus which is the contract with the students. C. Ryan said they've worked in summer putting together material for the ideal way that we would like this to look. We'd like to roll something out now once we've considered that format. Canvas doesn't have a search option so they'd love something where students can go in (a student hub) and search for something they want. E. Thomas said the search issue is crucial. L. Adrian said that there are two workshops that the Presidents are going to attend, and she will question about whether to include info but how to create the syllabus so that is equitable and honors diversity. There are two workshops to cover an equitable syllabus and equitable pedagogical design that will be scheduled this fall. D. Henry asked Senators to consider what they'd like to do about this before next meeting.

## 6. SPECIAL REPORT

**6.1. Food Pantry:** C. Mojica and E. Farahat presented on the food insecurity initiative. C. Mojica stated the food pantry is open Mondays and Fridays for food distribution. The majority of what was available was snack items, but in the interest of addressing the insecurity of food access and establishing additional food access, the quality of food is now improved, including the addition of produce. Students are now getting nice boxes of produce similar to the quality of farm to fresh. E. Farahat reported there were changes made; there were problems with reaching students because of stigma behind it, either they were ashamed or wanted to leave the food for others who might need it more, so they became more active on social media like having contests and target more cultural food, such as posting a recipe for Mediterranean hummus or a traditional Vietnamese dish. Some of the students managed the social media and showed interest in cooking demo using the food offered at the pantry. C. Mojica reported that there has been a higher rate of use in recent weeks, so more students are coming in due to the instability caused by the pandemic. C. Mojica said that E. Farahat has offered to present to students in Zoom classes about the food pantry. Please contact M. Schaller [mschaller@coastline.edu](mailto:mschaller@coastline.edu), who is the assistant to N. Schonfeld for more info about the pantry. C. Mojica said best way to donate food to pantry is to either bring it in directly to pantry or order food through Amazon pantry and have it sent to the pantry or make a monetary donation.

## 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.*