

**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**May 3, 2011**

**MINUTES and NOTES**

**Present:** Gayle Berggren, Cheryl Chapman, Bob Covert, Jeanette Ellis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Dan Johnson, Noha Kabaji, Linda Kuntzman, Lisa Lee, Ken Leighton, Rick Lockwood, Margaret Lovig, Helen McClure, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Catherine Palmer, Celeste Ryan, Cheryl Stewart, Terry Strauss Thacker, Chau D. Tran, Michael Warner, Randall Warwick, Susan Winterbourne, Diana Ramon (Classified Delegate), Perly Abdulnour (ASG Delegate)

**Absent:** Nancy Jones (ex), Ted Marcus

**Guests:** Maribeth Daniel (Classified Council Chair), Laurie Melby (Project Director for Education Bound United States), Lynn Torrini (Art Professor)

At 12:30 p.m. the meeting was called to order in the Fourth Floor Conference Room of the Coastline College Center by Pedro Gutierrez with the Pledge of Allegiance to the Flag.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Lisa Lee moved to adopt the agenda (second) Randall Warwick. MSU**

**Ann Holliday moved to remove 1.5.3 from the Consent Calendar: Jeanne Oelstrom to serve on the Dean of CTE Hiring Committee (second, Randall Warwick). 20 yes votes**

**Ann Holliday moved to add an emergency action item to the agenda to add Steven Whitson to serve on the Dean of CTE Hiring Committee (second, Ken Leighton). 19 yes votes**

**Ken Leighton moved to approve the minutes of April 19, 2011 (second, Rick Lockwood). MSU**

**Margaret Lovig moved to approve the Consent Calendar (second, Terry Thacker). MSU**

**CONSENT CALENDAR**

- Rick Lockwood to serve on the Dean of CTE Hiring Committee
- Margaret Lovig to serve on the Dean of CTE Hiring Committee
- Michael Warner to serve on the Dean of CTE Hiring Committee

**Public Comment or Statement:** Cheryl Stewart said that she is a faculty representative on the District committee for policies and procedures. The committee has worked for a year on the

procedures for hiring administrators and finalized the policy this morning, after the CCCD District attorney Jack Lipton gave his approval.

Ann Holliday asked about the distinction between an acting administrator and an interim administrator. Cheryl Stewart said that we have explored what other districts do. Education Code Title 5 leaves it open. We are turning this issue over to the District and the CFE/AFT union to decide. It is a policy issue.

Michael Warner asked when the Hiring Committee of the CTE Dean would be formed and would meet. Ann Holliday told him to ask Cheryl Babler. Ann said that, if the committee members meet during the summer, they will be paid for their service as these are non-duty days.

### **ANNOUNCEMENTS/INFORMATION ITEMS**

**President's Report:** Acting President Pedro Gutierrez said that many decisions could be made during the summer. If issues come up, the Executive Committee will discuss them and then will send information to all Senators by e-mail to get the will of the Senate.

**Vice President of Committees Report:** Pedro Gutierrez reminded Senators to send him reports on the committees they serve on about what each committee has accomplished this academic year. Include whether committee members thought that the committee was responsive to faculty input. Pedro said that he will collect all these committee reports and give them to Laila Rusamiprasert. These reports will be attached to the final Senate minutes. We will have one more Senate meeting this year, on May 17, 2011.

**Treasurer's Report:** Ann Holliday said that the proposed 2011-2012 budget will be an action item at the next Senate meeting. The Academic Senate luncheon is on May 10, 2011.

Ann Holliday said that she recently found out that a student can take a class seven times. They can repeat the class with a grade of W (withdrawal) four times and can repeat the class three times if they received a low grade (a D or F). The Academic Senate for California Community Colleges is going to be recommending a three-time limit. Margaret Lovig said that the student could then just go to another community college.

**Curriculum Committee Faculty Co-Chair Report:** Margaret Lovig, Dan Johnson, Marilyn Fry, and Nancy Jenkins attended the Academic Senate for California Community Colleges (ASCCC) Regional Curriculum Committee meeting on Saturday, April 30, at the Coast Community College District Office. Margaret Lovig reported that the State legislature is looking into class repeatability. Some activity classes can currently be taken four times: completed for a grade once and then repeated three times. These are classes like art, music, theater, and physical education. The legislature is thinking about eliminating repeatability for such classes. Margaret Lovig said that she and Dan Johnson will talk to Dean Ted Boehler. All these activity courses are part of the disciplines for which he is responsible. Title 5 has already removed repeatability in foreign languages, basic skills, and English as a Second Language (ESL) courses. However, the legislature is not looking at repeatability in computer classes at this time. Other faculty present at the ASCCC meeting indicated concern and hoped that lawmakers realize that students need to be trained in new versions of software. The legislature is concerned that California community colleges aren't moving students out the door to be successful in getting a degree

and/or in transferring to a four-year institution. Ann Holliday suggested putting this issue on the next Senate agenda. Celeste Ryan said that the issue of total classes students can take should also be on the agenda as a discussion item.

### **ACTION ITEMS**

**Faculty to Serve on the Vice President of Instruction Hiring Committee:** Pedro Gutierrez asked for volunteers of Senators who would like to serve on the Hiring Committee of the Vice President of Instruction. We need three faculty for that committee. Ann Holliday said that we might be able to have more than three on the committee. The following people volunteered to serve: Bob Covert, Dan Johnson, Linda Kuntzman, Lisa Lee, Celeste Ryan, Cheryl Stewart, Terry Strauss Thacker, and Chau Tran.

Pedro Gutierrez asked what we will do if we don't have the Vice President of Instruction position filled by fall. Ann Holliday said that the District would discuss this in the subcommittee of the District Personnel Committee to see if we can go outside of the District to find a person for this position. We need someone by the end of August. Before someone is hired, we might have an Acting Vice President for a month or two.

**Faculty to Serve on the Vice President of Administrative Services Hiring Committee:** Pedro Gutierrez asked for volunteers of Senators who would like to serve on the Hiring Committee for the Vice President of Administrative Services. The following Senators volunteered: Bob Covert, Terry Strauss Thacker, and Chau Tran. Ann Holliday said that we might also send a message out to all faculty to see if any faculty who are not Senators would like to serve on hiring committees. Cheryl Stewart said that some business administration faculty would be appropriate to serve.

**Add a Member to the Hiring Committee for the CTE Dean:**

**Ann Holliday moved to add Steven Whitson to serve on the Hiring Committee for the CTE Dean (second, Ken Leighton). MSU**

### **DISCUSSION ITEMS**

**Consolidation of Committees:** Pedro Gutierrez said that the committee list has been sent out to find out which faculty want to serve on which committees. There has been some discussion about merging some committees, to cut down on the number of committee meetings. Dan Johnson said that the Distance Learning Committee and the Technology Committee have been discussing merging those two committees.

Cheryl Stewart asked Senators and committee members to send recommendations to Laila Rusamiprasert. She said that the Diversity Committee needs to determine a new mandate for a new committee that includes globalization. Ann Holliday said that any recommendations to disband a committee should be sent in writing to the College President.

Ann Holliday said that the Diversity Committee was originally called the Staff Diversity Committee and was formed with a mandate to be sure that all hiring committees had diverse members. Its mandate was limited to a human resources function. Cheryl Stewart said that three

years ago the committee was to be about affirmative action, basically not a regular functioning committee that needed to meet on a regular basis. Maribeth Daniel said that Carolyn Loy, Supervisor of Personnel Services, used to be the chair of the Staff Diversity Committee. She said that there is a need for something new.

Cheryl Stewart said that the International and Intercultural Committee was formed to assist our international students and to promote study-abroad classes, but it never really did that. What students want is a committee that explores the cultures of the world—a multicultural committee. Therefore, we need a new committee with a new mandate.

Jeanette Ellis said that there has been discussion about combining the Facilities Committee and the Sustainability Committee. They seem related, and the Sustainability Committee has dwindled down.

Ann Holliday said that there has always been only one faculty member on the College Council: the Academic Senate President. There should be more faculty on the College Council. Cheryl Stewart said that she carefully looked at the mandate of the College Council; she was shocked to learn that the mandate of the College Council is to act, not just to advise. It is not a recommending body.

Gayle Berggren said that this all fits perfectly with what the accreditation wants—for a college to study itself. Orange Coast College is using members of this committee to serve on the various accreditation standards.

Cheryl Stewart said that the Vice President of Legislative Issues should be on the Legislative Advocacy Committee. With Tom Snyder gone, we no longer have the connections. Ann Holliday said that committee needs to be connected with the District Legislative Issues Committee, which has funding.

Ann Holliday said that the Mission, Plan, and Budget Committee should meet every single Wednesday from 1:30 until 3:30 p.m. MPB hasn't gotten in-depth reports from the various wings of the College. Also, the Program Review Committee needs to be connected with MPB. MPB hasn't even discussed hiring. Development of new programs or departments needs to go through MPB. Gayle Berggren said that money needs to be tied to planning. Pedro Gutierrez said that, if a person serves on both the Senate and MPB, that would mean a commitment for two afternoons a week, making it very difficult for faculty who teach Monday-Wednesday and Tuesday-Thursday classes. Cheryl Stewart said that the first Friday of each month is the only day on the monthly meeting calendar that is free.

Ann Holliday said that the Student Success Committee has not been well attended. Maybe we need to rethink the time. Perhaps it could meet on Tuesdays before or after Academic Senate or on alternate Tuesdays. Ken Leighton said that the Student Success Committee will be reinforced when we hire a full-time Student Success Coordinator. Where are we in the hiring process for that faculty position? Ann Holliday suggested contacting President Lori Adrian. Fred Feldon suggested that the Student Success Committee could meet in the Student Success Center. The Web Steering Committee will probably be folded into the Technology Committee. Fred Feldon asked about a joint committee of Web Steering, Distance Learning, and Technology together. Is that too much? Dan Johnson said that the Distance Learning Committee and the Technology

Committee have almost the same mandates; they are very similar. It makes sense to combine them.

Jeanette Ellis said that we need to look at leadership for various committees. When Ann Holliday was on the Sustainability Committee, there were all sorts of activities but not now. Cheryl Stewart agreed that it would be good to combine that committee with the Facilities Committee.

**China EBUS Program:** Project Director Laurie Melby explained that, one and one-half years ago, Contract Education was asked to expand the best practices of our Early College High School to an international setting and created Education Bound United States (EBUS) and began providing EFL (English as a Foreign Language) classes and college classes to students meeting admissions criteria in a private high school in China. Gayle Berggren assured the Senate that Coastline does have approval from the Accrediting Commission to do this project.

Laurie Melby said that the first semester only English as a Second Languages (ESL) classes were taught. Each week, the ESL instructor on-site in China participates in a conference call with ESL Institute Director Linda Kuntzman and primary core team members. The ESL instructor there is also the on-site coordinator. Last spring Jean Proppe taught Art Appreciation as a hybrid course, spending the last five weeks of the course teaching face to face with students in China with the students. Calculus was also taught to 13 students, 12 of whom passed. Math 030 was taught to 4 students who were not ready for Calculus. Both instructors speak Mandarin. This semester we are offering Humanities 100 as a hybrid course; the instructor will spend four weeks in June in China teaching students in the class face to face.

The summer program will be in the United States in partnership with California State University at Long Beach. Dan Johnson will be teaching a four-week U.S. History class to these students. Students will also take Counseling 105. Students not qualified to take history at this time will take Counseling 105. Those students who still have a low degree of competency in ESL will take intensive ESL classes. CSULB is letting Coastline instructors teach their college classes on the Long Beach campus while CSULB will teach the ESL component of the program. Chinese students will be staying in CSULB dormitories and will have their meals there. CSULB and Coastline will both charge fees for services. The students will also get a tour of the West Coast. The students are paying \$6,000 for this United States summer experience. College Compass collects the money and gives Coastline a check. Coastline will then pay CSULB its portion.

In the fall, we need four ESL teachers. We will have a new cohort of 60-70 students. The University of California at Irvine (UCI) might also partner with the school in China, providing advanced placement courses.

Marilyn Fry asked about the four-week history class. Is this a 3-unit class, which requires 54 hours? Laurie Melby said that, yes, the students would spend 54 hours in class during those four weeks. It will be similar to an Intersession class.

Laurie said that this EBUS program is a “feather in our cap.” One student has already sent in an application to be a Coastline student. Chau Tran said that most of these students are from wealthy families. He is concerned about Coastline’s reputation. We don’t want to sacrifice academic excellence. Linda Kuntzman said that we use the same test for these students as for

our regular ESL students. Most of these Chinese students compare with our local ESL students. Laurie Melby said that students are not allowed to take our college classes until they reach the ESL 3B level. Gayle Berggren said that one thing that our College should be doing is asking all faculty who teach any course to check to see that all delivery methods produce the same results. Lisa Lee said that the mathematics teachers in the program are keeping Coastline's high standards. We have developed our own assessment test for mathematics. Fred Feldon said that the new test will be ready this week.

Gayle said that Coastline hosted a site visit in February with two universities in Turkey who expressed an interest in our EBUS program. The problem is that Coastline does not have dormitories to house international students. We are also talking to another school in Beijing. This summer 25 of the 29 Chinese students are coming to the United States with 2 chaperones. Bob Covert asked where the Turkish universities are located. Laurie Melby said Istanbul.

Linda Kuntzman said that Laurie Melby has provided excellent leadership and has kept us all informed. Linda said that she has weekly conference calls with the faculty in China. Ann Holliday asked how faculty are chosen to participate in this program. Laurie Melby said that she asks deans and department chairs for recommendations. For example, to find a Biology 100 instructor for fall, she asked Science Department Chair Pedro Gutierrez and Dean Vinicio Lopez. Not many people want to travel to China to teach.

### **COLLEGE/SENATE COMMITTEE REPORTS**

**Accreditation:** Gayle Berggren said that we need to divide up the self-study standards. We plan to have three co-chairs for each standard this time instead of two.

**Career and Technical Education Development Committee:** Rick Lockwood said that the committee talked about changes. State funding for career and technical education programs has been cut. We will be receiving only \$100,000 from VTEA (Vocational and Technical Education Act). Golden West College has had an increase in enrollments in vocational classes.

**Mission, Plan, and Budget Committee:** Bob Covert said that MPB has been discussing the budget for the last three meetings. Those discussions will continue at tomorrow's meeting. Ann Holliday said that the various wings of the College have made their presentations, but they are making proposals based on last year, not showing any cuts. Every single wing has made ongoing requests for money and also requests for money from one-time funds. Instructional Systems Development wants money from the General Fund. The Coastline Foundation wants money from the General Fund. We have \$9 million in reserve, which is supposed to be earmarked. Ann said that she is very concerned. Bob Covert said that he is very impressed with MPB Co-Chair Nancy Jones' handling of the committee. She represents us well.

Celeste Ryan said that she is shocked to hear about the lack of understanding about making cuts in all the wings of the College. The Special Education Program has been cut by 45%. However, Special Education did not request any money from MPB on purpose. They are living within their means. Bob Covert said that the College President is very open and receptive to hear faculty concerns. He recommended talking to her.

**MyCCC/Voyager:** Cheryl Stewart said that Banner is very expensive; it has increased its costs. It is still “a work in progress.” We are still paying for not using the financial aid module. We can’t use the curriculum module. We do have good people working for us at the District, people like Anthony Maciel, the Information Technology Representative.

Seaport 3 is being beta tested this summer. It will be the new version used in the fall. Cheryl Stewart reminded faculty to sign up for the Summer Institute.

Gayle Berggren said that student registrations go through Banner.

**Technology Committee:** Dan Johnson said that the Technology Committee had a joint meeting with the Distance Learning Committee. The meeting was devoted to discussing the Summer Institute. We want more student participation this summer and more student-faculty interaction.

**Arts Exhibition Committee:** Lynn Torrini said that the Student Art Show opens this Friday, May 6, 2011. The opening program will be from 5:00 to 8:00 p.m. Everyone is invited. She urged faculty to attend. Coastline’s best kept secret is the Coastline Art Gallery; 2,500 people visit the gallery every year. Usually 250 to 450 people attend the show openings. At the most recent opening of the art show that featured art works from faculty from all three colleges in the District, more than 350 people attended. We get press coverage for every opening we have. Our art gallery brings recognition to Coastline in the community. More than 50 people from the community come to volunteer their time to help at the gallery. We are trying to save the College money, so we will be sending out our promotional postcards electronically in the future. We will also have a fundraiser this summer. The Coastline Art Gallery promotes interest in Coastline. We have a Gallery Circle of supporters who regularly give money to the gallery.

Lynn Torrini said that she has taught art at Coastline since 1977. She teaches drawing and painting courses.

**College Professional Development Committee:** Cheryl Chapman said that the All-College Spring Workshop was held last Friday. Of the 40 people who signed up for it, only 30 attended, including 9 faculty members. It was an interactive workshop, and everyone had fun.

**Professional Development Institute:** Cheryl Stewart reminded faculty who teach 7.5 or more LHEs to apply for PDI funds for workshops or conferences. The deadline for this academic year is May 18, 2011.

The meeting was adjourned at 2:29 p.m.

Recorded by Marilyn M. Fry

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