

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

September 3, 2013

MINUTES and NOTES

Present: Stephen Barnes, Gayle Berggren, Cheryl Chapman, Scott Davis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Deborah Henry, Ann Holliday, Dan Johnson, Noha Kabaji, Linda Kuntzman, Lisa Lee, Ken Leighton, Rick Lockwood, Margaret Lovig, Ted Marcus, Jeanne Oelstrom, Celeste Ryan, Lauren Sakovich, Richard Shiring, Cheryl Stewart, Chris Sullivan, Lynn Torrini, Chau D. Tran, Michael Warner, Vince Rodriguez (V.P. of Instruction and Student Services)

Absent: Sandra Basabe (ex), Bob Covert (ex), David Lee (ex), Helen McClure (ex), Christy Nguyen

Guests: Lori Adrian (College President), Sylvia Amito'elau (Educational Media Designer), John Colson (Interim Dean of Counseling), Maribeth Daniel (Military Liaison), David Devine (Physics and Astronomy Instructor), Kevin Erdkamp (Accounting Instructor)

At 12:33 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

Margaret Lovig moved to adopt the agenda (second, Ted Marcus). MSU

Rick Lockwood moved to approve the minutes of May 7, 2013 (second, Michael Warner). MSU

Margaret Lovig moved to approve the Consent Calendar (second, Lynn Torrini). MSU

Dan Johnson said that we need to pull the Committee List from the Consent Calendar as there are some errors. Celeste Ryan said that another Tenure Evaluation Review Committee (TERC) has been formed, but it didn't make it onto the agenda for today's meeting. Pedro said that we have approval of TERCs on the agenda as an action item.

CONSENT CALENDAR

- Susan Winterbourne and Nancy Jenkins to serve on Eric Garcia's TERC
- Rick Lockwood to serve on Kevin Erdkamp's TERC
- Jane Bauman and Kate Shelley to serve on David Lee's TERC
- Ken Leighton to serve on the hiring committee for the Director of Internal Audit services for the Coast Community College District

Pedro Gutierrez welcomed Kevin Erdkamp, Coastline’s new full-time Accounting Instructor, to the Senate meeting today.

INDUCTION CEREMONY

Induction of New Senator: Lori Adrian administered the New Senator's Oath of Office to Lauren Sakovich.

SPECIAL REPORTS/UPDATES

Welcome from the College President: President Lori Adrian welcomed Senators back to the new academic year at Coastline. Dr. Adrian said that she saw many Senators during the summer; more than half were teaching during the summer session. She said that we have positive news about enrollment this fall. She thanked faculty for their efforts. Lori Adrian said that this is her fourth year as President of Coastline. During that time she has had a wonderful relationship with the Academic Senate; she appreciates being able to work collaboratively with the faculty.

Lori Adrian said that she is looking forward to the All-College meeting on Friday, September 6. Lunch from the Tulsa Rib Company will be served at 12:00 noon. The All-College meeting will begin at 2:00 p.m. This year our primary focus is to support student success, and our theme will be innovation. She said that she is working with the Coastline Foundation to provide mini-grants for innovative ideas and projects. For example, money could be provided to revise the Academic Quality Rubric and encourage faculty to use it. In addition, some field trips will be organized; for example, she and Vince Rodriguez will be visiting the Center for Teaching and Learning at Rio Salado in Arizona. As part of the focus on innovation, we will increase professional development opportunities.

Lori Adrian said that we received the commendations and recommendations from the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC). Although the colleges in the Coast Community College District are on “warning,” the accreditation team commended Coastline for its institutional culture of collegiality, which the team called “Coastline Pride.” The team also commended the Coastline Academic Senate for developing the Academic Quality Rubric as an effective tool for ensuring rigor and comprehensiveness of the instructional programs in all modalities. Coastline was also commended for its many innovative programs like the “PocketEd” Personal Digital Assistant (PDA) program for sailors deployed on military ships, the STAR FastTrack program that is designed to help students finish their lower division study in 3.5 semesters, and the Education Bound United States (EBUS) program for high school students in China. The team was also very impressed with the beautiful new Newport Beach Learning Center, which received a Leadership in Energy & Environmental Design (LEED) Gold designation. Coastline was commended for developing unique student support strategies like the guideU Student Mentor Connection and for its virtual library. The team was impressed with the way Coastline’s own course management system, Seaport, integrated the storage of Student Learning Outcomes (SLOs). Finally, Coastline was commended on its professional development Summer Technology Institute.

As for the ACCJC’s recommendations, these are recommendations that we had already identified for ourselves in the Self-Study. Our work is in “closing the loop” and having tangible results.

All the recommendations to Coastline have already been addressed. We will be writing a report in response, which is due on March 14, 2014. Then a small accreditation team will visit the College later in the spring semester. Lori Adrian assured the Senators that Coastline is fully accredited as are Orange Coast College and Golden West College.

Lori Adrian said that we will be discussing the College Score Card at the All-College meeting. She suggested that Associate Dean of Institutional Research and Planning Jorge Sanchez come to the Senate to give a presentation. This College Score Card is what the community is looking at.

Two years ago, Coastline moved to a two-vice-president model for the College. Now, Lori Adrian said, she is asking for support to return to a three-vice-president model.

Lori Adrian said that the District cannot continue using two different course management systems. Seaport has served Coastline well, but there have been some issues. Our sister colleges use Blackboard. The District is waiting for Coastline to make a decision about moving to Blackboard or convincing our sister colleges to adopt Seaport or some other course management system. The District is asking Coastline to take the lead in this discussion. Gayle Berggren said that, if we adopt a different system, we will lose the embedded assessment of SLOs that is built into Seaport. The other two colleges have to determine assessment of SLOs by hand.

Lori Adrian said that the District is going to replace old computers. If you have an old computer, help is coming.

Ann Holliday moved that the Senate take a five-minute break so that Senators and guests can help themselves to the food and drinks (second, Marilyn Fry). MSU

ACTION ITEMS

Modification of Seaport Task Force Mandate: Rick Lockwood said that, since the Chancellor wants all three colleges to use the same course management system, the Seaport Task Force needs to broaden its mandate.

Rick Lockwood moved that the mandate of the Seaport Task Force be modified to include evaluating potential course management systems and making recommendations to the District (second, Cheryl Stewart). MSU

Ann Holliday said that the task force needs to report to the Senate and all faculty. Fred Feldon said that the task force needs to discuss costs. Isn't Coastline saving the District money by not using the expensive Blackboard course management system? Margaret Lovig asked if the cost of Blackboard is based on the Full Time Equivalent Students (FTES) in the District. Rick said that the task force will definitely look at costs of course management systems. Vince Rodriguez assured Senators that Coastline is not paying for Blackboard; the cost is based on the FTES for Orange Coast College and Golden West College; it doesn't include Coastline students. Other colleges are switching to other systems. Vince said that he is glad that this task force is taking the lead to investigate other systems. Cheryl Chapman asked whether the other two colleges in the District would agree to change to a different system if the task force recommends it. Pedro Gutierrez said that they would be willing to send representatives to explore this with us.

Support for Reinstatement of the 3-Vice-President Model for Coastline: Pedro said that for the past year or so Coastline has tried to run the College with only two vice presidents. The positions of Vice President of Instruction and Vice President of Student Services were combined into one position: Vice President of Instruction and Student Services. However, this has been difficult. Many new mandates and regulations have been placed upon the student services departments of community colleges by the State. We really need a separate Vice President for the Student Services Department.

Ann Holliday moved that the Academic Senate support the reinstatement of the three-vice-president model for Coastline (second, Ken Leighton). MSU

Support for the Extended Opportunity Programs and Services (EOPS) Director to be a Non-Faculty Position: Vince Rodriguez said that he has introduced the discussion about this position with the Executive Committee and with the former EOPS Director, Ruth Dills. Ruth Dills agrees that the position should not be a faculty position, that a supervisor is really needed. Under the by-laws of the Coast Community College District, faculty are not allowed to supervise classified staff. We really need a supervisor in the EOPS Office. Cheryl Stewart said that the previous Director, Ruth Dills, was a faculty-coordinator and served as a counselor for EOPS. Vince Rodriguez said that Cynthia Pienkowski has been the official supervisor of EOPS since Ruth Dills has been gone. We have a full workload for a manager.

Cheryl Stewart moved that the Academic Senate approve the hiring of a manager to supervise the Extended Opportunity Programs and Services (EOPS) Department (second, Dan Johnson)

Vince Rodriguez introduced John Colson, Interim Dean of Counseling, and asked his opinion. John Colson said that it is an honor to be at Coastline. Before he retired, he was the Vice President of Student Services at Grossmont College for many years. He said that Title 5 of the Education Code states that an EOPS Department must have a full-time manager to supervise. Currently we have more EOPS students than we are funded for. We really need a manager. Gayle Berggren said that she thought that Coastline was going to put EOPS, Financial Aid, and Assessment together on the fourth floor of the College Center. Vince said that we are moving EOPS and Financial Aid into the area that was used by Information Technology (IT), but there isn't room to move Assessment there also.

Ann Holliday said that she is not opposed to hiring an EOPS manager; however, Ruth Dills was an instructor-coordinator. Ann does not want the Senate to ever approve of changing a faculty position into an administrative position. We don't want to lose a faculty position. We still need counselors in the EOPS office. Vince Rodriguez said that most of the money to pay Ruth Dills' salary was from categorical funds, not the General Fund. We haven't increased money in the General Fund for faculty positions. The categorical funding is being used for other positions in the EOPS Office. Cheryl Stewart asked if Ruth Dills' salary was 100% from categorical funding. Vince Rodriguez said that the new manager will be paid from the General Fund, and the EOPS categorical funds, which have decreased in recent years, will be used for other positions in EOPS.

Ann Holliday moved to amend the motion to say that the Academic Senate approves of hiring a manager for the Extended Opportunity Programs and Services (EOPS)

Department but requests that this faculty counseling position not be lost and be considered during the prioritization process to provide a counselor for EOPS students (second, Ken Leighton). MSC with 4 abstentions

The Senate voted on the perfected motion.

Cheryl Stewart moved that the Academic Senate approve the hiring of a manager to supervise the Extended Opportunity Programs and Services (EOPS) Department but seriously consider the need for a full-time EOPS counselor when it does its prioritization process (second, Dan Johnson) MSC with 1 abstention

Fred Feldon asked what a faculty-coordinator does. Celeste Ryan said that the EOPS Director position was similar to her position in Disabled Students Programs & Services (DSP&S); we work year around. However, the District is changing that and will no longer allow year-long faculty positions. Faculty will be allowed to work only during the two regular semesters with perhaps a teaching assignment during the summer session and/or the winter intersession. Scott Davis said that, according to Title 5, the EOPS Director position was not originally intended to be a supervisor. Vince Rodriguez said that some districts in California allow faculty to supervise; however, our District does not. Stephen Barnes said that it sounds as if Coastline has no choice; we have to hire a non-faculty manager. John Colson said that Cynthia Pienkowski has been serving as de-facto supervisor while Ruth Dills did the day-to-day work. Since Ruth Dills left, Coastline has received a waiver from the State every year not to have a permanent manager, but the State is going to be looking at this situation seriously. We aren't going to be able to continue doing this. Fred Feldon said that he is confused. Pedro Gutierrez said that, when the Senate goes through its prioritization, Senators wouldn't automatically consider the need for an EOPS counselor. That is what Ann Holliday's motion is all about—to bring to the Senate's attention the need for a counselor to serve the EOPS students specifically.

Approval of Committee Members: Pedro Gutierrez said that some Tenure & Evaluation Review Committees (TERCs) weren't included in the Consent Calendar. These committees need to be meeting soon. Ann Holliday said that there will be a training for TERC members this coming Friday.

Ann Holliday moved to add Michael Warner as the Senate appointee and Jeanie Neil from Orange Coast College as the discipline representative member to Kevin Erdkamp's TERC (second, Ken Leighton). MSU

Cheryl Stewart moved to add Gayle Berggren as the discipline representative member and Celeste Ryan as the hiring committee member to Evette Reagan's TERC (second, Ken Leighton). MSU

Ann Holliday moved to add Cheryl Stewart as the Senate appointee to David Lee's TERC (second, Ken Leighton). MSU

Cheryl Stewart moved to add Ann Holliday as the Senate appointee to Eric Garcia's TERC (second, Ken Leighton). MSU

Charge Policy and Procedures Committee to Evaluate Faculty Prioritization Process: Pedro Gutierrez said that one of the accreditation recommendations for Coastline is to work with the District to increase the number of full-time faculty at Coastline. We need to revisit our faculty prioritization process to be sure that choices of faculty positions are based on solid data.

Ann Holliday moved that the Academic Senate charge the Policy and Procedures Committee with the task of reevaluating the Academic Senate prioritization process (second, Cheryl Stewart). MSU

Pedro Gutierrez said that at Orange Coast College one list is generated of recommendations for full-time faculty positions. Both faculty and administrators determine the priority list. There have been questions about how the Senate members apply the rubric scores. The process needs to be data-driven.

Acceptance of the 2012-2013 Academic Senate Summary Report: Pedro Gutierrez said that Senators were sent a summary report of all the major motions made at Academic Senate meetings during the past academic year.

Ken Leighton moved to accept the 2012-2013 Academic Senate Summary Report (second, Rick Lockwood). MSU

Cheryl Stewart said that we can go back and quickly spot our accomplishments for the past year.

COLLEGE/SENATE COMMITTEE REPORTS

Professional Development Institute (PDI): Chair Cheryl Stewart showed Senators the new PDI brochure. Copies are on the hand-out table. The Professional Development Institute represents full-time faculty and part-time faculty who teach 7.5 or more LHEs. Each faculty member represented by PDI can receive up to \$1,000 per year to attend conferences and workshops. Cheryl said that she is working with administration to identify other funding sources so that faculty can get the entire amount. Cheryl said that she has a wonderful PDI Committee with Lisa Lee, Ken Leighton, Josh Levenshus, Rick Lockwood, Velvet Miscione, and Danny Pittaway. The application forms are all available online. Print out the form; fill it out; get the dean's signature; and submit it to Nancy Rodriguez.

Year-End Reports: Academic Senate Vice President of Committees reminded Senators to turn in the reports of the year's activities of the committees that they served on for 2012-2013.

Curriculum Committee Report for 2012-2013: Curriculum Committee Faculty Co-Chair Dan Johnson said that the major focus during the 2012-2013 academic year was the implementation of CurricUNET, a District-wide electronic system for the creation, modification, and storage of curriculum. After several years of planning, the system was put into operation in the fall of 2012. The Curriculum Committee worked throughout the year to develop the necessary changes in policy and procedures and to work with our sister colleges and the District to correct errors in the system, created reference documents, and worked with individual faculty members to aid them in understanding and using this new system.

The Curriculum Committee also created a process for the evaluation and implementation of SLOs to accelerate the process while continuing to provide proper oversight.

The Curriculum Committee also worked to ensure compliance with a variety of curriculum mandates and changes from the State Chancellor's Office in Sacramento.

- The Coastline Curriculum Committee eliminated all course repeatability in our curriculum with certain very narrowly defined exceptions and worked with departments to try to develop appropriate policies and procedures to help them adjust to this change.
- The State Chancellor's office is requiring that we have in place Transfer Majors in all cases where a Transfer Major has been approved and where we have the curriculum to support a major. The Curriculum Committee has been working with the departments, faculty, and the articulation officer to ensure that we meet this mandate.
- In addition, the State Chancellor's Office launched a major initiative to create a Course Identification System to facilitate the use of Transfer Majors and general articulation of courses between institutions. They are mandating that, in cases where there is a C-ID descriptor for a course, our courses conform. We have been working again with the articulation officer and faculty to ensure that we can meet this mandate.

Curriculum Committee Faculty Co-Chair Margaret Lovig added that she and Dan Johnson plan to write a column in the *Academic Senate News & Views* each month about curriculum issues. There have been several CurricUNET trainings this past year. There will be another training before the next Curriculum Committee meeting on Friday, September 20, 2013, at 12:00. Lunch will be provided.

Distance Learning and Technology Committee Report for 2012-2013: Dan Johnson said that the committee worked on the development of the Master Technology Plan for the college and created an abridged version to present as part of the accreditation process. The committee also completed the planning for the computer replacement process for the college.

The Distance Learning and Technology Committee worked on the planning for the 2013 Summer Technology Institute. Unfortunately, because of limitations in staffing and delays in implementing the planning process, the decision was ultimately made to cancel the Institute.

There was discussion of the future of the Seaport Course Management system, including a proposal to invest significant funds in evaluating the system and potentially upgrading it into a commercially viable product.

The committee endorsed the work of the IT director, Anthony Maciel, particularly in his efforts to upgrade the college's data infrastructure. This included the relocation of our servers to a secure District site and the installation of a fiber optic system to link our centers and improve data transfer speeds. The committee also toured the new "virtual" computer lab that had been developed at the Garden Grove Center with an eye to potentially expanding this system to replace some of our existing computer labs.

Program Review Committee Report for 2012-2013: Dan Johnson said that, during the 2012-2013 academic year, the Program Review Committee received Program Review reports from the following departments: Library, Accounting, ESL, Science, Business and Management, Real Estate, EBUS, Building Codes Technology, DSPTS Mainstream Support, Emergency Management, EOPS, Information Commons, Paralegal, Study Abroad, Associated Student Government, and One-Stop Center. After reading these reports and having heard from the departments during our regularly scheduled committee meetings, the committee prepared validation reports, which summarized our findings and offered recommendations to the departments under review. A few programs have been scheduled for a follow-up report for the 2013-14 academic year.

The committee also developed and began implementing the Annual Department Report system. It is anticipated that this will provide an invaluable tool in the planning and budgeting process for the College. Further work on refining the process and finalizing how these reports are generated and used will be on our agenda for 2013-14.

The committee worked on updating all of our forms, training documents and procedures. Our goal has been to make the process less burdensome for departments preparing program review reports and to try to ensure that data from these reviews and the committee's summary validation reports are as useful as possible to the departments and to the college as a whole, in terms of the planning and budgeting process. Documents and reports have been uploaded to the College webpage for ready accessibility.

The committee began the process of incorporating reviews from a number of non-academic departments which previously had not been under our mandate. Because of the expanded volume of work, the committee has moved to meeting twice a month.

Academic Senate Social Committee: Ann Holliday said that the Social Committee organized the Academic Senate luncheon on May 21, 2013, where the Senate honored Ken Leighton as Teacher of the Year and gave Stephen Whitson the Teaching Excellence Award. Ann Holliday said that we would like to encourage more recognition of faculty this year. Ken Leighton said that one year the Senate gave awards to teachers who showed excellence in using the Academic Quality Rubric. Maybe we could do that again. Ann Holliday said that she is working with Danny Pittaway to see about organizing more trainings for faculty.

ANNOUNCEMENTS/INFORMATION ITEMS

Treasurer's Report: Ann Holliday said that the Senate will be holding a number of trainings throughout the year. This Friday, September 6, from 9:30-11:30 a.m., there will be a training for all full-time faculty serving on TERCs. Ann said that she requests 15 minutes at the next meeting for the Senators to discuss both the Senate budgets.

Classified Senate Report: Maribeth Daniel said that the Classified Senate is planning a fall festival on Thursday, October 31, at the College Center—for just an hour. We will be selling Mexican food made by Juana, who used to work for the Maintenance Department; also, there will be an opportunity drawing for gift baskets.

Parliamentarian's Report: Cheryl Stewart passed out a Parliamentary Motions Guide for Senators to use. Please bring it to meetings.

DISCUSSION ITEMS

Board Policy Revisions: Pedro Gutierrez said that the Coast Community College District Board of Trustees is revising its policies. Five revised documents were sent to Senators with the agenda.

Ann Holliday moved to address the change in the District Governance Council before discussing Board policies (second, Ken Leighton). MSU

Change in District Governance Council: Ann Holliday said that this District committee used to be known as the Chancellor's Cabinet. Now the Chancellor has changed the composition of the committee and has said that members will be appointed by him. Ann Holliday said that she has concerns. The Chancellor has removed some members, like the student government association presidents of the three colleges. It is important for the Chancellor to know what the three academic senates are doing, but this committee shouldn't be a filter for the Board. Collective bargaining representatives will no longer be members of the new District Governance Council. However, it is almost impossible in discussions about the colleges in the District not to touch on working conditions.

Cheryl Stewart said that she takes issue with the last paragraph of the document about the District Governance Council's being "a select group" with guests not being "invited" unless they are "relevant to an agenda item with the understanding that they may only contribute via their representative, not directly to the council unless otherwise invited to do so"; it is too restrictive. In the past, all committees have been open to anyone who wants to attend. This one seems to be a closed committee. Margaret Lovig asked if this change has already taken place. Pedro Gutierrez said that this is a draft document. Pedro Gutierrez assured the Senate that he would take these concerns to the next new council meeting. Margaret Lovig said that the union representatives were particularly helpful in the previous Chancellor's Council.

Ken Leighton moved to approve the draft document of the composition of the District Governance Council with concerns (second, Ann Holliday). MSU

Vince Rodriguez said that he has heard it described as limited to management. Pedro Gutierrez said that he would take suggestions to the next meeting.

Board Policy Revisions: Pedro Gutierrez asked Senators to read the five Board policy revisions and be prepared to vote on them at the next meeting. They will be action items at that meeting. Ann Holliday asked what the different colored print, red and green, on the documents means. Pedro Gutierrez said that the red wording is the legal modification based on the District's legal counsel's opinion. Cheryl Stewart said that it is the legally-required language.

College Goals for 2013-2014: Cheryl Stewart said that the Master Plan includes goals and plans. The Academic Senate could advise the College on the goals it would like to focus on this year. In 2011, we pulled out four goals that we wanted to focus on. We should do something like that again this year. Vince Rodriguez said that the Chancellor has set goals for the District.

The presidents and vice presidents of the three colleges in the District have, too. Vince will bring the goals that the Coastline President and the two vice presidents have chosen to implement this year.

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

Recorded by Marilyn M. Fry

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