



Academic Senate Minutes

DATE: 9-15-20 | 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	Constituency Reps. Non-Voting	
Fauce, Steve	x	ASG Rep.	ABS
Gomez-Holbrook, Angela	x	Ward, Helen	x
Henry, Deborah	x	Rodriguez, Vince	x

Guests: Elizabeth Horan (Librarian), Kate Mueller (Vice-President of Student Services), Tom Neal (Dean of Instruction-NBC), Christine Nguyen (Vice-President of Administrative Services), Erin Thomas (Business Instructor)
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 R. Boyd.
- 1.3. Adoption of Agenda: On a motion by A. Holliday, seconded by D. Weber, **Approval to adopt agenda with one change to table EOPS student progress reports to next week.** MSU.
- 1.4. Approval of Minutes: On a motion by D. Weber, seconded by B. Brown, **the 9/1/20 minutes were approved** with changes requested by R. Boyd, D. Johnson, and A. Holliday. MSU.
- 1.5. Approval of Consent Calendar. Consent Calendar: Sasha Montero to serve on the District DEI PACE/HEDS survey selection committee; Remove Sasha Montero and Steve Fauce from Velvet Miscione Evaluation Committee. A. Holliday moved to accept the consent calendar, seconded by D. Johnson. The **Consent Calendar was approved.** MSU.
- 1.6. Public Comments: No public comments.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

- 2.1.1. President D. Henry said she attended the District Consultation Council Meeting yesterday and there were a couple of interesting things discussed. One was a return to campuses; right now, the spring semester is going to be held similarly to the fall semester unless something changes, and that the part-time lecture

hour equivalents dropped by 17.5% this semester. Across the district, the drop was 13.8%. She put up a graph to show the decrease. B. Brown asked if there was a number for a difference in full-time, and D. Henry said full time wasn't discussed. A. Holliday asked if they mentioned how this would affect the 50% law. D. Henry said they didn't, but the Chancellor said that we were a hair's breadth above it, so that there will be incentives for classified retirement to stay above it. Secondly, M. Colver is retiring, our Director of Public Safety, so if anyone wants to be on that search committee please email dhenry@coastline.edu. The deadline is Sept. 21st. The third is that the District Consultation faculty grants are going to be able this year. Those grants are usually 2,000. D. Henry has received one before. Finally, the Plenary is scheduled to be held on November 5-7th. It will be virtual. If interested in attending, please email ylopez@coastline.edu.

2.1.2. Other Executive Committee Reports: Treasurer A. Holliday reported that the ending balance is approximately \$18,467.39. She says approximately because there is still one bill, which is the cost of the apples and the awards and that hasn't shown up in the balance. There is some left over because of COVID-19 and we didn't get to do all the things we had planned to do. D. Henry said these are our ancillary funds, and these are what we make from the Strawberry Festival.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** No updates.

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

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

2.2.4. **Communications:** D. Lee asked for department chairs to send in about 200 words about their College department for the October issue. The deadline is the last Wednesday of the month.

2.2.5. **Elections:** No updates.

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

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

2.2.8. **Social:** D. Lee asked for people to email in narratives, stories, and experiences about their heritage in order to prepare for the end of the year potluck and cookbook.

2.2.9. **Professional Development Institute:** D. Bui emailed D. Henry that the PDI funds from last year had been rolled over. There are \$18,000 in PT fund, and about \$3,000 in FT fund. D. Lee reported that there might be more, but they'll let us know in October.

2.2.10. **Curriculum:** D. Johnson said the curriculum committee met last Friday. There was a discussion about noncredit numbering. Just a reminder to everyone: that if they want courses to be active next fall, they should come to the curriculum committee no later than November. The next meeting in Oct 2nd; if you want your curriculum to be on the agenda, the deadline for that meeting on CurricUNET is Sept 21st. There are two meetings in October to try to accommodate the fall schedule. D. Henry said the other two Academic Senates in the District are not using chat because it's not in accordance with the Brown Act. So, if you need to say anything, please raise your hand. We can't use chat anymore.

2.2.11. **Program Review:** B. Brown reported that the first meeting was yesterday and went over the mandate, timeline, comprehensive department and program reviews. There were a few discussions on programs, but it was a pretty quick first meeting.

2.3. Coordinator Reports

2.3.1. **FC Coordinator:** S. Barnes said there will be some great workshops on equitable syllabuses coming up. Dr. Adrian and Dr. Person met last week and are finalizing the dates for two events this fall. D. Henry said in the Senate that there will be a book reading of "Notes on a Native Son" this fall and "The Best We Could Do" in the Spring.

2.3.2. **SLO Coordinators:** S. Fauce said he met with B. Brown and A. Zentner last week. The SLOs reporting are going really well. The SLO Coordinators will be at the department chair meeting to say that they're available to discuss SLOs as needed or help with any specific problems. They don't have SLO and GOs

anymore, but they're available as needed. They'll be selecting a few departments for mapping practices for getting course SLOs and trying to figure out how to map the course SLOs into the programs. D. Henry asked about institutional SLOs. B. Brown said they'll put together a workshop and will be sharing that knowledge.

2.3.3. **OER Coordinator:** E. Horan reported: 1. The VPI asked that she attend bookstore meetings to see how OER can be added to bookstore in a way that makes sense for students and faculty. She is working on this with M. Guray and V. Rodriguez. 2. The VPI asked her to present about OER at the next Instructional Wing Planning meeting. 3. D. Henry suggested adding OER to senate / faculty canvas shell to share resources with faculty. E. Horan will work on this also.

2.3.4. **Coastline Pathways Coordinator:** J. Levenshus reported that K. Mueller and V. Rodriguez had meetings with some of the Champions. They are making sure the Champions are supported. They are looking into a communication audit to make sure all information is going out is accurate as we move forward and are still clarifying some dates and times for meetings, such as the Rob Johnstone meeting coming up this fall. Additionally, they are working on the road maps and waiting to hear from several department chairs that we met with last summer. Department chairs can be looking for more communication from J. Levenshus. Also, please complete at least first draft of map if this hasn't been done yet.

2.3.5. **Student Success Coordinator:** D. Pittaway reported that Net Tutor is available on Canvas. If students have other questions about other areas, they can contact the SSC for tutoring. We are in the process of reactivating Smarthinking, so soon we'll have two applications to use for tutoring in the Canvas shells. D. Henry asked if D. Pittaway knew if there was tracking of students using it in their courses or how they use it. D. Pittaway answered he doesn't know what falls under student privacy in regard to tutoring. In general, they try not to overcommunicate with instructors about whether or not the student sought tutoring because it's the students own personal choice. D. Henry was curious because she doesn't know if it gets used or not. D. Pittaway said the students use tutoring widely. For student who did use tutoring, they tend to use it seven times per semester. M. Alves reported that he used to get regular reports about students using tutoring at other colleges. D. Pittaway can put together some data on student tutoring patterns in an aggregate fashion, so email him for more information. M. Alves said we have to know if we suggest help to students, if they are actually seeking help in terms of equity. H. Ward said it was her understanding they no longer have imbedded tutors and D. Pittway said yes, there are no longer imbedded tutors, and to refer students to Net Tutor.

2.3.6. **Faculty Accreditation Coordinator:** M. Brock thanked A. Zentner, L. Adrian, and V. Rodriguez for sending the ACCJC follow up report to the Board of Trustees for signatures. The report is due by Oct 1st to the ACCJC. M. Brock reported that she will be meeting at PIEAC the next day to discuss the organization of an accreditation workgroup.

2.3.7. **FLEX Coordinator:** No report.

2.4. Vice-President Reports

2.4.1. **Vice-President of Instruction:** V. Rodriguez reported that he'd met with the Coastline Pathways Champions. He and K. Mueller are helping them continue to develop their plans so that phase 1 can be out there this semester. That's been a big emphasis. In terms of enrollment, from the first day of semester to the start of the third week, we usually lose about 10 percent of FTES, and this time, it was only 2-3 percent of FTES. There is still a lot of capacity for the second eight weeks and doing a lot of marketing to try to fill those and get scheduled. We're doing better as far as keeping students in first three weeks and will continue to focus on that.

2.4.2. **Vice-President of Student Services:** No report.

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 Senate President said that the committee seats have been filled by classified professionals. A College form has been developed for our reps to report out should they miss a senate meeting. This form was adopted from the form used by Chabot Classified Senate as facilitated by Dr. Adrian. Here is the [link](#). They are working on building their websites and social media sites. The Classified Senate meets the third Thursday of every month. The next meeting is 10-noon, Thurs Sept 17th. They invite the AS to send a representative. The classified senate newsletter is undergoing development. They are developing a form for accepting feedback. We are taking feedback on an ongoing basis and have developed mechanism and form for accepting feedback at [here](#).

3. COLLEGE COMMITTEE REPORTS

- 3.1. College Professional Development and Leadership:** D. Lee said they had their meeting and elected their co-chairs, S. Blair and C. Chapman. Some topics discussed were how to improve presentation skills and are trying to figure out how to do PD in this environment.
- 3.2. Facilities, Safety & Sustainability:** A. Gomez-Holbrook walked through the report that C. Nguyen provided about an update with Le-Jao parking negotiations with the city of Westminster. There is a plan in the works for four acres of land that will eliminate the two city owned parking lots the students currently have access to. M. Colver will be retired at the end of September and she thanked him for all his years of service. D. Henry echoed the sentiment to thank M. Colver for his service at Coastline.
- 3.3. Budget:** D. Henry reported that they are down one million dollars in budget and trying to manage enrollment (which is down, too), to make sure we generate that amount of FTES--so I think we're still a little bit over.
- 3.4. College Council:** D. Henry reported they will meet next week.
- 3.5. PIEAC:** L. Lee said they decided to go forward and select Key Indicators for KPI selection.
- 3.6. Technology:** No updates.

4. ACTION ITEM

- 4.1. Discipline List:** D. Henry asked Y. Lopez to pull up the Revisions to Disciplines List Form that was presented by S. Fauce at the Senate last week. It is a two-year process to see if a new program can be vetted. M. Alves made a motion to **approve the Medical and Health Sciences submission as a new discipline to ASCCC**, D. Lee seconded. A. Holliday asked if this had been discussed with the sister colleges. D. Henry said no, but she had talked to other districts about it, such as El Camino. **The motion was approved.** MSC. (29). Alves, M., Barnes, S., Basabe, S., Boyd, R., Brock, M., Brown, B., Callum, O., Chapman, C., Curry, F., Davis, S., Demchik, L., Erdkamp, K., 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. Non-Voting (1). D. Devine

5. DISCUSSION ITEMS

- 5.1. Syllabus Vetting in Canvas/ Uniformity /Equity:** D. Henry asked Senators what they thought about creating a universal, equity-minded syllabus. She put up the Academic Quality Rubric created several years ago that contained information about Coastline's guidelines for what should be in the syllabus and other course elements. The baseline box did not contain the instructions to include the student learning outcomes. There was also discussion if the baseline should include directives for equity competencies or outcomes. M. Brock asked D. Johnson if the union might be willing to address this. D. Johnson said it was possible to meet to agree upon an MOU, but it would have to be discussed with the sister colleges, and the changes to the syllabus would be district wide. F. Curry brought up a generic syllabus having some general syllabus content maintained by the school that we link to so that students don't have to read the same thing over and over. It could include school services, academic honesty, a link to the library's academic honesty course, drop dates, and even could have a link to all the SLOs for courses in alphabetical order so they are not missed. Then the instructors could individuate their classes regarding their specific rules and requirements that include the student services and a

link to all the SLOs to all the courses, and the specific instructors can have links to their own specific classes. D. Henry said were talking about three things: the Academic Quality Rubric that needs to be revised, option to vet the syllabus in Canvas and then create the syllabus should be in terms of the uniform part, and understanding what an equitable syllabus means. D. Henry asked about creating a task force about creating an equitable syllabus. The Academic Quality Rubric task force was created to include E. Thomas, M. Brock, C. Chapman, C. Ryan, C. Mojica, and J. Levenshus, who volunteered to chair the committee. E. Thomas asked if committee members could add task force members as needed, but D. Henry said that adding any additional task force members would have to go through the Senate for approval.

- 5.2. Proctorio/ Respondus:** D. Henry presented a proctoring comparison chart to compare the features and benefits of Proctorio and Respondus. She asked the Senate to look at the question of how we debate whether or not we should keep Proctorio or look at the possibility of using Respondus? The new Respondus has the feature of facial recognition. D. Henry asked if we should have a pilot in the spring where a few classes use Respondus. T. West said she would like to be part of the pilot study. She has used Proctorio extensively and has found it to be very successful. It helps her verify who the students are. She has also been a student with Respondus before, and it was not as beneficial, but given that it has been updated, she'd like to see what it does now. C. Ryan said that Coastline did use Respondus at one point in time, and as she understands there are two versions of Respondus. Proctorio does have equity issues, neither systems are compatible with screen readers, and students of black and brown skin could not be recognized unless they had shiny light on their face, as well as a student who couldn't be recognized because he had his glasses on, because on his govt ID he didn't have his glasses on. Respondus didn't used to be compatible with chrome books. D. Henry said the new improved Respondus still has issues with chrome books, but the issues are being treated. B. Brown said that he didn't know about the equity issues, he said Respondus had additional software that needs to be installed, which could be read as spyware from a cybersecurity perspective. T. Murray said her biggest concern was that she uses Proctorio, but with Respondus, she had a lot of problems with students with chrome books dropping the class. D. Johnson said he just met with V. Rodriguez. The cost of Proctorio under present usage is \$75,000 and this is a consideration. There may be a technical fix for chrome books in the works. D. Johnson said he'd experienced student resisting Proctorio due to the spyware concern. C. Ryan said we loan chrome books to our students, so the incompatibility is with Respondus. V. Rodriguez said there is a fix if we issue the chrome book, but the concern is if the student is using a non-Coastline issued chrome book. J. Oelstrom asked if the committee who chose Respondus could respond. D. Henry said it was decided by the District Tech committee, and they sent out the comments that are on the screen of the chart D. Henry presented. The committee said that if Coastline wanted to use Proctorio we had to pay for it. The sister colleges are using Respondus. S. Fauce said how easy is it to make an exam compatible on Proctorio, but not for Respondus? M. Alves if the rep for the District Tech committee could comment on this? C. Chapman said it was her and D. Henry. C. Chapman said that each is a tool that has pros and cons, and the District gave us the option to keep Proctorio, and if we find out it is better than Respondus, than we can keep using it. M. Alves said he heard that in the District Tech committee, things are decided without much input from faculty. D. Henry said things are decided with faculty, but when it comes to money, faculty only have so much weight. C. Chapman said there is faculty representation and they are heard. A. Holliday said the Statewide Chancellor's office is no longer paying for Proctorio after Dec 31st. There isn't money being put into another tool. C. Chapman said they have stopped supporting it financially. A. Holliday asked if they were talking about anything else. C. Chapman said they aren't; there's a deal at the Foundation for Proctorio, so there's a negotiated rate. They don't want to expand anything else at the consortium level, because things are changing so fast. Proctorio has a lot of challenges, and as soon as COVID-19 hit, that put the brakes on a lot of things. Their solution was authentic assessments. D. Henry asked K. Mueller how much Proctorio helped with financial aid fraud. K. Mueller said she will find out from C. Tran about some coordinating data for that. D. Henry asked about a pilot group of courses could be taught in the Spring using Respondus. K. Erdkamp said that Proctorio may flag the students, but he can still move through it and see what issues it has. A. Holliday suggested that there might be multiple things we want to do, such as to create a task force to review Respondus, and another might be training and working on authentic assessment. When is the deadline for when the District is going to purchase Respondus? D. Henry

said January 1st. A. Holliday said we can look at this from the State perspective if there are other things out there that might be on the horizon that we might want to take a look at. C. Ryan said that when students read about how things will flag them during Proctorio students may get concerned about these issues, that are secondary to students' disability. S. Barnes said the Faculty Center could do some training on authentic assessment with someone with expertise. V. Rodriguez is going to look into the possibility of piloting Respondus with some courses in the Spring. D. Henry said to email her if anyone else is interested in participating in the pilot study at dhenry@coastline.edu.

5.3. District Board Policies: Faculty Hiring, Title IX: D. Henry showed the District administrative procedure for hiring faculty. The procedures were recently updated, and these changes and suggestions were shown to the Senate. Those involved in future hiring should look over this policy and send her any comments or suggestions. A. Holliday asked, when they reference the human resources coordinator, are they referencing the District or the College? D. Henry asked Senators to the Board policy meetings on Friday, Sept 18th and on Oct 2nd. She asked if everyone could look at the document and email her with any concerns before these upcoming meetings. The policy is attached to the emails sent out and on the Zoom Link calendar.

6. ANNOUNCEMENTS

No announcements.

7. ADJOURNMENT 2:24 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.