

**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**December 7, 2010**

**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, Catherine Palmer, Celeste Ryan, Cheryl Stewart, Chau D. Tran, Michael Warner, Cheryl Babler (V.P. Instruction), Cristina Arellano (Classified Delegate), Perly Abdunour (ASG Delegate)

**Absent:** Cheryl Chapman (ex), Ken Leighton (ex), Terry Strauss Thacker, Randall Warwick, Susan Winterbourne (ex)

**Guests:** Maribeth Daniel, Joycelyn Groot (Dean of the Military Education Program and Economic Development), Cynthia Pienkowski (Director, Financial Aid and EOPS), Jorge Sanchez (Supervisor of Research)

At 12:30 p.m. Nancy Jones led the Pledge of Allegiance to the Flag in the Fourth Floor Conference Room of the Coastline College Center.

**ANNOUNCEMENTS/INFORMATION ITEMS**

**President's Report:** Nancy Jones said that she has been attending the District Vision 2020 meetings. The focus is on student success. Partnering was discussed: partnering with all three colleges in the District, partnering with K-12 schools in our District, and partnering with businesses. We need to readjust our main focus to make student success the top priority. Emphasis will be put on academic knowledge and skills, including STEM (Science, Technology, Engineering, and Mathematics). We need to prepare citizens in basic skills and in globalization.

Nancy Jones called the meeting to order at 12:38. She continued her report. Last week on Monday and Tuesday, four focus groups met at the District: Facilities Master Plan, Human Resources Master Plan, Education Master Plan, and Financial Master Plan. Nancy said that she went to the one on Finance. The Human Resources group made it clear that the District is open to new and innovative ideas. We want to broaden eligible hiring pools and to nurture the talent from within as well as recognize the talent from outside. Ted Boehler, Dan Jones, and Vince Rodriguez are Coastline's representatives for technology. The key messages were that the District needs some consolidation, innovation, and entrepreneurial activities. Working together as a team in the Coast Community College District could save money for each of the colleges.

As for facilities, it is recognized that each of the three colleges in the District is an independent single college. However, we can all work cooperatively with one another in the same District. A

bond issue will be coming up within the next ten years. We need to plan ahead carefully. One planned bond issue would be for using solar power on all three campuses and at the District Office. We would realize energy savings from that. Another idea was for a bond that would be specifically for technology needs at all three colleges and at the District. This would not be a new tax for people but rather a continuation of the previous bond.

Most of the people in the Finance Master Plan group were administrators; there were very few faculty and not one student. Besides Nancy Jones, there was only one instructor, who was from Golden West College. The group discussed personnel costs and legislative advantages and ways of identifying opportunities for outsourcing and looking at interesting ways of doing things like using non-certificated people working with certificated instructors to provide classes to large numbers of students. Nancy said that the faculty have big concerns; there seemed to be veiled threats to working conditions for faculty. The focus was on reallocation of resources. What areas are most important? The push is on to consolidate and to centralize services within the District. Someone from the District told Ann Holliday that Coastline students take only a little over 3 units a semester. The person seemed to be implying that Coastline wasn't pulling its weight.

**Roll Call:** Nancy Jones said that three Senators called the Senate Office to let us know that they would not be able to attend today's meeting: Cheryl Chapman, Ken Leighton, and Susan Winterbourne.

### **AGENDA/MINUTES/CONSENT CALENDAR**

**Margaret Lovig moved to adopt the agenda (second, Bob Covert). MSU**

Nancy Jones said that Joycelyn Groot will be coming to give her report to the Senate at 1:00 p.m. She has another meeting to attend. Cheryl Babler said that Jorge Sanchez is coming to give a report to the Senate at 1:30 p.m. Cheryl Stewart said that we need to save time for the report on MyCCC and Voyager.

**Gayle Berggren moved to approve the minutes of November 16, 2010 (second, Bob Covert). MSU**

Celeste Ryan said that she has one correction. She wasn't here; she had an excused absence on November 16.

### **SPECIAL REPORTS/UPDATES**

**Contract Education: China Project and Possible New Sites:** Dean of the Military Education Program and Economic Development Joycelyn Groot handed out a sheet of information about the China Project, which is modeled after Coastline's Early College High School. It is called Education Bound United States (EBUS). It is designed to give high school students in other countries a head start toward completion of a higher education degree in the United States. It is intended to generate a pipeline of international students to the Coast Community College District and other colleges and universities in the United States.

This program was piloted in August 2009, at the Xiang Jiang High School in Guangzhou, China. Gayle Berggren was very helpful in writing the information that resulted in Western Association of Schools and Colleges (WASC) approval. Linda Kuntzman worked very hard to help students work in English as a Second Language; she helped find an excellent ESL teacher to go to China to live and to teach US language methods as well as to counsel students. Once students achieve an appropriate English level, then other courses will be taught by Coastline teachers who go to China to teach site-based classes, then hybrid classes, then online classes. Local facilitators will assist. For example, the facilitator for a particular class will be in the classroom with students three to four days a week while the Coastline faculty member is here in Orange County. The Coastline instructor assigns the grades.

Laurie Melby is the Program Coordinator, on loan from Instructional Systems Development (ISD). Former Dean Betty Disney has been retained as the Instructional Coordinator. She works with the ESL department and the counselors.

While this school was being set up, Chancellor Dr. Ding-Jo Currie was working on a global focus here at home for international students, setting up 2 + 2 partnerships with American universities and building relationships with international universities. We are starting with the China Project but plan to set up a similar system in other locations in China and then in other countries.

Students can complete from 9 to 35 college units in their home country and then finish their college education when they come to the United States, usually spending a year in the Coast Community College District and then two years in an American university.

The first year at the high school in China, the focus was on ESL. In the second year, they are taking transfer-level courses, starting with math and humanities this spring. Every student and parent has met with a bilingual counselor, and every student has established an individual learning plan. All students in the program have attended college success workshops. Because of the extensive ESL training, 70% of the students qualified for their first transferable college courses, in which 93% were successful.

The students in the Xiang Jiang High School are planning their first trip to this country in summer 2011. They will spend four weeks locally, taking ESL classes at CSULB and taking History 170 at Coastline. The high school in China will bring them here. Parents and faculty will come with them. During the fifth week, they will take a tour. Next year, they will take English 099, English 100, Art 108, Geography 180, and Economics 185 at the school in China.

Jeanne Oelstrom wondered how the four-year universities here are accepting this. Our universities are packed as it is. Joycelyn Groot said that all universities are vying for international students, who pay a high tuition. Universities can benefit financially. Ted Marcus noted that there was no chemistry, indeed, no science, in the proposed program. Joycelyn Groot said that there may be in the future.

Gayle Berggren said that she was given only one week to write the required substantive change report to WASC to convince it of acceptable accreditation standards. In February Program Coordinator Laurie Melby will provide information to the Academic Senate Academic Standards Committee. The Academic Standards Committee will then give a report to the full Senate.

Cheryl Babler said that WASC had only two or three questions after receiving the report Gayle wrote.

ESL Institute Director Linda Kuntzman said that we have a terrific ESL instructor there in China. He is able to teach all levels of ESL; he has a huge range of abilities. He set up a three-level system at the high school in China. Chau Tran said that he had heard that we might have similar projects in Thailand and in Turkey. Such a project could easily be developed in Vietnam.

**Research Update:** Jorge Sanchez said that the State gives additional funding of one million dollars a year to individual leaning centers. A “center” is defined as a specific location that generates 1,000 or more Full Time Equivalent Students (FTES) per year. The money is for maintenance of the facility. Coastline has three learning centers. It is conceivable that any one of them or even all three of them could be considered a “center” in State terms. Enrollment at the Le-Jao Center is the highest, around 850 FTES with an additional 120 LHEs from non-credit courses. We could perhaps count distance learning courses if those courses have site requirements at the Le-Jao Center. We do hold midterm and final reviews and examinations at the Le-Jao Center as well as at the Garden Grove Center. We would have to sustain 1,000 or more FTES at a site for three years to qualify for the additional funding, which would then be ongoing. Nancy Jones said that thinking about what we could do with these additional funds is very exciting. Math Department Chair Fred Feldon said that we could legitimately count hybrid math courses that also meet at the Le-Jao Center. Science Department Chair Pedro Gutierrez asked if this money could be used to create a science laboratory at the Le-Jao Center. Cheryl Babler said yes.

Marilyn Fry said that Dean Vinicio Lopez is planning to create a larger daytime program at the Le-Jao Center in fall of 2011. That would add to the enrollment there.

Jorge Sanchez handed out charts that show estimated enrollment at Coastline in 2010-2011: 850 FTES at the Le-Jao Center, 525 FTES at the Garden Grove Center, 525 FTES at the Costa Mesa Center, 100 FTES at other sites, and 3,100 FTES in Distance Learning.

**Public Comment or Statement:** Associated Student Government Delegate to the Senate Perly Abdulnour thanked faculty for coming by the ASG table at the Winter College Fair on Friday, December 3. ASG provided financial support and participated in the College Fair, which was attended by 700-800 people. ASG sold popcorn, soda, and snow gloves to raise funds for the Africa Project. Another ASG fundraiser will be a crafts table at the Holiday Boutique on Thursday, December 9 in the lobby of the College Center. ASG will have a training session for members in January. Perly wished everyone a happy holiday and the best in the New Year.

Lisa Lee commented on the election process for the past nine years. Lisa said that she has served on the Academic Senate Elections Committee and has found the recent electronic voting process to be very efficient. Lisa suggested that we extend the process to vote for members of the Academic Senate Executive Board electronically. Nancy Jones said that other Senators say that it is illegal to vote for Senate officers electronically because of the Brown Act. She said that she would find out. Gayle Berggren and Ann Holliday agree that it would be illegal because of the Brown Act. Margaret Lovig said that we need to have evidence of the vote; we need to have a complete record. Gayle Berggren said that, to comply with the Brown Act, Senators really need to use a hand vote. Nancy Jones said that, every time we suggest that, the members reject that

idea. A possible solution is a secret ballot with voters' signatures. Nancy promised to look into this.

**Department Chairs:** Department Chair Committee Chair Margaret Lovig said that she sent this year's list of Department Chairs to members of the committee and got their feedback about positions needed for the next two years. Margaret Lovig passed out the Department Chair Election Timeline, a list of current Department Chairs for 2009-2011, and a list of recommended Department Chair positions for 2011-2013 with recommended Lecture Hour Equivalents (LHEs). Emeritus was left on the list, but Margaret asked Cheryl Babler about the Emeritus position since Coastline has virtually done away with the Emeritus Program.

**Helen McClure moved to approve the recommendations for Department Chair positions for 2011-2013 (second, Fred Feldon).**

Ted Marcus said that Science is a large, diverse department; the department chair position for Science needs more than 3 LHEs. With more LHEs, there could be co-chairs for the Science Department. Cheryl Stewart suggested that we move the 2 LHEs from Emeritus to Science. We could possibly divide the position into physical sciences and biological sciences. The additional LHEs would seem to be justified considering all the laboratories and lab supplies in addition to overseeing the lab assistants. Margaret Lovig reminded Senators that the list simply has recommended positions and LHEs; the Senate does not make the final decision on this; it simply recommends; the Office of Instruction makes the final determination of what disciplines need Department Chair positions and what the compensation should be. Usually an extra LHE is given to a department that is going through Program Review. Celeste Ryan said that the 6 LHE amount for the Department Chairs for the Acquired Brain Injury Program is paid for out of the Special Programs Department money, not out of the General Fund, as the other Department Chair positions are. Ted Marcus said that his position is to reorganize the Science Department, not to necessarily to add more LHEs.

Marilyn Fry said that, as of the spring 2011 semester, all Department Chairs will be paid stipends rather than given LHEs. Cheryl Babler agreed that all Department Chairs will be paid stipends rather than LHEs; the amount of money is the same. The Department Chairs form a critical piece of the College; we don't want to lose their expertise and assistance. However, all funding is being scrutinized by the District. To comply with the 50% law, the District needs faculty members teaching classes rather than receiving reassigned time. This process of moving from reassigned time to stipends for Department Chairs was begun several years ago; Coastline was the first college in the District to make this change.

Ann Holliday said that it should be made clear how many hours a week a Department Chair is expected to work on department business. Cheryl Babler said that we have that information, which is given out each time we have nominations and elections of new Department Chairs. Fred Feldon said that he has always gotten a stipend for his duties, but he keeps hearing that it is less than the money than would be given with LHEs. Ann Holliday said that we need to know the pay for the number of hours. Margaret Lovig said that this is all explained in the nomination form, which is 3-4 pages long. Marilyn Fry asked Cheryl Babler if she could bring in information about the comparison between compensation for LHEs and stipends at the next Senate meeting. She said that she would do that. Jeanne Oelstrom asked about the differences in stipends for part-time faculty and full-time faculty. Cheryl Babler said that she was not sure.

Nancy Jones advised Ted Marcus to make an amendment to the original motion to add LHEs to the Science position. Fred Feldon said that he doesn't know enough about the situation in the Science Department. Celeste Ryan said that if any particular department wants more hours for its Chair, then the department should present that need.

**Cheryl Stewart moved to amend the original motion to divide the Science Department Chair position into two positions, one for physical sciences and one for biological sciences (second, Marilyn Fry). MSU**

**Cheryl Stewart moved to amend the original motion to recommend that the Physical Sciences Department Chair and the Biological Department Chair each be given the equivalent of 2 LHEs (second, Bob Covert). MSU**

Gayle Berggren asked how often Department Chair designations are changed. Psychology and Parent Education have been together for many years. Margaret Lovig said that Department Chairs are elected every two years. At that time, suggestions can be made to change designations, as has been done today with Science. Margaret Lovig said that the deadline for nominations is March 18. Faculty can discuss such suggested changes with their deans. Gayle Berggren said that they don't have a dean anymore. Betty Disney left a year ago. Ann Holliday said that the deans all discuss their recommendations after receiving the Senate's recommendations. The deans, along with the Vice President of Instruction, are the ones who make the final decisions. She suggested that the deans come to the next Senate meeting to discuss their ideas about the needs of departments that they are responsible for. One of the things that we are supposed to be doing is reorganizing colleges. This is a very big piece of how things are put together. How do programs fit together? How are they growing? We haven't asked these questions at Coastline. The other two colleges in the District are having these discussions. Coastline should, too.

**Ann Holliday moved to table the motion on Senate recommendations for Department Chair positions to the next meeting, when the deans attend (second, Jeanne Oelstrom). MSU**

### **DISCUSSION ITEMS**

**Board of Trustees Meeting:** Nancy Jones told Senators to look at the Board agenda for the next meeting. Look at the contract items that the Board wants to "sunshine." Ann Holliday said that the Board is planning to "sunshine" what it wants to discuss with the union. However, it all has to be negotiated. It is a two-way system. Cheryl Stewart said that negotiable items have to be discussed with union representatives. It is not lawful to discuss these items with the general public. Nancy Jones said that faculty need to be involved in making decisions in relation to State midyear cuts in community college budgets.

**COLLEGE/SENATE COMMITTEE REPORTS**

**MyCCC and Voyager Committee:** Cheryl Stewart said that the College servers keep going out. An electronic survey will be sent to employees about Seaport issues. Cheryl Stewart urged all faculty to fill out the survey. We need responses—as many as possible. She will be sending a reminder to all Senators.

**Faculty Recognition Committee:** Lisa Lee announced that Coastline’s nominee for the Hayward Award is Celeste Ryan.

The meeting was adjourned at 2:33 p.m.

Recorded by Marilyn M. Fry

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