

COASTLINE COLLEGE



Academic Senate Minutes

DATE: 11-3-20 | 12:30 pm – 2:30 pm | Zoom Meeting

Senator	Present	Senator	Present
Alves, Mitchell	ex	Holliday, Ann	x
Barnes, Stephen	x	Johnson, Dan	x
Basabe, Sandra	ex	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: Abraham Adhanom (Business Faculty), Loretta P. Adrian (College President), 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), Erin Thomas (Business Faculty), Aeron Zentner (Dean off 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 K. Erdkamp.
- 1.3. Adoption of Agenda: On a motion by D. Lee, seconded by L. Lee, **Approval to adopt agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by B. Brown, seconded by K. Erdkamp, **the 10/20/20 minutes were approved.** MSU.
- 1.5. Approval of Consent Calendar. Consent Calendar: Approve B. Brown to serve on the Academic Senate Policies and Procedures/ Participatory Governance Committee, Approval of 4 Academic Senate Scholarships for 2020-2021 totaling \$4000 from AS Ancillary Budget, Approve following Senators to attend the AS Plenary: D. Henry, L. Lee, A. Holliday, M. Brock, T. West, A. Gomez-Holbrook, A. Evangelista: D. Henry to serve as voting delegate, On a motion by S. Smith, seconded by C. Chapman. **The Consent Calendar was approved.** MSU.
- 1.6. Public Comments: No public comments.

2. REPORTS & UPDATES

2.1. Executive Committee Reports

College Mission Statement: Coastline College guides diverse populations of students toward the attainment of associate degrees and certificates leading to career advancement, personal empowerment, and transfer. By meeting students where they are, Coastline provides innovative instruction and services designed to achieve equitable outcomes.

2.1.1. President D. Henry said she attended the Management Team meeting today. They discussed when and how they were going to open the campuses. Should events be held outside with tents? At the next Nov. meeting, Senate will discuss what will help faculty feel safe to teach in person. Coastline is having its 45th anniversary next year, so there is also the discussion about how to celebrate that virtually. The new computers have shipped for the full-time faculty, so these should arrive later in November.

2.1.2. Other Executive Committee Reports: Treasurer A. Holliday reported the Ancillary Balance is \$18,467- \$4,000 for Scholarships= \$14,467.

2.2. Senate Committee Reports

2.2.1. **Academic Rank:** The application is coming out in December. It is the same as prior years; people can work on it over the break. The applications will be reviewed in the spring.

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 December issue. The deadline is the last Wednesday of the month.

2.2.5. **Elections:** No updates.

2.2.6. **Faculty Recognition:** ASCCC Exemplary Program Award information went out with requests for nominees. Those need to be in today by 5 p.m. Also, watch for the Hayward Award. The recipients are nominated by their Academic Senate. They show outstanding commitment to their College and their program.

2.2.7. **Policy & Procedures/ Participatory Governance:** A. Holliday wanted to wait until after attending the ACCJC Plenary because of several questions regarding the Brown Act. The report will come after the event. D. Henry put up the Department Chairs form that will go out to all current Dept. chairs. These forms should be returned to ylopez@coastline.edu by November 11th.

2.2.8. **Social:** D. Lee said the News and Views is out today. He asked for people to email in narratives, stories, and experiences about their heritage in order to prepare for the end of the year potluck, cookbook, and/ or the next News and Views.

2.2.9. **Professional Development Institute:** L. Lee said the carryover of Professional Development funds from last year was 3,041.50. PDI will continue for participation online in Coastline professional development events.

2.2.10. **Curriculum:** D. Johnson said the curriculum committee will meet again Friday. All the curriculum that will be looking at should already be in CurricuNET. This is the last meeting for courses to be ready for fall 2021.

2.2.11. **Program Review:** B. Brown reported that the last meeting focused on Dual Enrollment, English and Humanities, and 234d on Nov, communication studies, and international languages, counseling, services, and 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.

2.2.12. **Department Chairs:** L. Lee reported that description of Dept Chairs has been sent out to faculty. It will come to the Senate submitted by November 11 for the Senate on November 17. D. Henry said if there is a revision needed to the description, submit it by November 11. D. Henry put up the Department Chairs form that will go out to all current Department Chairs. These forms should be returned to Y. Lopez at ylopez@coastline.edu by November 11th.

2.2.13. **Faculty Professional Development and Leadership Committee:** S. Barnes said they are meeting today at 3 p.m.

2.2.14. **Academic Quality Rubric/ Syllabus Task Force:** J. Levenshus said there had not been a second meeting yet, but probably next week; we had the first meeting and went through template to identify the changes that need to be made.

2.2.15. **Respondus Task Force:** T. West said there were conversations with C. Pontius about testing that has already been completed with Respondus and new features that may be available for us in Respondus when

the pilot study begins. The task force has been corresponding via email and has not met in person yet. The pilot study begins in the spring.

2.3. Coordinator Reports

2.4.1. FC Coordinator: S. Barnes said D. Person talked about the climate of care in the college and in about a month, on Nov 30th, there will be another discussion about equity and pedagogy and andragogy. There have been book clubs about Grading for Equity and Four Days to Change. S. Barnes said that there have been four faculty newly minted as Equity Champions: E. Thomas, O. Callum, M. Brock, and D. Henry.

2.4.2. SLO Coordinators: S. Fauce said 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. B. Brown is setting up a workshop on Dec 2nd at 4 pm for part time faculty on where to get your SLOs, how to measure your SLOs, and how to report your SLOs.

2.4.3. OER Coordinator: No report.

2.4.4. Coastline Pathways Coordinator: J. Levenshus reported that K. Mueller and V. Rodriguez had meetings with some of the Guided Pathways 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.

2.4.5. Student Success Coordinator: D. Pittaway reported that some students have reported that their instructors have told them that Smarthinking is available, but when they went to find it, it wasn't turned on the page. So just a reminder that the app needs to be turned on in Canvas for the students to be able to access it. K. Erdkamp said that business and accounting students haven't had availability in Net Tutor for audio/ visual. D. Pittaway said that Smart inking is coming out with a whole new interface. S. Smith said there is a video icon and the name of the discipline. D. Pittaway said instructors can reach out to him directly if they have any difficulty. D. Pittway said that NetTutor offered free services to all the community colleges during the pandemic, so they might be impacted by that. Smarthinking continues on a pay model and has more availability. D. Pittaway is going to be having a workshop on how to address

2.4.6. Faculty Accreditation Coordinator: No report.

2.4.7. FLEX Coordinator: A. Holliday said dept chairs and faculty should have received forms if you would like to have a discipline specific hour for your discipline and a second reminder that this Friday for anyone who would like to give a FLEX presentation for spring FLEX day.

2.4. Vice-President Reports

2.5.1. Vice-President of Instruction: No report.

2.5.2. Vice-President of Student Services: K. Mueller reported that VPSS tomorrow there's an election debrief hosted by N. Schonfeld from 2-3 to support folks because it's a bit of an angst-ridden day or week and there are things that people might need to process. There are stellar mental health specialists available for Coastline students.

2.5.3. 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 Patty Franco said that the senate hosted a candy drive with Coastline Care. The classified is now on social media and advocated parking for the Westminster's city council will make a decision tomorrow on the 4th. The Dolphin award will be announced this month, and the first edition of the Classified senate newsletters will launched this month.

3. COLLEGE COMMITTEE REPORTS

- 3.1. College Professional Development and Leadership:** D. Lee said their first meeting is this month. He emphasized the desire for diversity in submitting applications for FLEX presentations.
- 3.2. Facilities, Safety & Sustainability:** A. Gomez-Holbrook reported that R. Akins and C. Nguyen introduced a new form for contact tracing so HR will be notified for anyone has contracted COVID and they should be notified if any faculty or staff need to come onsite. Please feel out the COVID forms prior to coming to campus. GGC has experienced higher amount of transitions and Randy is aware of and is working with. There is a more work on the CC center. There was no "Futures of Change," it was tabled until next meeting.
- 3.3. Budget:** D. Henry reported that A. Dunn gave a presentation about the budget. The District meets the FON as of June 30th, we meet the 50% law, and are waiting for the second retirement incentive to be completed at the end of the fall semester. At that point, the 50% law will be recalculated.
- 3.4. College Council:** No updates.
- 3.5. PIEAC:** D. Henry reported that the KPIs went from 128 to 23. We tried to be realistic about the goals from COVID and virtual teaching. The KPIs with stars are those required by accreditation. This is a more informative measure rather than measuring everything. It will go on the consent calendar for the AS meeting next time. It was already approved through PIEAC.
- 3.6. Technology:** No updates.

4. ACTION ITEM

- 4.1. Senate Zoom Protocols:** D. Henry asked Y. Lopez to pull up the Coastline Academic Senate Zoom Meeting Guidelines. D. Henry said OCC has completely disabled chat, and for better compliance with the Brown Act, D. Henry recommends that we disable chat for the Coastline AS meetings, too. T. West moved to accept the Zoom protocols, M. Brock seconded. **The motion was approved.** MSU (28). Barnes, 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., Murray, T., Oelstrom, J., Ryan, C., Salimi, L., Smith, S., Weber, D., West, T.

5. DISCUSSION ITEMS

- 5.1 Proposed Correspondence Education Regulations:** D. Henry presented the proposed changes in Title V for correspondence classes for community colleges. A. Holliday said the new language says that if any portion of the instruction is to be provided through correspondence, an addendum should be provided to address how the course outcomes will be met through the correspondence mode. This is listed in 55263 under the "correspondence education separate course approval." D. Henry asked D. Johnson if our curriculum addendum meets the standards here. D. Johnson said its listed, but we don't really call it out, and this suggests we should really call it out, so this is a curriculum discussion we need to do. A. Holliday suggested this discussion be taken to curriculum. D. Johnson suggested to put this on the curriculum agenda for the next meeting.
- 5.2 Chancellor's legal opinions on Zoom Cameras and Real-Time Captioning:** D. Henry said the first of the opinion is that we cannot require students to use their cameras, but we can make cameras use a requirement for assessments. The District may need to come up with a full policy about the requirement to have camera on. You can ask them to have their cameras on but give them leeway in case they need to decline. C. Ryan explained the regulations for the need for captioning in real time for synchronous online classes. The college must give primary consideration to requests of students with disabilities and they must be provided in accessible formats in a way that is timely and protects student privacy and independence (28 Code Fed. Regs. 35.1609(a)(2).) You do not have to include the captioning unless you receive a notice from C. Ryan's department that a student requires it. C. Ryan said now students will get a link after the lecture, but that's not happening in real time. Instructors should be recording to provide the recording and a transcript of the lecture. It is an AI transcript, and you go through it, you will review it, the AI will not provide word for word. So, go through it to be sure words are spelled correctly and is accurate. It is required that the transcript be accurate, too. D. Henry said the Zoom

lectures require close captions for students. J. Levenshus said that Zoom has been working on a real time captioning but it going to require an additional license. A. Serban is reaching out to the Chancellors office to see if it's going to be included in our license.

5.3 Credit for Prior Learning: D. Henry presented on the revisions for the policies and procedures for credit for prior learning; the Chancellor has asked every single college district to have in place a procedure by Board approval before the first December meeting. It takes into consideration credit by exam, military learning, the individual College placement tests, and all the red additions are what is new in the procedure that is going up for approval.

5.4 AS Plenary: D. Henry presented about the upcoming AS Plenary. The AS attendees are M. Brock, A. Evangelista, D. Henry, A. Holliday, L. Lee, A. Gomez-Holbrook, and T. West. The link will take Senators to the agenda, so if there are any questions, concerns or comments, direct them to D. Henry as she is the voting representative for the College.

5.5 Notes of a Native Son- Part II. O. Callum presented on the implicit suggestions in the text in that we should look more closely at the cultural products around it because they have a lot to tell us about the culture we live in. One should look at what is meant to be accepted. O. Callum asked why this text should be read as community college instructors? O. Callum discussed a College meeting about equity for professional development led by D. Person and she said that D. Person stated one of the ways we can help our students succeed to become cultural investigator and support anti-racism curriculum and design. O. Callum explained how this connects with Baldwin's ideas. O. Callum presented the film Gone with the Wind as one of these cultural products. D. Johnson discussed the historical context of the book, including the reaction to communism and how fear was used to mobilize people.

6. ANNOUNCEMENTS

6.1 The PACE climate survey has just been sent out. The acronym stands for Personal Assessment of the College Environment. The survey takes about 10 minutes to complete.

6.2 T. West said that the state academic senate come to address equity within our model curriculum, so the group talked about how to address this specifically within our IT topics. We discussed acronyms and maybe students don't know what they are which may create an equity gaps. They came up with three ways such as putting in different cultural backgrounds for careers and talking about a resource for what they might use.

7. ADJOURNMENT 2:00 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.