



Academic Senate Minutes

DATE: 10-6-20 | 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	ABS	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	ABS

Guests: Sylvia Amito'elau (Instructional Technology Designer), Shelly Blair (Dean of Career Education and Innovative Learning), Bob Fey (CFE/AFT Executive Director), Yadira Lopez (Administrative Assistant), Kate Mueller (Vice-President of Student Services), Tom Neal (Dean of Instruction NBC), Chinh Pham (Financial Aid Director), Andreea Serban (Vice-Chancellor of Educational Services and Technology), Erin Thomas (Business Instructor), Paolo Varquez (Career Services Coordinator), 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 C. Ryan.
- 1.3. Adoption of Agenda: On a motion by M. Alves, seconded by S. Basabe. **Approval to adopt agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by D. Lee, seconded by L. Lee, **the 9/15/20 minutes were approved.** MSU.
- 1.5. Approval of Consent Calendar: A. Holliday moved to approve the consent calendar, seconded by F. Curry. **The Consent Calendar was approved.** MSU. **Consent Calendar:** Dianna Blake to serve on Probation and Disqualification Panel and on Scholarship Workgroup; Stephen Barnes added to Syllabus Task Force; Respondus Pilot Study Group: Tobi West, Stacey Smith, Elizabeth Horan.
- 1.6. Public Comments: No public comments.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

2.1.1. President D. Henry said she had an update on COVID-19, as a Coast employee recently reported having it. The protocol is to notify the Dean if you're planning on coming to campus to get the Dean's approval. If you're going to the Faculty Center, the Dean to contact is S. Blair. In the future, there will be a form to fill out in order to track people, but it's not available yet. If someone contracts COVID-19, they need to be tracked for 45 days.

- The program for the new computers for full time faculty, called the Refresh Program, is going to the Board tonight. I expect it to be passed. This information is also in the President's letter and the News and Views. There is a form to get from your Dean if you need more equipment. Your Dean will work with IT to help supply that.
- There is a Plenary in the first week of November and there are seven of us going. It's not a very diverse group as it's all women. Dept. Chairs need to pass out the job descriptions for everyone to review because the Dept. Chair elections will be coming up in the Spring. Usually, the prioritization description is done in October, but because of the hiring freeze, this has not put this on the agenda.
- Lastly, D. Henry has been working on an Academic Senate timeline. Yadira pulled up the calendar to show Senators the events planned for the year. D. Henry said to email Yadira if anyone has any more info to add to the timeline.

2.1.2. Other Executive Committee Reports: Treasurer A. Holliday reported as the FLEX coordinator that they are now accepting presentations for FLEX. The cut off date is November 7th for all faculty, staff, and managers who want to submit to present at FLEX. Next week, an email will go out calling for requests to have a discipline meeting.

- Communications: D. Lee requested emails from Senators about something they share during the holidays or Harvest Festival or other type of celebration that indicates their heritage or about some type of they ritual they do to celebrate to include in News and Views.
- S. Basabe said this is the month of Latin heritage and she wanted to congratulate everyone who is of Latin heritage.

2.2. Senate Committee Reports (deferred until next meeting).

2.3. Coordinator Reports (deferred until next meeting).

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 there was a competition to rename the Food Pantry, and it's been renamed Coastline Cares. We have two locations now and are at the GG and NBC campuses. The Classified Senate is going to put out a call for items such as hygiene products, canned chicken, and tuna. The SS is working with new Convivo platforms, making forms easier to use and more accessible, and holding C. Pham and others are holding several FAFSA workshops. The new FAFSAs opened up last week to complete so they are doing a big push for that.

- D. Henry added that she had a message from D. Pittaway, the Student Success Center Coordinator, that this Thursday, October 8th, the Student Success Center is hosting a workshop for students on how to make the most of a tutoring session. The workshop will be held via Zoom. The workshop is designed for all students. A link to register has been posted in the faculty Canvas page under Announcements. Please share this information with your students.

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 continue to provide superior support to the students, administrators, and faculty. A shout out to Maureen Schaffer and Tom Boscamp for providing students the Coastline Cares security needs.

3. COLLEGE COMMITTEE REPORTS

All college committee reports were deferred until next meeting.

4. ACTION ITEM

4.1. RSI Self-Reporting Form: D. Johnson presented the RSI Self-Report form. The RSI task force will start reviews in the spring. This form will be used for task force members to review their own courses. The plan says that faculty will report, so we need to talk about if this is going to be mandatory or optional. This is a process by which faculty can very quickly go through a self-evaluation based on their department's RSI plan. The form doesn't have to be used for every section; the form is to be used per course and then the faculty member should list all the CRN's that it applies to. This will make tasks for RSI reviewers easier because it shows where we should be looking for RSI. The plan is to deploy this form and if the review finds there is insufficient RSI, the person reviewed will be able to have input at that time.

- F. Curry replied that the wording, such as the number of assignments in which written feedback is given, might not apply to all reviewers. D. Johnson said, in those cases, to note the differences according to your department's RSI plan. F. Curry said that since the courses are already reviewed every couple years--is this necessary? D. Johnson said we first created this plan and we've discussed it for at least two years. We need something other than the evaluations to determine RSI. We can reopen that discussion, but it's a huge discussion. D. Johnson said that a review every three years isn't a lot, and this is necessary because we've had problems in the past, such as the problem with the federales review several years back. Only about half the classes passed. We're hopeful, now, it's a much lesser problem, but until we're really, really confident, D. Johnson thinks this is a necessary process.
- S. Basabe said in courses, they have courses that are 8 weeks, 12 weeks...and the requirements are different for each course. D. Johnson said that's a really good question, and that hasn't been considered. He requested that he and D. Henry adjust the form for that. S. Basabe said that near the end of the form, there is a typo in the word "identified" and D. Johnson thanked her for pointing this out and would correct that. D. Henry said that the different number of weeks can be identified as well as cross listed courses. S. Basabe said that the different requirements per course will have to be on different forms. D. Johnson agreed that this would require separate forms based on term length. F. Curry asked if one answer might apply to certain CRN's as identified on the list. D. Johnson said they are trying to figure out how to make it easiest for the reviewers.
- A. Zentner asked: what if we made a survey per RSI plan, but the custom surveys asks them about the different aspects of completing the RSI plans? D. Johnson said surveys would make things simpler, but it's a lot of work to create all the surveys for all the department RSI plans. D. Johnson added that it's a good idea, but there isn't enough time for this cycle, so he suggests we go ahead with this plan for this cycle. The survey idea should be kept on file for future cycles.
- D. Henry said there should be a deadline for RSI plans. D. Johnson said there should be a timeline for when they expect department plans to be reviewed and any changes come to the Senate. D. Henry said to clarify the CRN's that need to be on the form and correct the typo at the bottom of the form, in addition to clarifying the opening statement. D. Johnson motioned to **Approve the plan with the caveat that the opening line be clarified, the typo be corrected, and the instructions to include all the CRN's**, D. Lee seconded. M. Alves said that it wasn't fair to faculty to present this form this far into the semester. If it were for Spring, that's be one thing, but it's seven weeks into the semester. D. Johnson agreed it's not ideal, but he wanted to give people a chance to respond and to make this as transparent as possible. He agrees this should have been done at the beginning of the term, but unfortunately, it's been very chaotic. M. Alves said this is a great idea and that everyone should have

one of these to review their course. D. Johnson said we trying to be as non-punitive as possible, particularly for this first review cycle. This is more of a pilot year and we have to start somewhere. **Vote for Approval to Accept RSI Self-Reporting Form as corrected with noted revisions.** MSC. Yes (27): Barnes, S., Basabe, S., Boyd, R., Brock, M., Brown, B., Callum, O., Chapman, C., Curry, F., Davis, S., 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. No (1): Alves, M.

5. SPECIAL PRESENTATIONS

5.1. Zoom/ Canvas: A. Serban discussed the District's upcoming move to have a master Zoom account, which is planned to begin Dec 18th. Several things have happened that led us to the desire to establish a District master Zoom account: 1) The first is because the utilization of Zoom has boomed to levels we've never seen before. 2) Faculty emails used to create the master Zoom account, if not used for as the branded email for the District, have encountered problems with being able to log in. 3) Other problems have been related to storage. 4) The District's account will be separate, on a different service, so we can provide troubleshooting. 5.) The link for the master Zoom account will have a vanity URL and will be able to implement an LPI that will automatically be able to provide recordings from Zoom and will populate the recording library and faculty can bring the recording links into Canvas shells. The Zoom accounts across the District will be copied to this District master Zoom account. C. Chapman commented in the chat with descriptions of new functionalities that this new account will allow for. The only individuals that will have access are the Canvas Administrators at GWC, OCC, the District, and Coastline's S. Amito'elau. S. Amito'elau will have access to troubleshoot any issues related to Zoom that may occur, including correcting email addresses that are mismatched across different applications and will be able to see the recordings in Zoom. However, they've developed a protocol that each of them will have to sign that they will not access or listen to any recordings unless they have been directed for a particular reason to do so. It is better to move the recordings to Nomia rather than keep them in Zoom; they still have space limitations in Zoom for storage, so eventually if they were to be kept in Zoom, eventually, they'd run out of space. So, once this occurs, Nomia library will be storing videos as there aren't any space limitations. This doesn't prevent individuals from copying recordings if they like. A. Serban asked Senators if they had any questions.

- D. Henry asked if those who use their Coastline address for all applications, should they change their address to the District address in Zoom? A. Serban said the key is the same address across the active directory and Banner, which is a topic they have spent some time in the technology subcommittee discussing. A. Serban said that they've agreed that for new employments moving forward, we will want everyone to use the baseline cccd.edu; if they want a branded email, they can request it--but for logging into various applications, the cccd.edu email should be used. For existing employees, across the various applications, D. Henry asked if everyone knew what Nomia was? (It used to be called Tech Relay.) She said S. Barnes and C. Chapman will help faculty become familiar with this application; it's a great tool.

5.2. EOPS Student Progress Reports: C. Mojica presented a letter that will be shared with EOPS students. It is in regard to the academic progress report and the process for that. This is are mandated by Title V criteria; students must be notified of this procedure. The instructors will have access to a link, and this link is also provided to students with a sample that shows what their correspondence should look like; it explains the process when they ask for a progress report. The instructor clicks on the link to submit the progress report. C. Mojica showed the points that should be responded to and allows for students to inquire about their progress in the course and EOPS counselors and specialists to use the report as a tool. They do follow up on your comments and come up with a plan based on the instructor's recommendations. An announcement will be going out to students that evening about the letter and instructions for submitting the progress reports. They will be due on Oct 26th.

- F. Curry asked if there was a box for additional notes on the form? A. Zentner said that “other” can be checked, although an additional box for comments is a quick fix if it is needed. F. Curry said an additional space for comments would be nice. A. Zentner said he’ll include a box for comments.
- M. Alves asked about specific tutoring for math and if there could be an option for comments based on their progress? He also asked if there was more than one type of tutoring? For example, for the students needing tutoring on the math content in his classes--it would be nice if that was available--not about just learning how to study but tutoring on the specific content. C. Mojica said she’d follow up with M. Alves about that.

5.3. CashCourse: S. Smith, C. Pham, and P. Varquez presented on CashCourse. Y. Lopez pulled up a CashCourse PowerPoint for the Senators. C. Pham reported they’d like to bring CashCourse to faculty because they believe that faculty can bring financial literacy through the CashCourse to students. He’s part of the financial literacy team, which includes S. Smith and P. Varquez. C. Pham covered the basics of CashCourse and its stats in tandem with the PowerPoint. P. Varquez reported their team is part of Guided Pathways. The CashCourse is free and designed specifically for college students. The PowerPoint is available on the instructor resources Canvas shell. The students have access to worksheets, calculators, videos, and more. Instructors also have access to these resources, including the ability to track what students have learned. CashCourse is available in English and Spanish. S. Smith reported that the website itself is pretty user friendly, but can’t, at this time, be Canvas integrated. S. Smith is piloting this now in her classes. Most of her students spent 30-40 minutes and the post-test scores were higher than the pre-test scores. Students from any discipline can benefit from CashCourse and can submit a proof of completion. C. Pham is in the process of creating a tutorial on YouTube, in the meantime, here’s a link for instructors to get involved in offering [CashCourse](#).

6. DISCUSSION ITEMS

6.1. Zoom Protocol for Coastline Academic Senate: Senate Parliamentarian T. West presented the guidelines for the Coastline Academic Senate Zoom Meeting protocol. This included information that the chat should not cover official Senate business but can be used for personal use. The chat will not be saved with the recordings. If there is information that should be included in the minutes, such as links, please send them to M. Brock, the AS recording secretary at mvbrock@coastline.edu. Any presentations need to be ADA compliant and sent to the Senate at ylopez@coastline.edu for approval the Thursday prior to the next meeting. Senators should use the raise hand feature to vote yes.

- D. Weber asked if the chat could be used for the voting with a moderator explaining in the chat what the vote is for? D. Henry said she can’t tell what everyone is voting on in the chat. T. West said there was a discussion about using the polling feature. D. Henry said we may experiment with that in the future. D. Henry said chats can be saved, but the sister colleges are not using chat for official business, and so, the Coastline AS will stay consistent with the protocol at the other Colleges in the Coastline AS meetings, too.
- J. Oelstrom requested having a co-host in meetings to look for raised hands, etc. since the host may miss this. D. Henry said Y. Lopez or T. West can assist with these issues. A. Holliday said we should be very conscious about not using the chat for official business. M. Alves said the poll feature doesn’t work when he is using two machines at once during a Zoom meeting.
- D. Henry asked that Senators raise their hand and be called on for question or comments rather than post them in the chat. K. Erdkamp liked T. West’s idea to add “guest” to those who are not Senators in the meeting. D. Henry said that Senators might also label themselves as “AS” for “Academic Senate.” P. Varquez said Zoom has a new update where participants can select their own break out rooms; now the host can create separate rooms and participants can choose breakout rooms. D. Henry said that might work for book reviews, except it might not follow Brown Act protocol.

6.2. District Board Policies on Faculty Hiring: Last Friday, A. Holliday attend the Board Policy meeting at the District. There was a discussion about faculty hiring and changes that those in the meeting wanted to make. It’s very

prescriptive in terms of who is in the first tier and where they come from, but there some discussion about if there should be a statement in there about whether tenured faculty should be have first consideration for serving on a search committee. There is a group that wants that and a group that doesn't. A. Holliday said it would be preferable to have that statement, because when we get ready to put our tenure review evaluation four-year committees together, there has to be someone from the search committee as a representative on the TERC, and that person has to be a tenured faculty member and is assumed to have discipline knowledge. So, if a full-time faculty member didn't serve, is more difficult for putting together the tenure review committee. Also, at the second level of interviews for a full-time faculty member, the college president may add other members to that final interview committee, such as other administrations, etc. onto that committee. There is a guarantee that there will be one faculty member from the initial search committee, usually the chair, and that person goes onto the second level. There are concerns that if we don't have some defining language, that you could have five administrators and one faculty member on the second level of interviews. There is some concern talking about part-time faculty hiring, presently, on search committees, it's not exactly like hiring full-time member, but it mirrors it, so nobody can say there was favoritism shown, or you didn't really look thoroughly at the pool. As we review faculty search committee policies, these have been the concerns. D. Henry said to look at the handouts sent out and send any comments to her or A. Holliday.

- 6.3. RSI Task Force:** D. Johnson reported that they won't select five new members this year because of the problems that occurred with COVID-19, so we'll be staying with the same task force members as last year; but next year, they will re-select five members as originally planned. D. Henry said that if anyone is interested in serving on the task force, it is paid at the non-instructional rate. Please let her or D. Johnson know. They are looking for ten members for next year. This topic will be put on the Consent Calendar next time to keep the task force membership the same.
- 6.4. IEPI IE Plan:** A. Zentner presented the IEPI IE plan based on College's utilization of the State of California's Innovation and Effectiveness Grant. It gives us the latitude and longitude to really explore things; so, we're looking to augmented reality and competency-based education. We're outlined some steps to take us through the next year. \$150,000 of the grant will go to augmented and virtual reality and artificial intelligences for student services. It's all exploratory will be opened up to faculty to try things and new techniques to use with augmented reality. \$50,000 of the grant is dedicated to working on competency-based education to follow in the footsteps with how the state is approaching it alongside with accreditation. A consultant is coming in to work with Guided Pathways and collaborate with faculty. Please contact him for any questions at azentner@coastline.edu. D. Henry said this will go on the Consent Calendar for the next meeting.
- 6.5. "Notes of a Native Son":** S. Davis presented on the first part of the text by James Baldwin. S. Davis presented a PowerPoint. It was editable and he asked for questions and discussion points to fill in the writable areas of the presentation slides. He thanked D. Henry for providing an arena to discuss important books that were chosen by the Senate. He revealed it was actually D. Henry's son who first brought up discussing this particular text. S. Davis discussed a foreword that included the concept of the "hermeneutics of generosity" while discussing provocative texts. S. Davis also discussed the biography of James Baldwin. He played a popular song during the year of his birth and one from the year of his death (Duke Ellington to Grand Master Flash) as symbols to illustrate all the change and progress made over the timeline of Baldwin's life. J. Baldwin was a very perceptive observer of culture, people, art, trends, and race relations. S. Davis asked for questions from those in other disciplines, such as math and biology. He urged Senators to watch the YouTube video of Baldwin debating Buckley. D. Henry said they'd run out of time but rescheduled S. Davis's presentation to reconvene at the next Senate meeting.

7. ANNOUNCEMENTS

No announcements.

8. ADJOURNMENT 2:32 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.