



Coastline Management Meeting (CMT) Minutes

October 6, 2015

9:00 – 11:06 a.m.

4th Floor Conference Room

Name	Present	Name	Present	Name	Present
Adrian, Lori	X	Johnson, Nhadira	X	Priest, Michelle	X
Blackmore, Chris	X	Jones, Nancy	EXC	Rodriguez, Vince	X
Brais, Nathan	X	Khosravani, Mariam	X	Rothgeb, Helen	X
Cant, Dave	X	Le, Mai	X	Sanchez, Jorge	X
Capoccia-White, Rozanne	ABS	Maharaj, Peter	X	Scott, Michael	X
Dahnke, Lynn	EXC	McDonald, Jennifer	X	Staneard, David	X
De La Rosa, Jennifer	X	Mendez, Julie	X	Thompson, Dave	X
Emerson, Dana	X	Miyashiro, Ross	EXC	Vafaei, Reza	X
Garvey, Judy	X	Nash, Bob	X	Woodyard, Steve	X
Groot, Joycelyn	X	Nguyen, Christine	X	Worden, Mark	ABS
Harrison, Nate	X	Ortega, Lucha	X	Zentner, Aeron	X
Holliday, Ann	X				

Guests: Dr. Ding-Jo Currie, Dr. Cathryn Neiswender

Recorder: Kathy Surgenor

1. CALL TO ORDER

- Roll Call
- Welcome: Chair, President Lori Adrian welcomed the committee and introduced new member, Reza Vafaei (ASG), returning member Helen Rothgeb and special guest, Dr. Ding Jo Currie (former Coastline President and District Chancellor), and Dr. Cathryn Neiswender (North Orange CCD, Special Project Director).
- *Adoption of Agenda: Agenda Adopted as submitted. MSU
- *Approval of Minutes: September 1, 2015. – **Defer to next meeting**

2. SPECIAL REPORTS & UPDATES

2.1 CSUF Ted Talk & EDD Briefing – Ding-Jo Currie (20 minutes) – Dr. Currie introduced Dr. Cathryn Neiswender and distributed pamphlets about the Community College Leadership program (EDD) at CSF. Catherine provided a Ted Talk outlining and describing the program and its intent to provide better student success. She discussed CSUF's partnership between credit and non-credit institutions and some of the benefits of the program which are: building study skills, encouraging student's participation in social clubs and activities, motivating students, future potential, overcoming obstacles, meeting academic goals, and building relationships. Dr. Adrian discussed staff pursuing education and participation in doctoral programs. Following this presentation, the committee discussed aspects of the program and encouraging others to take advantage of the program.

3. STANDING REPORTS (2 minutes per)

3.1 Academic Senate (A. Holliday) – No Report

3.2 Classified Senate (M. Worden) – No Report

3.3 Associated Student Government (ASG) (R. Vafaei, N. Brais) – Reza reported that the Movie Night was the first ASG event held this year. Other ASG events (including In N' Out Burger event) are in the process of being planned in the hopes that this will benefit students by bringing them together to create more diversity and to gain input regarding types of events the students may desire. A presentation is being developed to provide information to faculty about open resources and reduction of book prices for students. A brief student survey is being prepared to obtain input regarding upcoming ASG events.

To find out more about this committee, please visit <http://www.coastline.edu/about/committees-councils/contituency-groups/#coastline-management>

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4. DISCUSSION ITEMS

- 4.1 Mission Statement – (V. Rodriguez) – Coastline’s Mission Statement has been reviewed throughout the past year. The main challenge is in gathering input from various constituency groups, there are differences of opinions which has resulted in various and different versions being proposed. Vince expressed that the standard Mission Statement must include: the purpose, the intended population and types of certificates provided. He distributed a copy of the “Current Mission Statement” and the “Proposed Mission Statement” to the committee and reviewed and explained revisions. Findings revealed that the statement needs to be more specific. The Committee discussed concepts and key elements that the committee felt need to be included and they are: academic excellence, continuous improvement, transfer preparation, basic skills, non-traditional and traditional students, certificates provided, advanced technology, and student success. Vince discussed achievement outcome and announced that a discussion will be held this afternoon in PIEAC to further review the Mission Statement. Some members felt that a “third” option (3rd proposal) should be offered prior to a final decision being made. Reza expressed the advantages of physical classes (which tend to be more personal) vs. on-line classes. Dr. Adrian suggested that ASG should also be provided with an opportunity to provide input and review of the proposed Mission Statement. Vince discussed Coastline’s mission statement vs. marketing statements. A lengthy discussion ensued amongst the committee regarding the structure of Coastline’s Mission Statement and they reviewed and compared other college mission statements. Dr. Adrian reiterated that the statement should be completed and finalized ASAP. Ann Holliday reported that the Senate will approve a version today to be forwarded to PIEAC. Vince mentioned that each constituency group will submit their version(s) to PIEAC.
- 4.2 Management Committee Evaluation (Aeron Zentner) – Aeron distributed a copy of the 2014-15 CMT Governance Survey Results and provided an explanation and outline of the survey results. The survey shows that Collaboration percentages increased but percentages of the other behaviors (Transparency, Evidence, Effectiveness and Efficiency) decreased. The committee discussed the findings and results of the survey.
- 4.3 Suggestions for Improvement (All) – Some suggestions discussed were: A need to provide orientation for new members, sharing of ideas and knowledge from each member’s specific area of expertise, measuring transparency, submission of Agenda items, discussion of critical issues that are evidence-based, submittal of requests sent through the proper channels.
- 4.4 Goals for 2015-16 (All)
- a. Provide orientation for new members
 - b. Members to provide reports or presentations of special reports (15 minute sessions)
 - c. Schedule Study Sessions
 - d. Discussion of most critical issues
 - e. Submittal of Agenda Items from committee members
 - f. Add “Hot Topics” to Agenda
 - g. More efficient meetings
 - h. Restructure Agenda
 - i. Discussion of Coastline’s role and its goals each year
 - j. Impact of goals on each department
 - k. More retreats

Discussion of Goals will be continued at next meeting on November 3.

- 4.5 Professional Development for Managers & Staff – **Defer to next meeting**
- 4.6 Update on Title IV Review Committee - (V. Rodriguez) – Vince discussed meetings and sessions for review of Title IV with regard to courses and syllabus. The review team consists of Dan Johnson, Gail Berggren, Meg Yanalunas, Sylvia Amito’elau, Mark Worden, Debbie Secord, Scott Davis and Cheryl Chapman. Structure of current courses, courses planned for the upcoming year and the rubric being used were reviewed and evaluated. Dr. Adrian reminded that the deadline for submitting the report is November 30 and corrective actions should be outlined in the report. Bob Nash reported that the Seaport Review has been completed. Vince reported that everything was supposed to be completed by October 30 but it may be difficult to meet that deadline. Response from faculty needs to be prompt. Dr. Adrian reported that she has conferred with a consultant (who specializes in Distance Learning) regarding the review, goals and trends. This consultant is scheduled to begin providing services for Coastline within the next two weeks. Deans will play a role to ensure that Coastline accomplishes its goals.

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Committee needs to obtain current and accurate phone numbers for faculty from H.R.
Managers will make calls on behalf of the Distance Learning Department in order to gain input for course outlines.
Training needs to be provided regarding how rubric should be utilized.

5. ADJOURNMENT

6. CDMA – CLOSED SESSION

7. ANNOUNCEMENTS

7.1 Nathan Brais announced that he was able to arrange Coastline's graduation to be scheduled at the Robert Moore Theater for Friday, June 3, 2016. He requested faculty feedback and input regarding this prospective date ASAP.

8. ADJOURNMENT - Meeting Adjourned at 11:06 a.m.

8.1 Agenda Items for next meeting:

1. Approval of September 1 and October 6, 2015 CMT Minutes
2. Action Items
3. CMT Evaluation Goals for 2015-16
4. Hot Topics
5. Professional Development for Managers & Staff

Documents Distributed:

1. CMT Meeting Agenda for 10/6/15
2. CSUF Pamphlets regarding EDD Leadership Program
3. CSU EDD Nomination Letter form
4. Draft of Mission Statement
5. 2014-15 CMT Governance Survey Results

Next Meeting: November 3, 9:00 a.m., 4th Floor Conference Room

*Attachment(s)

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