

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

November 18, 2014

MINUTES and NOTES

Present: Stephen Barnes, Sandra Basabe, Gayle Berggren, Cheryl Chapman, Bob Covert, Scott Davis, David Devine, Anhvy Do, Fred Feldon, Marilyn Fry, Eric Garcia, Pedro Gutierrez, Ann Holliday, Dan Johnson, Noha Kabaji, Linda Kuntzman, David Lee, Lisa Lee, Joshua Levenshus, Rick Lockwood, Margaret Lovig, Christy Nguyen, Jeanne Oelstrom, Celeste Ryan, Lauren Sakovich, Cheryl Stewart, Michael Warner, Vince Rodriguez (V.P. of Instruction), Sylvia Amito'elau (Classified Delegate)

Absent: Deborah Henry (ex), Ken Leighton (ex), Ted Marcus

Guests: Rozanne Capoccia-White (Enrollment Services and Program Development Manager), Fred Curry (Philosophy Instructor), Kevin Erdkamp (Accounting Instructor), Gabby Gomez (photographer), Heidi Lockhart (Dean of Counseling and Matriculation), Ross Miyashiro (Vice President of Student Services), Danny Pittaway (Student Success Coordinator)

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

Introduction: Ann Holliday introduced Gabby Gomez, who will be taking photographs today of the Senate meeting in action.

AGENDA/MINUTES/CONSENT CALENDAR

Margaret Lovig moved to adopt the agenda (second, Jeanne Oelstrom). MSU

Marilyn Fry requested that discussion item 5.1 about the Student Equity Plan be moved to an earlier time on the agenda, after the reports. Ann Holliday asked if anyone objected to this amendment. Nobody did, so it was considered with the main motion.

Bob Covert moved to approve the minutes of November 4, 2014 (second, Sandra Basabe). MSU

SPECIAL REPORTS/UPDATES

Academic Senate for California Community Colleges (ASCCC) Fall 2014 Plenary Session: Ann Holliday said that seven Senators attended the ASCCC Fall 2014 Plenary Session at the Marriott Hotel in Irvine: Stephen Barnes, Marilyn Fry, Ann Holliday, Dan Johnson, David Lee, Margaret Lovig, and Cheryl Stewart. She asked those who attended for reports of the session.

Anyone can go to the website to find all the resolutions and the final votes on each: www.asccc.org. Marilyn Fry said that there was discussion about alternative pathways. Stephen Barnes said that there was a long discussion of dual enrollment and concurrent enrollment.

Marilyn Fry said that she attended all three days of the plenary session as did Ann Holliday, Margaret Lovig, and Cheryl Stewart. She heard someone from the State Chancellor's Office say that California community colleges are close to being given money to hire new full-time faculty members; \$75 million is being proposed; this has a good chance of being supported by the California Legislature. She attended a number of interesting breakout sessions on Thursday and Friday. One was on the Online Education Initiative (OEI). The decision to choose a common Learning Management System (LMS) has been pushed to March 2015. It will be used for courses in the OEI and will be available for any California community college that wants to use it for a reduced cost. It needs to include a tutoring platform, counseling, and basic skills support; and it needs to be ADA (Americans with Disabilities Act) compliant. Another break-out session was about the common assessment of English, Mathematics, and English as a Second Language (ESL). Testing vendors will respond to the RFPs (Requests For Proposals) in December, and the Common Assessment Committee will make a decision about selecting a test for English, a test for Mathematics, and a test for ESL in January 2015. Twelve colleges will be participating in the pilot phase and will be using the new assessment tests in fall 2015. Then the new tests will be launched by all California community colleges in spring 2016 for placement into courses in fall 2016. However, there will be a phase-in process; for example, some colleges might have long-term agreements with particular testing companies; those colleges will be allowed to use the tests they are currently using until their contracts run out. However, in general, ALL California community colleges that use tests for placement must use the tests chosen as the common assessment in California. The committee will also be providing a list of multiple measures that colleges can choose to use if they want. The breakout session on curriculum discussed several issues, including the Carnegie unit of 18 hours of lecture and 36 hours of homework per unit. The State Chancellor's Office had decreed that there will be no exceptions. Colleges cannot add extra time to classes for students to do homework in class; homework cannot count as lecture time.

Dan Johnson said that he also attended the breakout session on the OEI. The LMS chosen by the OEI Committee will be available to all colleges at low cost, but individual districts and colleges will not have to use this particular LMS. The OEI is intended to help students in all California community colleges find courses that they need and cannot find or enroll in at their home colleges. It will make it much easier for students to find online courses that they need. However, it could actually hurt Coastline. Being well known for its large Distance Learning Program, Coastline currently has many students from other colleges. These students will find it easier to find a wide variety of colleges that provide courses that they need. Fred Curry asked about the courses provided in the OEI. Dan Johnson said that all courses accepted into the OEI will be vetted to be sure that they are quality courses. Fred Feldon said that he is on the OEI Committee but has attended only one meeting so far. The OEI was created to help students enroll in classes that are impacted at their home colleges. For example, all of Coastline's statistics classes are full every semester. Dan Johnson said that History 175 is not impacted here. Now we are getting very good enrollments because we get students from other colleges. Ann Holliday said that we will put this topic on the agenda for another Senate meeting.

Cheryl Stewart said that she also attended the OEI breakout session. She attended the breakout session on legislative issues, hoping to learn something new. However, it was more about the process of how a bill is introduced and moves to a vote. She also attended an interesting breakout session on cultural competency on campuses and one on gender equity. Coastline doesn't have a LGBT (Lesbian, Gay, Bisexual, and Transgender) club on campus. The Senate might want to discuss this issue in the spring. Being a member of the Program Review Committee at Coastline, she was interested in the breakout session on program review, which discussed the role of the Chancellor's Office, the ways to develop a program and tools to review programs. There was a discussion about changing the funding of non-credit faculty. Currently, colleges are given less money to support non-credit faculty than credit faculty. The main issue now is to make full-time non-credit teachers part of the Faculty Obligation Number (FON).

Margaret Lovig said that she went to the breakout session on accreditation. The new accreditation standards will be in place when we do our next self-study. Changes were made to the standards in 2006 and these have now been modified in 2014 with new numbering and with removing the themes. A renewed focus and emphasis on the college mission and the reference to "program review" in standard I.B. Accreditation will be looking at distance learning and the difference between distance learning and correspondence courses. The word "integrity" has been inserted throughout the revised standards 24 times. ASCCC Resolution 2.01 has been written in an effort to clarify what is meant in the standards as applies to evaluation of faculty as it related to student learning outcomes assessment and improvements in teaching and learning. Colleges have had trouble interpreting what is meant by this language. Standard III. A.1 wording has been revised. The ASCCC can make recommendations to the Accreditation Commission; it needs to be proactive to get the commission to come up with clearer guidelines.

Ann Holliday went to the breakout session on the Brown Act and is pleased to report that Coastline's Academic Senate and Curriculum Committee follow the Brown Act very well. Vice Chancellor Patrick Perry spoke about the Scorecard at a general session. This year, the Chancellor's Office is going to do some research and is planning to add certificates with fewer units that colleges can count for completion, like a 9-unit certificate. Some students take Career Technical Education (CTE) courses for a specific goal of gaining a promotion in their jobs; they complete the courses that they need to do that; so the college where they take these courses should be able to count their completion of their goals in the Scorecard. This should help Coastline. Ann Holliday noted the way Roberts Rules of Order was being used in the Saturday voting on resolutions. If a delegate proposed an amendment to a motion, the president asked if anyone objected to that amendment. If nobody did, then it was considered to be part of the motion. We will be following that procedure in our voting in the future.

David Lee said that he also went to the OEI breakout session. He was able to attend the plenary session for only one day, Thursday. He wondered if hybrid courses could be added to the OEI inventory of classes or if the OEI classes will be only online classes. He could see students taking part of a class online and then attending class for a short period of time. He would like to see students coming to Coastline for a short summer course or winter intersession course after online preparation. David Lee said that he also attended the breakout session on alternate pathways of gaining college credit like applying military training and getting credit for courses by Credit by Exam. Next year, he says that he intends to attend the whole plenary session.

Contract Education Offering Onsite Classes at the Coast Guard Station in San Pedro:

Rozanne Capoccia-White said that Dean of Military Education, Corporate Training, and Business Development Joycelyn Groot was not able to attend today's Senate meeting to share a new development in Coastline's Military Contract Education Program. Coastline has been invited to provide General Education classes onsite at the Coast Guard Station in San Pedro. There are 1,800 service members, most between 20 and 30 years old. Immediate course needs include English, science, Political Science 180, and History 170 and 175. The Education Service Officer (ESO) there is interested in eight-week face-to-face and hybrid classes, to be offered at the Coast Guard San Pedro site at 3:30 or 4:00 in the afternoon. The ESO prefers hybrid classes to limit the amount of time each week that students must be in a scheduled class session. There will be onsite support services and a counselor two to three days a month. We also plan to have math and English placement tests and preparation workshops. There are three classrooms; two are lecture rooms, and one has 20 computer work stations. A Memorandum of Understanding (MOU) is going to the Board of Trustees in December. We plan to offer the first classes at San Pedro for the spring 2015 semester, beginning in February.

There is a potential for Coastline to participate in more on-base education initiatives nationwide. Any faculty hired for this location or any other base will be subject to our minimum qualifications standards and will be identified by the department chair and dean. Contract Education will pay for travel when needed to conduct faculty evaluations according to contract requirements. Our ability to participate in on-base educational opportunities will depend on the need and state authorization for the respective location. We are hoping to use San Pedro as a pilot to determine our best operational practices to support on-base education. A "field trip" will be scheduled in December or January so that the Senate leadership, department chairs, and interested faculty can see the facility and learn more about the San Pedro Coast Guard Station.

Pedro Gutierrez wondered if it would be possible to bring these students onto our campus, particularly for science lab courses. Rozanne Capoccia-White said that is a possibility; it will depend on the demand of the students and the ESO. David Lee asked about teaching classes at the Coast Guard Station in Newport Beach. Rozanne Capoccia-White said that Coastline has been invited to the San Pedro Station but that she will inquire about the service members stationed at Newport Beach. Pedro Gutierrez suggested that Coastline could perhaps look into expanding the program to the station at Newport Beach. Eric Garcia asked if veterans could take these classes as well as the service members on the base. Rozanne Capoccia-White said, yes, the MOU outlines classifications of eligible students and the priority assigned to each. Ann Holliday said that we will ask Joycelyn Groot to come to the next Senate meeting to explain further.

DISCUSSION ITEMS

Equity Plan: Ross Miyashiro said that the College's Equity Plan is due at the State Chancellor's Office on January 1, 2015. Copies of the draft document are on the handout table. Page 25 of the document explains the ESL program, Basic Skills, and access. Next time, he said, he will bring a PowerPoint presentation. Basically, the question to ask is "Who are our students?" Nationally, those students who have the most problems with success in college are Hispanics and those people over the age of 50. Page 26 of the document states specific goals that Ross Miyashiro said that he has set to close the gap for those students. Cheryl Stewart noted mention of group counseling. She asked what this involves—more than one or two students at a time?

Ross Miyashiro said, yes, he would like to teach students how to use Degree Audit; we can do that in groups. We need to work with the counselors to finalize the plan.

Pedro Gutierrez said that Coastline has a large number of incarcerated students, many of whom are Hispanic. How is Coastline serving these students? Shouldn't we try to help these students, or do we need to recruit new ones? Ross Miyashiro said that equity funds and Basic Skills Initiative funds can be used to assist our incarcerated students. Mostly, our Equity Plan is about our "footprint" students; we need to recruit Orange County students. Cheryl Stewart asked if we will have counselors that Hispanics feel comfortable with. Ross Miyashiro said that he doesn't agree with this idea—that only African-American counselors can counsel African-American students and only Hispanic counselors can counsel Hispanic students.

Ann Holliday said that we will bring the Equity Plan back to the December Senate meeting for action. We will allow time then for more questions. We will send the final document to Senators electronically. Ross Miyashiro asked Senators to please comment on the Equity Plan and to help edit it. Let him know by the week before the December meeting if possible so that he can make corrections and changes.

ACTION ITEMS

Department Chairs: Department Chair Committee Chair Margaret Lovig passed out the list of recommendations we discussed at the last meeting, adding one Lecture Hour Equivalent (LHE) to the CTE Department Chair position for 4 LHEs and moving the Business Computing into that group. At the last meeting, we discussed adding to the Education Department Chair LHEs since that is a year-round position. We need to decide what recommendation we want to make on that. Should we recommend 1.5 LHEs for fall and 1.5 LHEs for spring? Or should we recommend 1 LHE for fall, 1 LHE for spring, and 1 LHE for summer? Marilyn Fry said that we should leave that decision up to the instructional deans. We could suggest either method and let them decide. They will be making the final decisions about department chairs anyway.

Pedro Gutierrez moved to approve the Department Chair List of recommendations for 2015-2017 but to amend the Department Chair List to increase the LHEs for science to 5 LHEs and to list all the specific disciplines under the Science Department Chair position: Astronomy, Biology, Chemistry, Physics, and Marine Science (second, Marilyn Fry). MSU

Margaret Lovig said that it is important for the Academic Senate to discuss this issue and to make recommendations to the instructional deans. The Academic Senate is the only voice of the faculty.

Hiring Committee for the Dean of the Le-Jao Center: Ann Holliday said that we discussed this at the last meeting—that the Senate should request from the College President that two additional faculty be added to the Hiring Committee for the Dean of the Le-Jao Center. Pedro Gutierrez said that President Lori Adrian allowed an addition faculty appointment from the Academic Senate to make three; normally, there would be only two faculty appointments from the Academic Senate. Someone asked about the union representatives on the hiring committee. Ann Holliday said that the Coast Federation of Educators (CFE) would make its own decision. She said that she understands that Coast Community College Association (CCA) President Mike Carlucci is appointing Marilyn Fry to represent part-time faculty.

Cheryl Stewart moved to approve the appointment of Sandra Basabe, Linda Kuntzman, and Joshua Levenshus to the Dean of the Le-Jao Center Hiring Committee (second Pedro Gutierrez). MSU

REPORTS/ANNOUNCEMENTS/INFORMATION ITEMS

Executive Committee Reports:

President's Report: Ann Holliday announced that no decision has been made about the District Learning Management System (LMS). The District LMS Task Force voted last week; Canvas was #1, and Blackboard was #2. Interim Chancellor Tom Harris will make the final decision. We feel confident that he will follow the process. David Devine asked about the task force's vote. Rick Lockwood said that the vote was 12 to 8 in favor of Canvas. Ann Holliday said that there were minority concerns. With Blackboard's being used by both Orange Coast College and Golden West College, more instructors use Blackboard; and it took two years of training for instructors to feel comfortable with the change to a new version of Blackboard. Cheryl Chapman said that there are more instructors overall at the two other colleges, but that doesn't mean that these instructors actually use the LMS. Coastline has more online instructors than the two other colleges combined, and those instructors use an LMS on a daily basis. Coastline has at least twice the number of online instructors that GWC and OCC have. Sylvia Amito'elau said that Dr. Harris brought that up—that Coastline has the majority of online instructors in the whole District. Dan Johnson said that he teaches an online class for UCLA, which just switched from Blackboard to Canvas. He had two weeks to make the switch; he was able to do it.

Jeanne Oelstrom said that, at the last Senate meeting, we approved of presenting a proposal for a Coastline B.A. degree in Cybersecurity at the Board of Trustees meeting on November 5, 2014. What happened at the Board meeting? Ann Holliday said that Rick Lockwood, Michael Warner, and Vince Rodriguez gave an excellent presentation to the Board. Orange Coast College gave a good presentation for a B.A. in Respiratory Therapy, and Golden West College gave a good presentation for a B.A. in Community Corrections as part of its Criminal Justice Program. The Board members commented on the three excellent presentations and said that they thought that all three would be good candidates for future consideration for baccalaureate degrees. Interim Chancellor Harris recommended to the Board the Golden West College baccalaureate degree, and the Board of Trustees voted unanimously in favor of forwarding this proposal to the State Chancellor's Office for consideration in the pilot project. Ann Holliday said that we shouldn't be sad that Coastline wasn't chosen. Maybe it is best to wait to see how the 15 colleges in the pilot project do and how they work out all the challenges. Each college in the pilot project has to provide its own funding to plan and prepare for the advanced degree. The State is not providing money for it. We will watch closely the first 5 colleges that will begin offering baccalaureate degrees. We will be ready when the right time comes. Margaret Lovig said that Coastline's presentation went very well and was well received. The Chancellor chose the GWC proposal because it focused on a broader local community need.

COLLEGE/SENATE COMMITTEE REPORTS

Budget Committee: Rick Lockwood said that for the last two years the requests for institutional grants have been a free for all, resulting in a hectic process. Some requests don't seem to fit the College's mission. The Budget Committee is trying to streamline the process.

Program Review Committee: Dan Johnson said that the committee is focusing on accreditation issues. Some non-academic departments have never had a program review. We identified seven departments. So far, the committee has heard reports from five of the seven. We will hear the other two in December. We have heard many requests for money, for staffing, or for campus maintenance from these departments. However, the College cannot dedicate much money into items that are not instructional; it could hurt our compliance with the 50% law, which states that at least 50% of expenditures must be directly involved in instructing students. The committee is finalizing its calendar, but this is difficult as we just learned that Career Technology Education disciplines now need to conduct a program review every two years. We are considering a change; we could choose a four-year or a six-year cycle for other departments instead of the current five-year cycle. Cheryl Stewart said that the Program Review Committee's meetings are open if anyone would like to attend and share in the discussion of some of these issues. Ann Holliday reminded the Program Review Committee that any change like this would have to come to the Academic Senate to be discussed and then voted on.

Student Success Committee: Danny Pittaway said that the committee met yesterday. He brought the annual Basic Skills Initiative Report to the Student Success Committee, and there was a good discussion. In the spring, the committee will continue the dialog on the Basic Skills Initiative and on Early Alert.

College Constituencies Reports:

Vice President of Instruction: Vince Rodriguez said that the College is supportive of adding new full-time faculty and is hoping that the District will provide funding for these new faculty members. Students are already enrolling for the spring semester; we opened enrollments two weeks earlier than last year. It is very nice working with the Coastline Academic Senate; Vince Rodriguez said that he really appreciates the collegiality.

Classified Senate Report: Sylvia Amito'elau said that the Fall Festival went well; people had a good time. She doesn't have the exact amount of money the Fall Festival fundraiser made yet. The Classified Senate is planning the Holiday Boutique, which will be held on Thursday, December 11, from 11:00 a.m. until 3:00 p.m. in the College Center lobby.

DISCUSSION ITEMS (continued)

ACCJC Follow-up Accreditation Report: Gayle Berggren said that the follow-up report looks good. Coastline had only one "concern" from the ACCJC (Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges) Commission about Program Review. Danny Pittaway did a good job of writing the follow-up report to show how we are addressing this issue. The report will be ready to be sent right away. The College will have another visit, but we should be fine. Dan Johnson said that he wants to commend Danny Pittaway for keeping the Program Review Committee on task.

Institutional Direction of Coastline Community College: Ann Holliday said that we will be continuing this discussion over several meetings. We can look at our mission and our funding sources.

Josh Levenshus said that he liked the discussion at the kick-off meeting, the All-College Meeting at the beginning of the fall semester. Coastline is, indeed, the nimble college. We have the opportunity to create a learning community and to help students articulate their pathways in college. We could extend our degree completion, but we need planning, structure, and marketing. We could produce 200-300 graduates every year. Dan Johnson said that this addresses one of our problems with being a distributed college with several learning centers. We really don't have a community. This is a critical issue for us that Josh Levenshus has brought up. How do we do this? David Lee said that CNN is showing a program tonight, "Ivory Tower," about the high cost of university education. This will be on people's minds. We need to help them see the financial benefits of attending a community college. Gayle Berggren said that traditional colleges and universities have young students involved in identity formation. Young students who attend community colleges sort of drift around and don't have the opportunity to find out who they are. They go to college or enlist in the service to give them something to do while they try to find themselves. Students in her psychology classes are older and are working on their B.A. degrees; they already have their identities formed. Gayle Berggren said that Brandman University is a private online university. We could offer online classes every eight weeks and market Coastline as the "Bargain Brandman." Ann Holliday said that she will ask the new Student Life Director, Nathan Brais, to talk to the Senate at the next meeting. Be thinking of questions to ask him.

Cheryl Stewart said that she isn't going to be here in ten years, but Coastline has a future. We need to let everyone know about our quality Distance Learning Program. We need to focus on quality. Faculty have to be available to engage students and help them achieve their potential. Cheryl Chapman said that we have a responsibility to our online students to have the highest quality classes we can. Some of our online classes are very good; some are not. Online faculty need support. Also, we should commit to offer courses that students need every semester. Sandra Basabe said that, if Coastline wants to be known as a quality institution, she would like to see more full-time faculty and to get them involved as department chairs.

Dan Johnson said that there is quite a bit of chatter from the State Chancellor's Office about non-credit. The State seems to be encouraging a shift from credit to non-credit now that the State Legislature will probably approve of funding non-credit classes the same as credit classes. Maybe we should be shifting some of our courses to non-credit. We need to have this discussion in the Senate. Vince Rodriguez said that he really appreciates this conversation and all the discussion the Senate is having about Coastline's future. Dan Johnson brings up a good point. We should consider the changes in State funding for non-credit not as a threat but as more of an opportunity. Programs that are not leading to transfer can be moved to non-credit like our ESL classes. Linda Kuntzman agreed with Vince Rodriguez. This is what the ESL Department is already doing, converting the lower-level ESL classes to non-credit. Once the ESL students are in credit classes, they need to move up to regular classes needed for transfer.

Josh Levenshus said that all students are important to us. The students we currently have come to Coastline to pick up a few classes. We need to support these students as we always have, but we can do both—support our traditional working-adult students and attract new students. We

have an opportunity in the local high schools to create a new avenue for onsite programs as well as having a distance-learning perspective. The Bill and Melinda Gates Foundation is focusing its charity on college and university students. Marilyn Fry said that our partnership with the Newport-Mesa Unified School District to create the Early College High School years ago was funded by a grant from the Bill and Melinda Gates Foundation. Stephen Barnes asked how Coastline is going to distinguish itself from OCC and GWC. What is going to draw students here?

Cheryl Stewart said that General Education provides a liberal education, helps students think critically. What are we going to do about upper division General Education if we start to offer baccalaureate degrees in the future? Who are we? What does higher education mean? Gayle Berggren agreed; we can redefine what higher education means. We could consider competency-based education. Coastline would be particularly good at this. Marilyn Fry said she was confused by the talk at the ASCCC plenary session about upper division General Education. What is that? Students take General Education in the first two years of college; then they concentrate on their major in upper division. She said that the only General Education classes she took as an upper classman were a couple of lower-class courses that didn't fulfill all the graduation requirements at CSULB, like physical science. Josh Levenshus said that CSU has now added upper-division General Education requirements.

Scott Davis asked how Coastline can differentiate itself. Golden West College has something like 15 majors set up for students to take in a program like our small STAR Program. What if we say "No more waitlists"? When a class is full, we could immediately open a new section of that class. Josh Levenshus asked what makes us different. We have the opportunity to rebrand our College. If you talk to today's high school students, they have a different idea about life. They aren't interested in a football team. We could create an interdisciplinary major. We need to come up with new, creative ideas. Maybe we should hire a director to help us create a flagship program. In a learning community, students get the classes they need.

Michael Warner said something about stacked classes. Vince Rodriguez said that we used to do that. Non-credit Emeritus and ESL students would be in classes with students taking the classes for credit. The new enhanced funding for non-credit could solve problems. Marilyn Fry said that, before the Emeritus Program was discontinued, Emeritus students and regular students would be in the same art class. Cheryl Chapman said that we used to stack classes that typically had low enrollment. We don't stack classes anymore. These are solutions for CTE classes. Dan Johnson said that there is a college in San Diego that has a non-credit Cisco Academy, showing that CTE classes could be offered for non-credit as well as for credit.

Josh Levenshus said that he is teaching two new Communication Studies classes in the spring semester. He has a flyer advertising these two classes that he could send to faculty electronically to give to their students, or he could bring flyers to the next Senate meeting.

The meeting was adjourned at 2:30 p.m.

Recorded by Marilyn M. Fry

Distribution:

Management Team
CCC PDI
CCC ASG
Chancellor's Cabinet
Board of Trustees

GWC Senate
OCC Senate
Greg Carr (CFE/AFT)
Michael Carlucci (CCA/CTA/NEA)

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.