**COASTLINE COMMUNITY COLLEGE ACADEMIC SENATE MEETING November 1, 2011**

**MINUTES and NOTES**

**Present:** Gayle Berggren, Cheryl Chapman, Bob Covert, Jeanette Ellis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Dan Johnson, Nancy Jones, Linda Kuntzman, Lisa Lee, Rick Lockwood, Margaret Lovig, Helen McClure, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Catherine Palmer, Malinni Roeun, Richard Shiring, Cheryl Stewart, Lynn Torrini, Chau D. Tran, Michael Warner, Susan Winterbourne, Maribeth Daniel (Classified Delegate), Graciela Ennis Becerra (ASG Delegate), Bob Fey (CFE/AFT Executive Director, Local 1911)

**Absent:** Noha Kabaji (ex), Ken Leighton (ex), Celeste Ryan (ex), Stephen Whitson (ex)

**Guests:** Sylvia Amito’elau (Educational Media Designer), Stephen Barnes (Paralegal Instructor), Jesus Israel Becerra (ASG member), Bob Nash (Director, Instructional Design & Faculty Support), Ted Marcus (Chemistry Instructor), Mark Worden (Web/Multimedia Designer)

At 12:34 p.m. the meeting was called to order in the Fourth Floor Conference Room of the

Coastline College Center by Margaret Lovig with the Pledge of Allegiance to the Flag.

**Roll Call:** Margaret Lovig said that the following Senators had contacted the Senate Office to let us know that they would not be here today: Noha Kabaji, Ken Leighton, Celeste Ryan, and Stephen Whitson.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Helen McClure moved to adopt the agenda (second, Pedro Gutierrez). MSU**

**Pedro Gutierrez moved to add an emergency item to the discussion portion of the agenda because the Marketing Committee needs feedback from the Senate before its next meeting (second, Ann Holliday). MSU with 21 votes**

**Bob Covert moved to approve the minutes of October 18, 2011 (second, Jeanne Oelstrom). MSU**

Ann Holliday had a correction in wording in the last motion she made on October 18, 2011, about the full-time Accounting instructor position. Margaret Lovig said that the Accounting Instructor Hiring Committee is meeting. A job description hasn’t been posted yet; the same job description as before will be sent out.

**SPECIAL REPORTS/UPDATES**

**Coast Launch Pad:** Margaret Lovig asked if anyone has been working on this. This is an opportunity for a team of four people to win a $10,000 prize to implement a plan for student success. Paper applications are due by November 18, 2011. The paper process will be followed by oral presentations of ideas. Several Senators said that they had not received any information about this project. Margaret Lovig said that she would have Academic Senate Secretary Laila Rusamiprasert send out the e-mail again.

Ann Holliday asked about the content of the ideas; she understands that anything that is submitted will belong to the Coast Community College District. Margaret Lovig confirmed that this is true. One team will be chosen to receive the $10,000 to work on its project. Ann Holliday said that the research-and-development money would be given after the teams have spent time working on projects; the money would not pay for the amount of time the team members put into their projects. She cautioned faculty that, once they have submitted an idea, it is no longer theirs. It is not their intellectual property; it will belong to the District.

Gayle Berggren said that, when she saw the announcement for Coast Launch Pad, she thought that it couldn’t have come at a worse time when everyone in the District is very busy working on the self-studies for accreditation. Dan Johnson said that ISD has several ideas that it might submit. Pedro Gutierrez said that he is interested. Pedro wondered if President Lori Adrian might provide Coastline teams with stipends to work on Coastline projects. Margaret Lovig said that she would ask Lori.

**Hanoi Project:** Margaret Lovig welcomed Laurie Melby, Project Director for Education Bound United States (EBUS). Laurie Melby said that Joycelyn Groot, Dean of the Military Education Program and Economic Development (Contract Education), wasn’t able to be here today; however, she would like to come to a Senate meeting to give an update on contract education projects. This is the third year that Coastline has been involved with teaching college classes at the high school in China. There are 115 students in the program; 10 will graduate in December and will be here in the spring semester.

US College Compass invited Laurie Melby and Joycelyn Groot to come to Hanoi to discuss some possible future projects in Hanoi, Vietnam, one with a high school and the other with a university. The Foreign Trade University (FTU) has three college sites in Vietnam. It is interested in a partnership with Coastline Community College. FTU would like Coastline to teach some of its students in Hanoi for the first two years, culminating in an A.S. degree in Business Administration. FTU is currently working with the Vietnamese Education Administration to process all the paperwork. It will take six to nine months. We might be able to begin in fall 2012. This would be face-to-face teaching in Hanoi to a cohort group of 100 students working on an Option 3 A.S. degree: IGETC (Intersegmental General Education Transfer Curriculum). We would start with English as a Second Language (ESL) classes and Counseling 105, *Strategies for College Success*. The partner school will provide housing for Coastline teachers in Hanoi.

Former Dean Betty Disney is our liaison for the project. Three main administrators from FTU

visited Coastline and met with Rick Lockwood and other Business faculty. They were

wondering if we might be able to articulate some of our courses like Math 040 so that their teachers could teach those courses in Hanoi. Gayle Berggren did a really great job last time and created a template to fill out for a Substantive Change Report. They will fill it out, and Gayle will review it. Margaret Lovig asked, if we start at the Hanoi site and then also decide to teach at another FTU site, would we have to fill out a second Substantive Change Report. Gayle said that, yes, although many things will be the same, we would have to make a new report because the facility/location is different. All documents will have to be electronic in the future. Margaret Lovig asked if we are thinking of doing similar projects in other countries. Gayle Berggren said, yes, but we have to decide if we really want to spend the time and money to expand in this way.

Jeanne Oelstrom asked if FTU is dealing only with Coastline. Are they also talking to other colleges or universities in the United States? Laurie Melby said that FTU has partnered with several universities. Laurie said that she will be looking for ESL teachers who would like to go to Vietnam to teach. There will be enough ESL classes for a teacher to teach a full load. Ann Holliday asked Laurie if she has consulted with other department chairs about other classes that would be taught in the program. Laurie Melby said, no, that she had talked only to the Business Department about the Business Major courses. Ann Holliday said that this might be a consideration in the prioritization of full-time faculty.

Laurie Melby said that Donna Chen is the part-time counselor in the China Project. She is bilingual in English and Chinese. The Contract Education Department had wanted to hire another bilingual counselor, but she did not meet the minimum qualifications to work as a counselor in a California community college. Ann Holliday suggested that Laurie work more closely with the counselors. Also, Ann said, if FTU faculty were to teach any of Coastline’s classes, they would have to meet the minimum qualifications, too. The China Project hasn’t gone through program review yet. When does the department anticipate that this new project would go through program review? Margaret Lovig said that they would have to complete at least the first year anyway. Ann Holliday said that the China Project is in its third year. She asked what that project is costing us. Is it worth it? Are we making any money? Laurie Melby said that we are making money to cover our expenses and to hire faculty to teach. Ann asked how much we could expect to make. Laurie Melby said that it is hard to say. She has made a model that projects that Coastline could make $1 million over four years. But it is just a model. Coastline charges per the instructional hour rate. FTU identified what courses it needs. The only way we could make money is if we have 100 students.

Pedro Gutierrez asked about the demographic at FTU. Are these wealthy students like the students in the Chinese high school? Laurie said that these are not necessarily wealthy students, but they are good students. FTU draws from the top 5% of the high school students, based on the Vietnamese College Entrance Exam. Chau Tran said that he is very familiar with the educational system in Vietnam. He says that these students wouldn’t want to come to Coastline. Laurie Melby said, no, their education would be there, not here. We simply do not have the proper support for international students the way Orange Coast College and Golden West College do. If high school students come here from other countries, they are liable to fall through the cracks and end up at a school like OCC or GWC, which has better support. We are taking Coastline to Vietnam. Chau Tran agreed that Coastline is not currently a good environment for international students; we need to improve. International students are allowed to take only one online class a semester; they must take at least 12 units on site. We don’t have many on-site classes for them.

Cheryl Stewart said that she wonders if this partnership with a university in Hanoi, which was the capital of North Vietnam, would pose a challenge to our relationship with people in Westminster and Garden Grove, given the strong feelings that many of these South Vietnam immigrants have. Cheryl wonders if we need to look at the political climate and situation here in Orange County.

Chau Tran said that there is a great deal of competition from various foreign colleges and universities in Vietnam. Vietnamese people are very strong on education and want the best for their children. Coastline’s main strength is in its ESL Department. Coastline is well known throughout the world for its excellent ESL program. Frankly, Chau Tran said, FTU is not a well- respected university in Vietnam. It is considered to be a second-rate school; the students there are not the best. Laurie Melby said that someone from the Vietnamese Department of Education told us differently. Gayle Berggren suggested that Laurie talk to some of our own Coastline faculty who are very familiar with situations in Vietnam such as Chau Tran and Dr. Vo. We have other faculty who have been educated in Vietnam. Cheryl Stewart suggested that Laurie talk to Francis Nguyen. Gayle Berggren said that this is why it is important to share information with the Senate and other faculty. Cheryl Stewart said that we appreciate Laurie Melby’s coming to the Senate today to tell us about possible plans in contract education. It validates participatory governance at Coastline.

**Full-Time Faculty Prioritization Follow-Up:** Margaret Lovig said that the good news is that Richard Kudlik, Interim Director of Fiscal Services, said that we need to be forming hiring committees for full-time faculty. We can start meeting and getting job descriptions formed. We need at least one full-time faculty member from the discipline on each hiring committee. She has sent a request out to all full-time faculty, asking for their participation on hiring committees. Marilyn Fry said that her dean told her that part-time faculty can also serve on hiring committees; they just cannot serve on Tenure & Evaluation Review Committees (TERCs). Margaret Lovig said that is true, but we want as many full-time faculty as possible serving on hiring committees. Fred Feldon asked if the deans have met yet to make their requests for needed full-time faculty in their disciplines. Margaret Lovig said that she believes that the deans have met together to discuss the need for full-time faculty but have not yet met with President Lori Adrian because she was away last week on an accreditation team. Ann Holliday asked how many full-time faculty have declared that they are retiring this year. Margaret Lovig said that we don’t know yet; faculty have until November 30 to withdraw their requests to retire. After November 30, we will know for sure how many are leaving and whether they are leaving at the end of the fall semester or the end of the spring semester.

Ann Holliday said that we should go ahead and form hiring committees to be ready to move ahead quickly with hiring. Golden West College has already done this. We don’t want to be left behind. We want to be able to advertise the positions at the January job fairs. We know that some positions have to be replaced, like Paralegal. Pedro Gutierrez said that the Senate can confirm faculty members on hiring committees at the next meeting. Let’s go ahead and form all nine committees. We can eliminate the committees for positions that are not chosen. Then we will be ready for those that are chosen.

**Vision and Mission Statement:** Margaret Lovig passed out a sheet with the Coastline mission statement and information about the vision, including specific goals from the Educational Master

Plan that support the vision and mission statements. She asked Senators to please read this paper and be prepared to discuss it at the next meeting. Do we need to change the mission statement? Or should we reaffirm it?

**Seaport 3 Presentation:** Margaret Lovig welcomed Bob Nash, Sylvia Amito’elau, and Mark Worden, all of whom work in the Instructional Systems Development (ISD) (Coast Learning Systems) Department. Bob Nash said that all classes will be put on Seaport 3 shells on November 14. Faculty can begin working with their new sites. We will be holding many trainings between now and mid-December. Faculty and staff can go to the ISD website to register for specific training sessions. Mentors have been selected to help faculty with this transition from Seaport 2 to Seaport 3. He handed out a list of 35 mentors. Mark Worden said that the programmers put all the tools on one site. Online training will show faculty step by step how to do something.

Fred Feldon asked why the student view is keyed out of Seaport; faculty cannot get to the student view of their courses through MyCCC. Bob Nash said that it is being worked on. Sylvia Amito’elau said that only students can see it. Gayle Berggren said that she gets the Distance Learning staff to help her to be able to see the students’ view for her classes. Sylvia suggested that a faculty member could register as a student in his or her classes.

Sylvia Amito’elau said that faculty can go to the Coastline website, where there is a link to the Seaport 3 trainings. Faculty can register there for training. Bob Nash encouraged all faculty to attend the trainings. Nancy Jones asked if there are any evening trainings or weekend trainings. All of her faculty work during the day. Bob Nash said that no evening or Saturday trainings have been scheduled. Cheryl Stewart said that there should be at least one Saturday training. Bob Nash said that there are two separate types of training: one for online teachers, who will need it for their classes next semester, and one for classroom teachers, who will not need such extensive training. The trainings listed on the site now are all the more extensive training that online teachers need. The trainers thought that the classroom teachers could perhaps take the shorter training for them in February. We plan to schedule some of the more basic training sessions in February. All trainings are hands-on trainings. Cheryl Chapman asked what classroom teachers are supposed to do during the first eight weeks of their classes. Sylvia said that they can add whatever scores they need to evaluate the SLOs (Student Learning Outcomes) for the course. Bob Nash said that they can be easily trained to do that. Cheryl Chapman said that faculty should put their syllabuses on their Seaport 3 class sites at the beginning of the semester. Ann Holliday asked if only students for that class will be able to see the class syllabus. The syllabus is the intellectual property of the faculty member. Sylvia, Bob Nash, and Cheryl Stewart all said yes.

Cheryl Stewart said that it might be a good idea at the beginning of the training to present a ten- minute demonstration of Seaport 3 and of all the good things that it will be able to do. Cheryl Stewart said that she is a mentor. Seaport 3 is wonderful, but it is not as user-friendly as Seaport

2 is. Bob Nash said that this is actually part of the training already. Cheryl Chapman said that we should advertise the trainings broadly. Cheryl Stewart agreed; we could send information by e-mail or could advertise in other ways. Lynn Torrini asked about classroom faculty’s not needing to learn about Seaport 3 until February. She suggested that more basic trainings for classroom teachers also be given now as well as in February. Some faculty might want to get a head start.

Pedro Gutierrez asked when the students will be trained. Bob Nash said that there will be a five- minute video tutorial. Maribeth Daniel asked if students this semester were notified that they were in a Seaport 3 class. Sylvia said, yes, that they were notified; they were told that they were special and were being given an opportunity to help evaluate the new course management system. Maribeth wondered if there would be training for military students. Yes, Bob Nash said, there will be training for all Coastline students. There is new online staff-support site called Neptune. If faculty or students have problems using Seaport 3, they can report those problems online, and help is available all the time. Someone will get back to the person reporting within one business day. Bob Nash also said that there would be a new version of OWA e-mail in December. Sylvia said that the new OWA will have spell check. Also, Seaport 3 will have a spell-check feature. Bob Nash asked faculty to please be patient with the new software. Give us feedback. Maribeth Daniel said that in Seaport 2, when students clicked on e-mail, it didn’t work unless they had an OWA address. Cheryl Chapman said that is fixed in Seaport 3. Pedro Gutierrez asked if he will be able to send an e-mail with attachments to all his students. Sylvia said not yet, but we will have that ability in the future. Pedro asked if he will be able to upload grades. Sylvia said that we are working on that. Bob Covert asked if we are getting any closer to being able to incorporate Turnitin.com into Seaport. Sylvia said not yet, but it is on our list of something to be done eventually.

Cheryl Stewart said that the Discussion Forum in Seaport 3 is much better than in Seaport 2. Jeanette Ellis said that she is a mentor. She wondered if she would get a list of faculty to work with. Bob Nash said that, yes, she will. Graciela Becerra asked whether there will be online tutorials for the use of Seaport 3. Bob Nash assured her that there will be. Cheryl Stewart said that people need specific training in how to label “learning objects” in Seaport 3.

**ACTION ITEMS**

**ASCCC Fall 2011 Plenary Session:** Margaret Lovig asked the Senate if anyone had any voting instructions for her for the ASCCC plenary session this week. Marilyn Fry said that many of the resolutions had to do with opposition to various recommendations by the California Community College Task Force on Student Success; these recommendations will be a large part of the discussion at the plenary session. Nancy Jones said that she attended a meeting and that everyone at the meeting was complaining about the Task Force. There will be another meeting about the Task Force recommendations at Saddleback College on Tuesday night. Gayle Berggren said that the Senate trusts Margaret’s judgment. She attended the Area D meeting and tried to get a resolution considered for the plenary session but was turned down. Her research class is always full every semester, and she gets many e-mails from students saying that they are desperate to take this course. She would like to see students have the ability to take credit classes that they need by paying the full amount that they would have to pay for contract education. Not all students would want to pay about $600 for a 4-unit course, but some might. She was told that, if we encouraged something like that, legislators would say that taxpayers wouldn’t need to pay for community college classes when students can pay themselves. The State wouldn’t need to give community colleges as much money. But after the Area D meeting, someone from San Jacinto College came up to her and told her that faculty would like to do something like that at their school and that there were a couple of other colleges that were also interested: Santa Monica College and Antelope Valley College. She forwarded them everything that she had on the subject. Ann Holliday said that a policy like this would open the door to

problems. If the class size is 25 students but a teacher was willing to take an extra 10 students who pay full price, then administrators would say that then the class size should be 35 students. Gayle said that she could see the problems that this might cause.

**Board Policy 4232 District Grading Policy and AP 4232 District Grading Procedure and Board Policy 4225 Course Repetition:** Margaret Lovig asked Senators to read these carefully and then be prepared to vote on them at the next meeting, when they will be on the agenda as action items.

**Marketing Committee Proposed Events:** Susan Winterbourne handed out a written report on the last Marketing Committee meeting. The committee discussed having an event this year to promote Coastline. Last year’s Snow Day was very successful. The Associated Student Government split the costs for the snow. A raffle was created with donations. It was good for community relations. Two different types of events were discussed for this year, and the committee would like to get feedback from the Senate about which the Senators would prefer. We could have another Snow Day, or we could have a Job and College Fair. Susan took a straw poll, and almost all the Senators said that they would prefer a Job and College Fair. Ann Holliday asked if the College would pay for free snacks at such a fair. She will look into seeing if the Foundation would do it. Gayle Berggren said that food trucks actually pay to be in on an event like this. We could have food available with the food trucks and might also make some money. Cheryl Stewart asked where the event would take place; Susan said at the College Center. Susan said that it is important for faculty members to attend and to stay the whole time.

Class schedules will not be printed for the spring 2012 semester. Instead, mailers will be sent to local households explaining how to register online. Since we won’t have a printed class schedule, instructors can contact Michelle Ma for website advertisements for their classes or programs. A MyCCC student survey is being planned for spring to get feedback about the lack of printed class schedules.

We don’t have a webmaster.

ESL received a $150,000 grant from the Department of Homeland Security to launch a “Bridge to Citizenship” program, an expansion of the ESL program and the citizenship classes.

The Iranian Women’s Conference on October 23, 2011, was very successful. The meeting was adjourned at 2:30 p.m.

Recorded by Marilyn M. Fry

Distribution:

Management Team GWC Senate

CCC PDI OCC Senate

CCC ASG Dean Mancina (CFE/AFT) Chancellor's Cabinet Barbara Price (CCA/CTA/NEA) Board of Trustees