

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

May 17, 2011

MINUTES and NOTES

Present: Gayle Berggren, Bob Covert, Jeanette Ellis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Dan Johnson, Nancy Jones, Noha Kabaji, Linda Kuntzman, Lisa Lee, Rick Lockwood, Margaret Lovig, Ted Marcus, Helen McClure, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Celeste Ryan, Cheryl Stewart, Chau D. Tran, Michael Warner, Randall Warwick, Susan Winterbourne, Cheryl Babler (V.P. Instruction), Diana Ramon (Classified Delegate)

Absent: Cheryl Chapman, Ken Leighton, Catherine Palmer, Terry Strauss Thacker

Guests: Maribeth Daniel (Classified Council Chair), Nabil Abu-Ghazaleh (CCCD Vice Chancellor of Educational Services and Technology), Anthony Maciel (Director, Technical Support Systems at Coastline Community College and Golden West College)

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

Bob Covert moved to adopt the agenda (second, Jeanette Ellis). MSU

Ann Holliday moved to add an emergency item to the agenda on the special report (second, Jeanette Ellis). MSC with 14 yes votes and 1 no vote

Ann Holliday moved to pull 1.6.1 and 1.6.2 (Gayle Berggren's service as Accreditation Co-Chair and as SLO Coordinator) from the Consent Calendar and place them as the first action items immediately after public comments (second, Bob Covert). MSC with 17 yes votes and 1 no vote

Fred Feldon moved that we add an action item to the agenda—that today's pizza be paid for out of the Academic Senate budget (second, Cheryl Stewart). MSC with 16 yes votes and 1 no vote

Marilyn Fry said that approval of the May 3, 2011, minutes should be pulled from the agenda as the minutes are not completed yet.

Cheryl Stewart moved to approve the Consent Calendar (second, Margaret Lovig). MSU

CONSENT CALENDAR

- **Jeanne Oelstrom to serve on the Dean of CTE Hiring Committee**
- **Stephen Whitson to serve on the Dean of CTE Hiring Committee**

Jeanne Oelstrom said that she would be happy to step down if there are too many faculty on that hiring committee.

ACTION ITEMS

Accreditation Co-Chair and SLO Coordinator: Ann Holliday said that the dates for these two items were incorrect in the Consent Calendar. Gayle Berggren should serve in both positions, as Accreditation Co-Chair and as SLO Coordinator from July 1, 2011, to January 30, 2013.

Ann Holliday moved to approve Gayle Berggren to serve as Accreditation Co-Chair and as Student Learning Outcomes (SLO) Coordinator from July 1, 2011, to January 30, 2013 (second, Randall Warwick). MSU

Gayle Berggren said that she is not pleased to report that many faculty did not sign up to serve on accreditation standards committees. She has the sign-up list in Senate today and would urge more Senators to volunteer to serve. Gayle thanked Bob Covert, Ann Holliday, Margaret Lovig, and Randall Warwick, all of whom signed up to serve.

2011-2012 Academic Senate Budget: Treasurer Ann Holliday handed out the record of the 2010-2011 Academic Senate budget: items approved and items spent. The report also included the proposed 2011-2012 Academic Senate budget, which had been given to Senators on May 3, 2011, and which we need to vote to approve today. Also, the Senate will make a donation to an organization of Nancy Jones' choice in memory of her father, who died last week.

Ann Holliday moved to approve the proposed Academic Senate 2011-2012 budget (second, Gayle Berggren). MSU

Margaret Lovig asked about checks to the Teacher of the Year and the Academic Excellence Award for a part-time teacher. Ann Holliday said that these two people received checks from the Academic Senate at the Academic Senate luncheon last week. Cheryl Stewart asked about the proposed \$3,000 for Faculty Development. Ann Holliday said that this is for various trainings and workshops put on by the Senate, not for individuals to attend workshops put on by other organizations. Jeanne Oelstrom asked about the \$2,000 for College Involvement. Ann Holliday said that the Senate is often asked to contribute to or to participate in College activities. In the past, the Senate has paid for a golf team and for a bowling team in Coastline Foundation fundraisers. Also, the Senate usually buys a table for \$1,500 at the Coastline Foundation Visionary Event.

Faculty to Serve on Hiring Committees during the Summer: Pedro Gutierrez said that we need a pool of faculty who are available and whom we can call on to serve on hiring committees this summer.

Ann Holliday moved that the Academic Senate approve faculty to serve on hiring committees during the summer of 2011 (second, Ted Marcus). MSU

Margaret Lovig moved to amend the motion to add the names of Rick Lockwood to serve on the Vice President of Administrative Services Hiring Committee and Ted Marcus and Jeanette Ellis to serve on the Vice President of Instruction Hiring Committee (second, Ann Holliday). MSU

Faculty Members of the College Council: Ann Holliday said that she attended the last College Council meeting and that President Lori Adrian said that she would be happy to allow more faculty to serve on the College Council.

Ann Holliday moved that the Academic Senate recommend at least two Senators to serve on the College Council, one of the Academic Senate Vice Presidents and one other Senator (second, Jeanne Oelstrom). MSU

Fred Feldon asked about the meeting times for the College Council. Margaret Lovig said that the College Council usually meets once a month; however, recently it has been meeting twice a month: on the second and fourth Tuesday mornings from 9:00 until 11:00. In the past, the only faculty member on College Council has been the Academic Senate President. This is a very important group. It is the shared governance group of the College; it is where decisions are made. Everything at the College is presented here. The current members of the College are the College President, the three Vice Presidents, the President of the College Council, the President of the Academic Senate, the President of the Associated Student Government, the Director of Marketing and Public Relations, and the Executive Dean of Instructional Systems Development. Cheryl Stewart said that the mandate of the College Council is to take action; it is an action, decision-making body, not a recommending body. Gayle Berggren asked if College Council minutes were available for everyone in the College to see. Margaret Lovig said, yes, Laurie Swancutt takes the minutes and distributes them. Pedro Gutierrez said that, in the fall, we will elect the two College Council faculty members to represent the Senate.

Coastline 2011-2016 Education Master Plan: Margaret Lovig said that this was presented at the Senate about a month ago. Jeanne Oelstrom said that she couldn't tell by this version of the document whether the suggestions made by the Senate had been incorporated. Ann Holliday explained that the Senate's suggestions went to the College Council, which made more suggested changes. Then it went to the Mission, Plan, and Budget Committee. Ann Holliday asked Senators to take a few minutes to read over the final goals and initiatives in the more recent version of the document, which came out of MPB. Margaret Lovig said that changes were made in the goals and in the initiatives.

Ann Holliday said that the College President wants us to bless this version of the Education Master Plan. Fred Feldon said that the change of a few words here and there isn't going to make much difference. Ann Holliday said that it is important that we study this carefully; money will be spent on things based on these goals. It was realized that the document that Senators had was not the most recent version. Someone was sent to make copies of the most recent version.

DISCUSSION ITEMS

Coast Community College District Vision 2020 Technology Plan: Nabil Abu-Ghazaleh, CCCD Vice Chancellor of Educational Services and Technology, thanked the Academic Senate for inviting him to talk today. He has been talking to all the groups at the three colleges about the technology needs of the District as a whole. The Coast Community College District Technology Plan is structured on national guidelines: Learning, Assessment, Instruction, and Productivity. Technology training may become a basic skill. Everyone is increasingly using technology; it is part of the learning structure. We are using more technology standard tool sets.

In terms of assessment, there is an increasing demand for accountability from California community colleges by the Accrediting Commission and by the State of California. We need to have a systematic assessment of Student Learning Objectives (SLOs)

The CCCD is more involved in infrastructure, in supporting the colleges and collaborating to get less expensive technology. We need (1) people, (2) a process, and (3) technology. We need to optimize the use of people in the District. We are not suggesting centralization but rather coordinated mutual reliance.

We need to look carefully at the process. We need to improve project management and communications. We need to minimize duplication throughout the District. We are really hoping that the Master Plan can create coordination for planning purposes. We can do this if the District Technology Plan is coordinated with the Technology Plans of all three colleges in the District. Margaret Lovig asked about the implementation schedule. How will some of these plans be implemented? Nabil Abu-Ghazaleh said that the colleges are working on a five-year plan; the District is working on a ten-year plan. Gayle Berggren asked which aspect of accreditation the District is looking at. Nabil said institutional effectiveness.

Gayle asked if people could go online and see the District Technology Master Plan. Ann Holliday asked when the District Technology Master Plan is going to the Board of Trustees for approval. Nabil said it would be presented along with the District Vision 2020 Plan on June 15. Ann Holliday asked if the plan addresses accessibility. Nabil said, no, that this is a conceptual plan, not a directive. Ann Holliday asked about when the Board approves this document as a conceptual document. Is there any statement in it that it will be reviewed every four or five years? Nabil said that the real implementation will be in each college master plan.

Maribeth Daniel said that Dan Jones and Ted Boehler have been meeting with various groups at Coastline to get feedback about Coastline's technology needs. Cheryl Babler said that we have had these concerns, and we have allotted money for them. Nabil Abu-Ghazaleh said that he is aware of the frustrations people often have with technology.

Ann Holliday asked about Banner. What is the force that will make Banner work for us the way we want it to? Director of Technical Support Systems at Coastline and Golden West College Anthony Maciel said that, with the reduction in staff, we have lost many people who were supporting Banner. We can only do so much with the limited staff we have. Ann Holliday asked if any action is expected to improve the situation. Anthony said no.

ACTION ITEMS (continued)

Coastline 2011-2016 Education Master Plan (continued): Cheryl Stewart gave Senators copies of the most recent version of the Education Master Plan; she said that she got it from Jorge Sanchez. This is the version that was presented at MPB with the suggestions from the Academic Senate and includes the suggestions made by MPB.

For Goal I, CCC should be spelled out: “Coastline Community College will make learner success its core focus.” Senators suggested some changes in the wording of Goal II: “Coastline Community College will increase student access and improve persistence, retention, and completion rates with a particular focus on success in basic skills.” Goal III looked good to the Senate except CCC should be spelled out. Goal IV has a new name, Partnerships. Some slight wording changes were suggested. Slight wording changes and the addition of a comma were suggested for Goal V. These wording changes will be sent forward.

Cheryl Stewart moved that the Academic Senate approve the 2011-2016 Education Master Plan with some wording changes in the goals (second, Ann Holliday). MSU

Today’s Snacks:

Fred Feldon moved that today’s pizza be paid for out of the Academic Senate budget (second, Chau Tran). MSU

DISCUSSION ITEMS (continued)

Mission, Plan, and Budget Committee: Ann Holliday said that MPB is sending forward a resolution to the Board of Trustees about the budget. Only a couple of items were actually approved. We are still waiting until September to see what the final budget will be.

Early College High School: Cheryl Stewart said that the Early College High School has been functioning for five years as a program at Coastline. It was developed as the result of a big grant from the Bill and Melinda Gates Foundation in partnership with the Newport-Mesa Unified School District. But now the college portion of the program is being paid for out of Coastline’s General Fund. As the College and the District are preparing for accreditation, this program will be scrutinized along with our other programs. This program should undergo Program Review. Margaret Lovig said that it is more like a department than a program although there is no Department Chair. Celeste Ryan said that it should be considered for Program Review for next year. Our programs and departments are supposed to be reviewed every five years. The Instructional Dean could appoint a faculty member to work on its Program Review.

Also EBUS (Education Bound United States) is a program. Gayle Berggren said that she has already told EBUS that it needs to do a Program Review. Margaret Lovig asked about grant reports. Gayle Berggren said that grant reports are not the same thing as a complete Program Review; they don’t have the same kind of model. Cheryl Stewart said that some faculty would be interested in working on this. We need to address the issue of preparedness for accreditation. Some teachers have been hired without the knowledge of Department Chairs; some teachers are not teaching according to the course outlines. Pedro Gutierrez said that the issue of Program

Reviews for both of these programs needs to be an action item in the fall. Margaret Lovig said that we need to make this an action item at the first meeting in September. Then we can take the recommendations of the Academic Senate to the Program Review Committee at its first meeting.

COLLEGE/SENATE COMMITTEE REPORTS

College Council: Ann Holliday said that anyone can attend College Council meetings. These are open meetings.

Distance Learning Committee: Dan Johnson said that he was not able to attend the last Distance Learning Committee meeting. The Summer Institute was discussed in some detail at the meeting. No decisions were made. Bob Covert said that it sounds as if it is a “done deal” that the Distance Learning Committee and the Technology Committee will be combining.

Facilities Committee: Celeste Ryan said that the Facilities Committee met last Thursday. The committee discussed the Newport Beach Learning Center. A task force has been formed to check out furniture for the new learning center. MPB said it is all right to go outside of Penguin (Steel Case), our usual furniture supplier, as long as we find a quality product. Southern California Edison is going to install energy saving power strips in all the sites at Coastline, Orange Coast College, Golden West College, and the District Office; these will save all three colleges money, and they won’t cost the District anything.

Marketing Committee: Jeanne Oelstrom had a written report of the May 16, 2011, meeting. She said that there is discussion about merging the Marketing Committee and the Web Steering Committee. A limited number of Fall 2011 Coastline Class Schedules will be printed and distributed to libraries in the area in addition to being available at the Coastline learning centers. Instead of a class schedule, a six-page 5-inch by 7-inch mailer will be sent to ALL homes in Coastline’s service area. Only four seats remain available for faculty at the Summer Institute; however, 20 students are needed for the Summer Institute.

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

Recorded by Marilyn M. Fry

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