



## Academic Senate Minutes

DATE: 11-17-20 | 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 Reps. Non-Voting</b>	
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), Kevin Harrison (Director of IT User Support), 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), #7149551766  
Recording Secretary: 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 T. West.
- 1.3. Adoption of Agenda: On a motion by T. West, seconded by B. Brown, **Approval to adopt agenda.** MSU.
- 1.4. Approval of Minutes: On a motion by D. Lee, seconded by L. Lee, **the 11/3/20 minutes with corrections submitted by D. Henry and T. West were approved.** MSC (27). Abstentions (3) Alves, M., Basabe, S., Holliday, A.
- 1.5. Approval of Consent Calendar. Consent Calendar: Approve Claudia Mojica to serve on the Coast Community College District Student Conduct Appeals Board, College KPI goals, Business Department for the ASCCC Exemplary Award, Ryan Boyd for Standard I, Marilyn Brock for Standard II, and Deborah Henry for Standard IV on the Accreditation Subcommittee of PIEAC. On a motion by S. Basabe, seconded by B. Brown. **The Consent Calendar was approved.** MSU.
- 1.6. Public Comments: No public comments.

## 2. REPORTS & UPDATES

### 2.1. Executive Committee Reports

2.1.1. No reports.

### 2.2. Senate Committee Reports

2.2.1. **Academic Rank:** T. West reported that the Academic Rank application is coming out in December and to keep an eye out for that.

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

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

2.2.4. **Communications:** D. Lee asked for updates to keep coming in.

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 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:** No report.

2.2.10. **Curriculum:** D. Johnson said the curriculum committee will meet again on Dec 4<sup>th</sup>. There have been problems getting the agenda out on time because we've been pushing through curriculum too close to the deadline. Make sure you get your curriculum to us as soon as possible so the reps have time to look at it and move it forward.

2.2.11. **Program Review:** B. Brown reported that the next meeting will be for presentations on adult education, teacher education, and counseling.

2.2.12. **Department Chairs:** There is a discussion item today on the agenda about the Department Chairs.

2.2.13. **Faculty Professional Development and Leadership Committee:** S. Barnes said they are meeting this Friday at 10:45 am with D. Pittaway. His topic is about working with your students, and on Nov 30, D. Person will present on pedagogical processes online. Please join us for both of these events.

2.2.14. **Academic Quality Rubric/ Syllabus Task Force:** No updates.

2.2.15. **Respondus Task Force:** No updates.

### 2.3. Coordinator Reports

2.3.1. **FC Coordinator:** S. Barnes said D. Person will talk about the Climate of Care in the College on Nov 30<sup>th</sup>, as mentioned in the Faculty Professional Development and Leadership Senate Committee Report.

2.3.2. **SLO Coordinators:** S. Fauce said there are tutorials in Canvas about how to find, measure, and report your SLOs.

2.3.3. **OER Coordinator:** A. Zentner asked for issues to report to the Executive Wing; in five years, V. Rodriguez asked for the course schedule to contain 100% OER courses. The report for OER courses were 228 sections in the fall 2020 and 247 for spring 2021. Please email her with questions or a course to report to [ehoran@coastline.edu](mailto:ehoran@coastline.edu).

2.3.4. **Coastline Pathways Coordinator:** No report.

2.3.5. **Student Success Coordinator:** D. Pittaway reported that Smarthinking and NetTutor remain available for student use. Students can access either one that is enabled by the instructor in Canvas. Instructions are posted in the faculty resource page in Canvas. Any questions, please contact Danny Pittaway at [dpittaway@coastline.edu](mailto:dpittaway@coastline.edu).

2.3.6. **Faculty Accreditation Coordinator:** M. Brock reported that the Accreditation Workgroups for Standards 1 and 2 are meeting later in the week. There is still room in the workgroup for an AS faculty representative for Standard 3. Please email her at [mvbrock@coastline.edu](mailto:mvbrock@coastline.edu) if you are interested. The workgroups will be putting together questions to ask D. Pittaway and E. Horan at the PIEAC Planning Summit on Dec 2<sup>nd</sup>.

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

## 2.4. Vice-President Reports

2.4.1. **Vice-President of Instruction:** V. Rodriguez reported that he sent an update last week reminding everyone that for asynchronous classes, the first day is Saturday, January 30<sup>th</sup>, and it ends on date listed in the schedule; therefore, they should be able to log into their class on that Saturday. When you respond as an instructor, clearly identify to students how soon they can expect responses so you can establish some expectations. B. Fey said that helps clarify things for the CFE side. The union contract says they have a five-day, 40-hour work week, but the standard work week is M-F unless other arrangements have been made. D. Henry said the issue was a payroll issue because part timers wouldn't get paid until the end of March if the semester started that Monday on Feb 1<sup>st</sup>, so it's for the benefit of them getting paid at the end of February. V. Rodriguez said there is a lag for part-time payment, so that would be for the full-time schedule. B. Fey said he understands that if the semester started in February then part-time faculty would only get four paychecks and the first wouldn't be until the end of March. V. Rodriguez said if the class is synchronous, then it meets on the days that it says on the schedule. If there is a Saturday class that starts on January 30<sup>th</sup>. S. Basabe asked if classes online are supported to be online and in place on Saturday, but we can respond to the students on Monday? D. Henry said yes, but it'd be kind if you let your students know that you'll respond on Monday. V. Rodriguez said so it is clearly identified for the student when can they expect to hear from you and how soon you'll respond.

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

2.4.3. **Vice-President of Administrative Services:** C. Nguyen reported that the computers are in the College's warehouse. This is part of the technology refresh for faculty. K. Harrison reported how we are distributing the laptops for full-time faculty. Kevin Harrison is the new Director of User Support, so with the recent IT reorganization, he is in charge of the help desk at Coastline. D. Thompson is in charge of innovation projects. D. Thompson will continue to chair the technology committee and is ultimately responsible for Coastline's technological plan. K Harrison's proposal for distribution is to start on Dec 1<sup>st</sup> and will schedule appointments starting on that day. There are 50 full time faculty, and an email will be sent with a sign-up form to fill out to answer questions and set an appointment to pick up the laptop. The form was pulled up on screen share to show the Senators. There is a phone number for support if there are questions after picking up the laptop. It also shows specifications of what is included on the laptop. D. Henry said if faculty needs additional software, K. Harrison can pre-load that so there is a place on the form to indicate that. C. Nguyen said if faculty currently have a College issued laptop to turn that in at the spring FLEX day. E. Horan asked for a list of how IT has been re-organized in terms of troubleshooting and transparency. K. Harrison said there is one person responsible for support at the College at the help desk, which is what he is doing as Director of User Support. D. Thompson is in charge of transformation and innovation and is project based, such as new systems, new innovations coming through the pipeline—that is his area. D. Henry said K. Harrison can work with P. Franco and K. Mueller on an updated contact list. C. Nguyen said that the reorganization is part of the computer refresh, which typically isn't part of the technology plan, so there is a longer life term. They are working on adding an additional model to meet the needs that have some through the various requests. She is working on that as a special project right now. V. Rodriguez added that in regard to touchscreens or stylus, if there is a need with what you teach for particular software, you can work with your Dean and fill out that IT request and we'll work on that. In some situations, you may need two devices and you may need another device when you're doing your live sessions with your students. C. Nguyen said if there is a need for your course, submit exactly what tools you'll need so special requests can be considered. K. Harrison said the new laptops are high end in terms of what he's seen distributed by other districts, so faculty will be happy. C. Nguyen said that when the decision was made, they went with the top HP model. J. Levenshus said he's a mac user and he'd prefer to keep his laptop. K. Harrison said if

someone doesn't need the laptop, don't fill out the form, and they will keep it for another faculty member in need. R. Boyd stated that he's used HP products in the past, and they tend to get hot very quickly, so they might want to get cooling pads to prevent them from overheating and this will keep their lifespan longer. V. Rodriguez said to record what the problem is that cannot be done on the HP and present it like that rather than as a preference on the form so we can have feedback. M. Alves asked what was the process to come to these decisions? As a math faculty member, if it doesn't have a stylus to write on my laptop it doesn't meet his needs. C. Nguyen said if they do have unique need, there is the opportunity for you to indicate to that so we can better meet that need.

**2.5. ASG Representative:** No updates.

**2.6. Classified Representative:** H. Ward reported that the Classified Professionals continue to provide exceptional services to the students remotely coming to the center. Did you read your copy of the Classified Dolphin? It was launched on September 10th and contains the latest News and Views for the Classified Professional. It is a quarterly publication. The classified book club is meeting and discussing the book White Fragility. On Thursday, Dec 10, from 11 am to 3 pm, there will be a scholarship fundraiser at Blaze Pizza, 177150 Brookhurst Street, Suite D in Fountain Valley. 20% of your purchases will be donated to Coastline scholarships. Invites to this have been sent out. It's on Coastline's Facebook page and advertised in the Dolphin. The Zoom meeting for the Classified Senate is Nov 19<sup>th</sup> from 10 and noon. Finally, all the Classified Professionals wish the Senate a very happy and safe Thanksgiving holiday.

### 3. COLLEGE COMMITTEE REPORTS

**3.1. College Professional Development and Leadership:** D. Lee said they met on election day and discussed creative ideas for professional development in addition to options for the spring barbeque.

**3.2. Facilities, Safety & Sustainability:** A. Gomez-Holbrook reported that they will have a virtual groundbreaking ceremony for the new student services building in mid-September. There were updates on potential reopening for the College. The District was looking into several options such as reopening the libraries and student services at OCC and GWC. The colleges are pushing for re openings of the computer labs and additional places for students to study. GGC's gender neutral bathrooms have been completed. D. Henry said that we've gone back into the red tier so many of those plans for reopening have been pushed back again.

**3.3. Budget:** D. Henry reported that A. Dunn gave a report to the District.

**3.4. College Council:** D. Henry said they reviewed the goals which are in the informational items.

**3.5. PIEAC:** L. Lee said there was an update about general and auxiliary funds. A. Zentner is preparing the planning report and planning summit for our Coast District.

**3.6. Technology:** C. Chapman said they are going to meet this week.

### 4. INFORMATION ITEMS

**4.1. Plenary Reports:** D. Henry all the resolutions passed. She did not vote for all of them, but they all passed. A. Holliday brought up having discussion about some of the things within the process and how it can affect equity hiring. Part of it has to do to ensure how we hire the part-time because often people are hired into the full time ranks from part time. Another issue is how the District advertises and some of the programs we have that would ensure that people of diversity are maintained at the College, not just hired, but their employment is maintained. L. Lee reported on Academic Freedom. AF is a part of freedom of speech, but they suggest this is an area of discussion between the Senate and Union and recommend that the Senate and Union have a joint understanding. There are limitations to AF, because AF is not freedom of speech. 1. The right of the profession to determine the content of the courses as specific by the COR. The Department and curriculum should also be respected. 2. Professors allowed to compare speech of students, 3. The point of compromising students' right to learn in a hostile-free environment. 4. Advancement of Equity and its connection with AF. M. Brock reported

on the Mindfulness and Leadership session and reported on some of the practices that leadership can benefit from. T. West reported on overcoming adversity and helping students have those success stories that we are also interested in hearing. T. West reported she heard some stories about things that had occurred in their own lives and what they have given back to their students. Her session discussed thinking of new ways to innovate those processes and to reach out more about their careers, especially since we are now meeting online and not in person. We are transitioning into more lockdown, going into the purple tier; some suggestions were to keep using Canvas to send special messages to students, including those who were getting 100 on their scores and encouraging them to keep it up and, also, reaching out to students that are showing signs of trouble or hearing about them having COVID -19 or family members having it.

- 4.2. College Council Goals:** D. Henry reported that the first two goals were kept from last year's list of goals and added two. Both have to do with diversity and equity: one is to analyze what we've done, the third one was to analyze what we've accomplished, and the second one was to establish a baseline from the survey on the campus climate. Part of that will be through the PACE survey.

## 5. DISCUSSION ITEMS

- 1.1 Reopening Concerns:** D. Henry tabled this to the next meeting due to time constraints, but she asked us to consider what we would need to feel safe in the case of a reopening.
- 1.2 Departmental Chair Requests:** D. Henry put up the form to show the Department Chairs positions request forms. L. Lee reported that 22 forms had been received. L. Lee requested to begin the discussion with those who have requested an increase in LHEs for 2021-2023. Those with no stars on the form requested changes, and those with double stars did not request any changes. The discussion began with the departments with one star. S. Smith responded the Business Department has requested an increase. On CST/ CIS/ DGA, T. West said this department had 6 LHEs, but since then they've expanded, but the LHEs had dropped to 4. They are looking to include Business Computing in their area. There is a good pathway/crossover blend with CIS/ CST/ DGA. C. Chapman said there are courses in Business Computing that don't have to do with CST/ CIS, so it would have to be split—for example, medical coding wouldn't fit. T. West said there's a lot to explore, and it's been a developing proposition for quite some time; it wasn't purely to take all of BC and move it into CIS but bring BC into the fold and find out what to change and modernize it, not to demolish it. C. Chapman said there are a few courses that could be changed and moved, but she said she and T. West would chat more on this. D. Henry it's not a one-day process. L. Lee said Gerontology was removed and Psychology asked for changes. D. Johnson said they actually created a new program for Sociology and Gerontology and Human Services. We have removed Human Services from Psychology. The disciplines really do go together—Gerontology is part of Human Services, so they belong together. Sociology is also a good fit with this. There was a lot of discussion and this change makes sense. Social Sciences will be getting back Economics. Psychology has had Human Services removed and so there is a 1 LHE decrease. The next change is Physical Science, Astronomy, Chemistry, Geology, Physics, and D. Devine said the request to increase 2 LHEs to 3 LHEs. He has 14 part-time instructors in the department, and it is not possible to do all the chair related activities with 2 LHEs. There is a new program by C. Ryan, who has a request for special programs—historically, there was a dept chair in the ABD program, she is requesting 4 dept chairs to lead our programs, based on the size of the programs and the number of full-time versus part-time faculty. The LHEs will be through a special services allocation from the State. C. Ryan said it's based on our students (the number is 1,500 students), and last year, she came and pitched and received authorization to receive a full-time counselor, but the request was pulled at the last minute. She said the work at her department is still here, and she's requesting that these four dept chairs be included. D. Henry said to put these requests in parenthesis because they are being paid through a separate pocket of funds. V. Rodriguez said it would include an increase in 3 LHEs per semester. He said if they don't have the money to pay for it, this doesn't mean they don't appreciate it. D. Henry said this will come back for an action item so that the decision can be made by spring so we can start the department chair elections. D. Henry said that T. West and C. Chapman will get together and decide what they want to do, and then we'll bring it back for an action item and make a recommendation to the Vice-President of Instruction.

**1.3 Dr. Adrian's Retirement:** D. Henry reported that Dr. Adrian is retiring at the end of this academic year, in June 2021. She received an email about the hiring committee, and she wants to thank A. Holliday for looking into the committee. The Senates responsibility is to provide three AS faculty to serve on the committee. We should decide on some criteria for choosing the faculty to serve on it. There are positions for the part-time union and the full-time union, so there will be five faculty on the committee in total. You have to do the EOE training if you want to serve on the hiring committee. You need to be available in January and February, so you have to be available for all those meetings. The Chancellor is interested in putting out a nationwide search and look outside the state for candidates. Dr. Adrian will be here in a few minutes to speak to all of us. A. Holliday said whoever serves on the committee needs to be a strong person, because there will be pressure put on you and there are times when faculty viewpoints are not necessarily valued, so you have to be a very strong person in order to serve on the committee so that when you are serving as representation for the faculty and students, you aren't going to just roll over and do whatever. Even those in Human Resources have often been pushy in trying to determine who they think should be hired even when they're just there to advise. S. Barnes said someone outside of California won't know the 10 plus one and the Californian way to include faculty input on processes. He's cautious about someone from outside California and they don't understand the system. S. Barnes had seen workshops outside of California where faculty don't have a same voice. D. Henry said it is really determined by the quality of the candidate. M. Brock said considering candidates from out of state could bring in some new, interesting ideas. There could be a strong candidate from another region. D. Henry said it should be a tenured faculty member. D. Henry said she's required to send the representative to the hiring committee by Dec 1<sup>st</sup> by 3 pm. T. West said it would be beneficial if the faculty members have already been on a hiring committee before and understand the processes and procedures. Dr. Adrian said that she's very interested in learning about what we might be wondering or anxious about so she can offer some answers or assurance about the transition. She wants to prepare the College about the leadership transition. She is going to try to wrap up as much as possible with the Vice-Presidents by the end of the year and is putting together a file for the next presidency, including a description of Coastline's culture, which is very special. She'd like to have some time in the beginning of the transition with the new president so she can be a resource. She is going to work with A. Zentner to put together a survey so hear about thoughts on the transition and what our hopes and dreams are. Dr. Adrian wanted to encourage us to think more broadly than California, as the pipeline for presidents is not very robust and if we don't look outside the state, we will miss out on some really great leaders out of state. Leaders tend to travel quite a bit so there are some that might have left California and will come back. The practice of 10 plus one is legislated in California, but it is still sometimes practiced out of state. She also recommended to ensure diversity in the representation on the hiring committee. It has to be clear what the College is looking for. The announcement should articulate what the qualifications are and what the College is looking for. She spoke to Dr. Baeza this morning and the announcement she saw didn't have the essence of Coastline, as there's inclusiveness in terms of how the voices are heard. The Trustees are there to facilitate the process, I don't think they are there to dominate. There's a special Board meeting tomorrow to consider the Trustee representation on the hiring committee as well as consider a community member to serve on the committee and she and the Chancellor have already spoken about some names that could be considered for the community member. The President is allowed one appointment on the committee, and her appointment is L. Mertz because she works really closely with the President. D. Henry asked about including a Foundation member to the committee. L. Adrian has a call in about that. She added there's nothing that substitutes for experience and the ability to work in a collaborative environment and someone who can resolve conflict and isn't afraid to take risks. She said Coastline has a very relational kind of culture so someone who has a real interest and love of people would be a good fit. She said also someone who is pretty innovative and out of box thinking in terms of technology and its role in education.

## 6. ANOUNCEMENTS

No announcements.

## 7. ADJOURNMENT 2:29 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.*