

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

October 1, 2013

MINUTES and NOTES

Present: Mitchell Alves, Stephen Barnes, Gayle Berggren, Cheryl Chapman, Scott Davis, Marilyn Fry, Pedro Gutierrez, Deborah Henry, Ann Holliday, Dan Johnson, Noha Kabaji, Linda Kuntzman, Lisa Lee, Ken Leighton, Joshua Levenshus, Rick Lockwood, Margaret Lovig, Helen McClure, Christy Nguyen, 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), Cristina Arellano-Duenas (Classified Delegate)

Absent: Sandra Basabe (ex), Bob Covert (ex), Fred Feldon (ex), Ted Marcus,

Guests: Sylvia Amito'elau (Educational Media Designer), Maribeth Daniel (Military Liaison), Kevin Erdkamp (Accounting Instructor), Mahbub Khan (Physics Instructor)

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.

Roll Call: Pedro Gutierrez said that nobody had notified the Academic Senate Office about absences.

AGENDA/MINUTES/CONSENT CALENDAR

Margaret Lovig moved to adopt the agenda (second, Lynn Torrini). MSU

Chau Tran said that he would like to add a discussion item to the agenda about Financial Aid restrictions. Ann Holliday said that only emergency action items can be added to the agenda.

Pedro Gutierrez said that he would like to add an emergency action item to the agenda: the appointment of Pedro Gutierrez and Ted Marcus to the Laboratory Instructional Assistant Hiring Committee. Ann Holliday asked when the committee was meeting. Pedro Gutierrez said that the committee was formed at the end of the summer. Ann Holliday said that it doesn't seem to be an emergency item. It could be added to the Consent Calendar at the next meeting.

Ann Holliday requested that the Academic Senate Committee List be moved from the Consent Calendar to an action item on today's agenda. There are some additions to several committees.

INDUCTION CEREMONY

Induction of New Senator: President Lori Adrian administered the New Senator's Oath of Office to Michell Alves and Joshua Levenshus.

AGENDA/MINUTES/CONSENT CALENDAR (continued)

Ken Leighton moved to approve the minutes of September 17, 2013 (second, Chau Tran).

Gayle Berggren said that the information about Extended Opportunity Programs and Services (EOPS) isn't completely correct. It is the EOPS Program, not EOPS Department. Dean Christine Leon was the EOPS Supervisor, not Cynthia Pienkowski. EOPS funds have not decreased; in fact, Coastline recently received a 22% increase in funding.

Ann Holliday moved to table the minutes of September 17, 2013, until the next meeting (second, Ken Leighton). MSU

Ken Leighton moved to approve the Consent Calendar (second, Ann Holliday). MSU

CONSENT CALENDAR

- Approve the 2013-2014 College Committee List
- Pedro Gutierrez to serve as the voting delegate for the fall and spring plenary sessions of the Academic Senate for California Community Colleges (ASCCC)

Public Comment or Statement: Sylvia Amito'elau (Educational Media Designer) said that the Office of Learning & Information Technologies (OLIT) is going to be offering a series of workshops to help faculty improve course quality, emphasizing the Academic Quality Rubric.

ACTION ITEMS

Board Policy 3430—Prohibition of Harassment: Pedro Gutierrez said that we discussed this Board policy at the last meeting and sent it to the Policy and Procedures Committee.

Ann Holliday said that the Policy and Procedures Committee recommends Academic Senate approval of Board Policy 3430—Prohibition of Harassment. MSU

Mitch Alves asked if this policy is new or revised. Ann Holliday said that the Board of Trustees did have a policy about harassment, but this particular policy is all new.

Administrative Procedure 3430—Prohibition of Harassment:

Ann Holliday said that, after reviewing the revisions from the Orange Coast College and Golden West College academic senates, the Policy and Procedures Committee recommends Academic Senate approval of Administrative Procedure 3430—Prohibition of Harassment with these revisions. MSC with 1 abstention

Pedro Gutierrez pointed out that the OCC Senate had a question about the Senate's appointing a faculty member. How would we know? Noha Kabaji said that training should be included in the procedures. Ann Holliday said that the procedures do include training. We don't want to be too

proscriptive. Stephen Barnes agreed; the broader it is, the better. Cheryl Stewart said that it should say “refer” instead of “consult.” We want the District to recognize the authority of the academic senates. Ann Holliday said that these procedures fall under the umbrella of harassment. Pedro Gutierrez said that this includes all types of harassment: general harassment and sexual harassment.

Administrative Procedures 3435—Discrimination & Harassment Investigations:

Ann Holliday said that the Policy and Procedures Committee recommends that the Academic Senate approve Administrative Procedures 3435—Discrimination & Harassment Investigations. MSU

Ann Holliday said that this document includes the statement “Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, and personnel policies, including the provisions of any applicable collective bargaining agreement.” Cheryl Stewart said that there are time limits for filing for harassment. We need to make sure of the time limits to notify the District that something has occurred.

Academic Senate Committee List: Ann Holliday said that we need to amend this list to add faculty members to several of the committees. Lauren Sakovich and Chris Sullivan should be added to the Social Committee; Margaret Lovig and Cheryl Stewart should be added to the Policy and Procedures Committee; Mitch Alves, Danny Pittaway, and Lauren Sakovich should be added to the Faculty Recognition Committee.

Ken Leighton moved to approve the Academic Senate Committee List with additions (second, Rick Lockwood). MSU

COLLEGE/SENATE COMMITTEE REPORTS

Distance Learning and Technology Committee: Cheryl Chapman said that she was at the meeting via telephone. Sylvia Amito’elau was there in person. Sylvia said that she and Christopher Blackmore, the IT Supervisor for Coastline, are the co-chairs of the committee. The last meeting was mainly planning ahead for next year’s Summer Technology Institute. Should the participants be only Coastline employees? Or should we continue to invite faculty from Golden West College and Orange Coast College. We have invited them for the last few years. In summer 2012, we had 10 participants from GWC and 2 from OCC. Sylvia asked Senators to give Cheryl Chapman their feedback.

Curriculum Committee: Curriculum Committee Faculty Co-Chair Margaret Lovig said that the first meeting was held on September 20, 2013. It was a long meeting. From 12:00 noon until 1:30 p.m., Co-Chair Dan Johnson led a CurricUNET training. Then the meeting itself lasted from 1:30 until 5:00 p.m. We didn’t have time for Deborah Henry’s report from the ASCCC Curriculum Institute, so we tabled it until the next meeting. We also didn’t have time to discuss Board Policy 4020—Program, Curriculum, and Course Development or Administrative Procedures 4020—Program, Curriculum, and Course Development. We have two meetings scheduled every October. Although there aren’t many course outlines to approve, the committee will be holding the first of the two meetings on October 4, 2013, and will have extensive

discussion of BP 4020 and AP 4020. Pedro Gutierrez said that the GWC Academic Senate submitted some changes. Margaret Lovig said that some key items were left out of the draft documents. She said that all faculty are welcome to attend the next meeting.

Program Review Committee: Dan Johnson said that the Program Review Committee approved the Distance Learning Program Review and will be reading the final report from Real Estate. The committee had concerns about the report for the Associated Student Government. The student government group has sort of bounced around in recent years with various advisors. The committee is working on the response to the Accreditation Team's report and its recommendation about the program review process at Coastline.

Budget Committee: Ann Holliday said that the Budget Committee will be forwarding a recommendation to the Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC) that those who serve on the Budget Committee should also be members of PIEAC.

ANNOUNCEMENTS/INFORMATION ITEMS

Classified Senate Report: Cristina Arellano-Duenas said that the Classified Senate is hosting the Fall Festival on Thursday, October 31, at the College Center from 12:00 noon to 1:00 p.m. She passed around a Halloween Costume Fundraiser flyer. People at Coastline can order costumes from Wholesale Costume Club, and the Classified Senate will receive 15% of the purchase price.

The Classified Senate will be reviewing Board policies. Classified employees will be serving on hiring committees. Nancy Ramirez will serve on the hiring committee for the Administrative Director of Planning and Institutional Effectiveness; Thien Nguyen will serve on the hiring committee for the Counseling Dean; Kathy Bledsoe will serve on the hiring committee for the Dean of the Newport Beach Center; Lori Wood will serve on the hiring committee for the Director of Financial Aid; and Cristina Arellano-Duenas will serve on the hiring committee for the Director of EOPS.

President's Report: Pedro Gutierrez said that he attended the District Governance Council meeting yesterday. The members looked at 30 or more Board policies or procedures. Many of these will be sent to Coastline's Academic Senate Policy and Procedures Committee to review. Some of them can simply be approved on the Consent Calendar. Others have to do with academic and/or professional issues, which fall under the purview of the Academic Senate. These will be sent to all Senators to review. Each college in the District will have a group writing its portion of Standard 4 of the Self-Study in compliance with the recommendation of the Accreditation Team.

On Tuesday, October 8, there will be a combined meeting of the executive committees of all three academic senates.

Pedro Gutierrez urged Senators to attend the ASCCC Fall 2013 Plenary Session in Irvine. He passed around a sign-up sheet. He announced that the Area D meeting will be held at Imperial Valley College on Saturday, October 26. He wondered if anyone wants to attend. He said that it would be a three-hour drive each way for him, so he will not be attending. Cheryl Stewart said

that she plans to attend the Area D meeting and would be happy to drive if anyone would like to carpool with her. She said that it is a great opportunity to meet other Senators from Southern California and to discuss the resolutions that will be presented at the plenary session.

Treasurer's Report: Ann Holliday passed out the proposed final 2013-2014 Academic Senate budget. The Senate didn't make as much money last year on the Strawberry Festival parking; we also have some higher expenses this year with the Law Reading Room Endowment. Last year, the Senate hosted mini-workshops during the hour before each Senate meeting. This academic year, we will be able to hold these workshops only on the third Tuesday of the month because the Management Council meets in the Fourth Floor Conference Room on the first Monday of the month. The next workshop will be on the Brown Act as it applies to the Academic Senate.

Vice President of Legislative Issues Report: Michael Warner said that Assembly Bill 955 passed and is now on the Governor's desk to be signed. The Governor has until October 13 for the bill to be approved. It would introduce a two-tier tuition system, which would be allowed only at community colleges that are at enrollment capacity; it is only for classes that lead to certificates or degrees or that meet transfer requirements. Six community colleges have been approved to try this system of offering high-demand courses at full cost. So far, Long Beach City College is the only one that is planning to try this. Michael Warner said that Coastline wasn't allowed to do this with our planned Learning First Program. Gayle Berggren said that colleges will be allowed to offer sections of Freshman Composition [numbered English 100 at Coastline] and college mathematics for this higher cost only during summer sessions or winter intersession. Stephen Barnes asked if we were able to challenge the ruling on the Learning First Program. Michael Warner said that we are continuing our association with the three four-year universities but will not be charging out-of-state tuition for students in the program. Vince Rodriguez said that the California Assembly Bill 955 proposes something like the extension program at the CSU and UC schools; they have been doing it forever. Pedro Gutierrez said that this should be a discussion item at the next Senate meeting.

Vice President of Committees Report: Rick Lockwood said that we still have 10 openings for faculty on committees on the College Committee List. He will send out an appeal to all the faculty in the College.

Accreditation Report: Vince Rodriguez said that the teams to address the Accreditation Team's recommendations have been meeting. Outlines have been written this past week. We are making good progress. When the first drafts are written, they will be sent to Danny Pittaway to revise and edit.

Seaport Task Force Report: Rick Lockwood said that this task force continues to meet. Perhaps the name should be changed since we will be looking at other course management systems. Pedro Gutierrez said that he has talked to the other academic senate presidents at OCC and GWC, and they have agreed to send two or three members from each school to meet with this committee. Rick Lockwood said that the MOOC Task Force continues to meet.

DISCUSSION ITEMS

Theme of the All-College Meeting: Pedro Gutierrez said that the spring All-College Meeting will probably be held the second Friday of the spring semester. He asked Senators to send him

suggestions about the faculty portion of the spring All-College Meeting. Ann Holliday said that the meeting should be something that is relevant to all our faculty. Many of our faculty have jobs other places and are not able to attend an early afternoon meeting. Also, could we have the All-College Meeting someplace else? The lobby of the Newport Beach Center is an echo chamber; it is very difficult to hear. Where should we meet? When should we meet? Should we have a speaker?

Gayle Berggren said that faculty need to dialog about Student Learning Outcomes (SLOs) every spring. Margaret Lovig and Ken Leighton both said that it is easier and more productive to do this in individual discipline meetings.

Deborah Henry said that Student Success Coordinator Danny Pittaway gave a great presentation about the tutoring program at Coastline at the full-time faculty meeting last Friday. Maybe we could have him give that presentation at the All-College Meeting. This is something that all faculty should know about. Jeanne Oelstrom jokingly said that maybe the Executive Committee could do a song and dance—something lively—at the meeting. Josh Levenshus said that we have just heard here in Senate today about the OLIT workshops. This is something else that all faculty should know about. Could this be put into a short presentation to all faculty at the All-College Meeting? Marilyn Fry said that we should reprint the Academic Quality Rubric to give to all faculty again. Deborah Henry said that different departments at Coastline could give short presentations to let faculty know what is available here—departments like the Public Relations Office and the Library. Cheryl Stewart said that perhaps booklets could be created and printed to go along with these presentations—something that faculty can continue to refer to. Cheryl Chapman said that it would be great to have someone give the faculty a “walk” through the Coastline Website. It is confusing to new faculty.

Faculty Prioritization Rubric & Procedures: Ann Holliday passed out a draft document from the Policy and Procedures Committee explaining the procedure for prioritizing the need for full-time faculty. In the past, we have had different groups prioritizing full-time faculty needs; often their lists are quite different from each other. We propose for everyone to attend the presentations at a Senate meeting: Senators, deans, and vice presidents. Department chairs will give their presentations. Then the dean of each group under his or her responsibility will speak about the full-time faculty needs in his or her disciplines. We have four academic deans. At the end, the two vice presidents will give an overall picture of the needs at the College. Then, after this meeting, everyone has an equal vote in the electronic prioritization. However, anyone who does not attend that meeting will not be allowed to vote. We will prioritize all positions, not just the top three or four. After the vote has been tallied, we can separate the votes of the Senators and the votes of the administrators for information. All three colleges are going to need to hire full-time faculty to meet the District’s Faculty Obligation Number (FON). Ann Holliday said that the Policy and Procedures Committee is looking at the prioritization rubric and revising it. The members of the committee who have been meeting are Marilyn Fry, Ann Holliday, Margaret Lovig, Cheryl Stewart, and Michael Warner. This will be an action item on the next agenda. Ann asked the committee members to meet for a few minutes after the Senate meeting today.

Vince Rodriguez said that the College President is looking for a more uniform decision about full-time faculty needs at the College. She hasn’t approved of these specifics—just the general concept of faculty and managers working together to make the decisions. She likes the idea of having only one prioritization. He said that he would be sure that all the academic deans attend

the Senate meeting when the presentations are being given. Dr. Adrian wanted him to work with the Senate, but he hasn't had a chance to meet with the Policy and Procedures Committee yet. Gayle Berggren asked if the instructional researcher will have updated data for the presenters; they will need that. The last time she looked at the data cube, it had 2011-2012 information on it. Vince Rodriguez said that it has the most recent data on it now: 2012-2013. Ken Leighton said that Pat Arlington used to come to the Senate and walk the Senators through the data. Is Jorge Sanchez going to do that? Pedro Gutierrez said that the presenters will need to go to the data cube to get the information. Vince Rodriguez showed Senators how to get to the information on the data cube. Pedro Gutierrez said that we need to be able to track documentation of our process. Gayle Berggren agreed; this was a recommendation to Coastline from the Accreditation Team. Ann Holliday said that we are only going to prioritize from year to year. We need to send to the District what our needs are each year.

Budget Revision: Ann Holliday said that the Budget and Finance Committee has come up with other fundraisers. We need to know that we can get support on this. For the past few years, the Senate's only fundraiser has been selling parking spaces at the Coastline Garden Grove Center to people wanting to attend the nearby Garden Grove Strawberry Festival. However, only about half the Senators participate. She realizes that the event is over Memorial Day weekend and that some Senators may have other family plans for that three-day weekend. However, we might have other fundraising events that those Senators could participate in. The Senate pays for handouts and food at various trainings like the CurricUNET training and the Tenure & Evaluation Review Committee (TERC) training. This year, we will be conducting a program review training. As for expenses, the Coastline Foundation no longer puts on the Visionary Event, which we contributed to. The budget shows that we have reduced the cost of faculty professional development; it has not been that expensive. We have been spending \$4,000 a year on student scholarships. Do we want to cut that back to \$3,000?

We are having a difficult time getting information from the Business Office on the Senate budgets, and we have not been paid interest on our invested money. Now, any time we give someone money, like the Teacher-of-the-Year awards, those people have to fill out a W-9 form. This is a new process. Last year, people didn't get their checks because they weren't told about the W-9 forms. Deborah Henry asked about the cost of dedicating the Law Reading Room at the Newport Beach Center. Ann Holliday said that the cost is \$40,000, but it is being spread out over four years. We paid the first installment of \$13,400 to the Coastline Foundation last year.

Directions of Programs at Coastline: Pedro Gutierrez asked what Coastline's academic direction is. We are getting more pressure from the District to crystallize Coastline's plans. We need to have compelling reasons for the direction we are going and why we are going in that direction.

Gayle Berggren said that the Psychology Department would like to add some programs so that incarcerated students could earn certificates as drug or alcohol counselors. Many of these students, having been addicted to drugs or alcohol would like to serve society to help others avoid the problems that they have had. Marilyn Fry said that 25% of Coastline's student population is incarcerated. Vince Rodriguez said that Marilyn Fry is correct; we have to be careful to limit this population to only 25%. The Higher Education Act forbids a college in the United States from having a higher percentage than that. We have to be careful not to over-enroll these students. Marilyn Fry said that that wasn't what she meant—these students

represent one-fourth of all of our students. We need to see what they need to be successful. Some of these students have not graduated from high school and need basic skills courses. These students have really helped Coastline with its scorecard. They tend to take more than one or two classes a semester, and they persist and earn A.A. degrees. Most of our A.A. degree graduates are from our Military Education Program and from our incarcerated students. Vince Rodriguez said that it is true that many of these students earn A.A. degrees in Business. Cheryl Stewart validates such programs and encourages more opportunities for degrees and certificates. Marilyn Fry said that Soledad Prison is going to be holding its graduation ceremony this month.

Ann Holliday asked if we know if we are offering enough general education classes to assure that Coastline students graduate on time. Cheryl said that we can get this information from waitlists and from enrollment management information. Vince Rodriguez said that DegreeWorks will give us information about classes that students need. Now we don't know. Mitch Alves asked how far away DegreeWorks is. Vince Rodriguez said that it will be at least a year before we get enough information to evaluate it. Christy Nguyen said that we are sort of doing things backwards in terms of DegreeWorks. We don't have a full-time evaluator, so DegreeWorks is not accurate when it comes to students who have transcripts from outside of the Coast Community College District. We have many of these students. The counselors can evaluate these transcripts, but those evaluations do not reflect in DegreeWorks because they need to be put into DegreeWorks only by an evaluator. Ken Leighton said that we need to continue this discussion at future meetings. This is the most important discussion the Senate can have—the direction of the College. Pedro Gutierrez said that we will bring in some people with data to spark the discussion.

New Student Parking Fee: Christy Nguyen said that the student parking fee at Coastline has been raised from \$10 to \$15. The parking fees at OCC and GWC have been raised from \$20 to \$30. Students who buy their parking stickers at OCC or GWC can park at parking lots at any of the colleges in the District. However, Coastline's parking stickers are good only at Coastline sites. Ann Holliday said that she has a big concern. What is a student getting for his or her \$15? Vince Rodriguez said that students need a parking sticker only at two of Coastline's sites: the Garden Grove Center and the Newport Beach Center. Deborah Henry said that the Coastline website informs students of the sites where they need parking stickers. Ann Holliday asked if ASG approved of this fee raise. Pedro Gutierrez said, yes, ASG did. Michael Warner said that a daily parking sticker at the Newport Beach Center costs \$2, but it costs only \$1 at the Garden Grove Center. Marilyn Fry said that, when the vending machine is put in at the Garden Grove Center, day passes will cost \$2 there, too. Margaret Lovig said that, if a student gets a parking ticket for not having a parking sticker, the cost is \$17, so it pays to buy the \$15 parking sticker. Cheryl Stewart said that we have just recently heard about this fee raise. Did this conversation come up with any other groups in the College? There seems to be a lack of collegiality, of shared governance. Ann Holliday asked where the money is going. Who gets the money? The District, which made the decision, or the College? At one time, these parking fees helped pay for repairs in parking lots.

The meeting was adjourned at 2:25 p.m.

Recorded by Marilyn M. Fry

Distribution:

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

GWC Senate
OCC Senate
Dean Mancina (CFE/AFT)
Michael Carlucci (CCA/CTA/NEA)