

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

December 6, 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, Ken Leighton, Rick Lockwood, Margaret Lovig, Helen McClure, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Catherine Palmer, Malinni Roeun, Celeste Ryan, Richard Shiring, Cheryl Stewart, Lynn Torrini, Chau D. Tran, Stephen Whitson, Susan Winterbourne, Dan Jones (V.P. of Instruction), Maribeth Daniel (Classified Delegate), Graciela Ennis Becerra (ASG Delegate)

Absent: Cheryl Chapman (ex.), Michael Warner (ex.)

Guests: Michael Bare (Coastline Bookstore Manager), Stephen Barnes (Paralegal Instructor), Jesus Israel Becerra (ASG member), Bill Kerwin (Interim Dean of Counseling and Special Programs), William Kirchinger (District Bookstore Director), Diana Ramon (Coastline Bookstore Operations Assistant), Dave Thompson (Director of E-Learning, Research, and Development), David Watts (Follett Area Textbook Manager)

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

AGENDA/MINUTES/CONSENT CALENDAR

Helen McClure moved to adopt the agenda as amended (second, Ken Leighton). MSU

Margaret Lovig said that the Basic Skills Initiative end-of-year report will be moved to the first meeting of the spring semester.

Pedro Gutierrez moved to add Bookstore Manager Michael Bare's presentation on the new online program for faculty when ordering textbooks from the bookstore (second, Jeanette Ellis). MSU

Pedro Gutierrez moved to add an emergency action item that we just learned about this morning in College Council: the hiring committees for the two vice president positions (second, Jeanette Ellis). MSU with 22 votes

Bob Covert moved to approve the minutes of November 15, 2011 (second, Lisa Lee). MSU

Jeanne Oelstrom corrected her report in the November 15, 2011, minutes. The Marketing Committee simply discussed the possibility of having a Snow Day; the issue wasn't decided.

Ann Holliday moved to approve the Consent Calendar (second, Jeanette Ellis). MSU

CONSENT CALENDAR

- **Dan Johnson to serve on the District Search Committee for the Vice Chancellor of Educational Services and Technology.**
- **Stephen Kroll to serve on the Search Committee for the Accounting full-time faculty position.**
- **Ted Marcus to serve on the Search Committee for the Anatomy/Physiology full-time faculty position.**
- **Bob Covert and Rick Lockwood to serve on the Veterans Task Force.**

ANNOUNCEMENTS/INFORMATION ITEMS

Seaport 3 Update: Dan Jones said that it has been a major undertaking to move to a different course management system. Seaport 3 is quite different from Seaport 2. It has been difficult to export information from Seaport 2 to Seaport 3. Dave Thompson has been working around the clock. Seaport 3 was working yesterday, but there are still a few “bugs” that need to be worked out. When Blackboard moved from its older system to the new one, the company never developed a tool. Seaport will have the necessary tool. As we continue to improve Seaport 3, there will be challenges. But we want to make it the best course management system we can.

The course-level Student Learning Outcomes (SLOs) should be in each course now. We are still working on program-level and institutional SLOs. Gayle Berggren is working on these. They should be in place a week or so after the holidays.

Margaret Lovig asked when these SLOs needed to be inputted. Dan said at the end of the first eight weeks, when faculty will be assessing SLOs for the first-eight-week classes. Gayle said that she was hoping that assessing all levels of SLOs would be part of the initial trainings. Dan Jones said that we would like these in place for several semesters before the accreditation team visit. But on day one, the course SLOs will be in place. Gayle said that not every course has a program-level or institutional-level SLO, only certain designated courses.

Dave Thompson said that the import tool in Seaport 3 is 5% away from being completed. It will be complete this week. The tool will help move everything from Seaport 2 to Seaport 3. This import tool is one of our top three priorities. Dan Jones said that there will be more trainings, and there will be online presentations about Seaport 3 on Camtasia. Nancy Jones said that she took a training this morning. A suggestion was made in the training by one of the participants, and within six minutes it was accomplished. Cathy Palmer asked if faculty will have to format material that is imported from the old system to the new one. Dan Jones said no. Cathy asked if the programmers are still working on a spell-check. Dave Thompson said not yet. We may have to put that off for a while. Pedro Gutierrez asked if there is a special hot line to Sylvia Amato'elau, Dave Thompson, and Mark Worden for the mentors to use. Dave Thompson said that they should contact the help desk. Dave said people could e-mail him only for technical questions. For training issues, Sylvia and Mark can help. For student issues, use the help desk.

Dan Jones said that Seaport 3 has been moved to a secure server site in Palomar. This will protect Seaport from any District technical problems. Dan Jones said that the programmers will be continuously working on Seaport 3 throughout the spring semester. Let the team know about any problems or issues. We have a good team; all the members are willing to put the time in to perfect Seaport. We appreciate everyone's patience as we work to make Seaport better. In the long run, we will have a much more usable system.

Cheryl Stewart wondered when Seaport 3 will have a link to Turnitin.com. Dave Thompson said that this was in the original plan for Seaport. We have had some discussions with the people at Turnitin.com. We have a very limited staff here at Coastline; we are currently working on other things that are more vital. We are hoping to get some part-time technical help. Dan Jones said that Turnitin.com is a high priority for Seaport.

ACTION ITEMS

Administration Reorganization: Margaret Lovig said that President Lori Adrian described the proposed reorganization plan for Coastline, a two-vice-president model. The Academic Senate needs to vote on this.

Ann Holliday moved that the Coastline Academic Senate send a formal letter of support to President Loretta P. Adrian for the reorganization plan presented to the Academic Senate on November 15, 2011, with the request that the reorganization plan be reevaluated within a year (second, Pedro Gutierrez). MSU

Margaret Lovig agreed that looking at it in a year will be a good idea—to see how it is working with only two vice presidents. Nancy Jones and Cheryl Stewart said that they were glad that the motion included the request for reevaluation.

Participatory Governance Document: Margaret Lovig said that this should be a discussion item rather than an action item. We need to make sure that our new planning processes fit into participatory governance. We need to remember that the Academic Senate has the 10+1 items that it is responsible for. We want to be very careful that the language in the College document doesn't negate any of those items.

Cheryl Stewart moved to turn the Participatory Governance Document over to the Policy and Procedures Committee to assist in a discussion of the document, to be scheduled as a discussion item on the agenda of the February 21 meeting (second, Ann Holliday). MSU

Pedro Gutierrez asked if the College Council needs feedback from the Senate on the document. Margaret Lovig said not yet. Margaret Lovig said that she has read the document and that it needs to be changed. The accreditation team will look closely at this document. We need to do a good job of revising it this year. She asked Senators to please read the document carefully. This is a very important document. Cheryl Stewart said that the Coast Community College District has expanded the number of the 10+1 items on which it will agree mutually with the academic senates. This is the time to bolster that. She agreed that this is a very important document. Margaret asked Senators and others to e-mail her with suggestions and comments. Before, planning went directly to the College President. The new document states that planning

items will go first to the College Council. Margaret Lovig said that discussions from the Budget Committee and the Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC) are sent to College Council. Ann Holliday reminded Senators that the Academic Senate makes the final decisions about the budget and planning processes. Pedro Gutierrez asked if the Academic Senate is supposed to make decisions about everything. Ann Holliday said yes. Margaret Lovig agreed—except bargaining issues; these are union issues.

Mission and Vision Statements: Margaret Lovig said that Senators had been sent the proposed new vision statement and mission statement. A vision statement defines the way an organization or enterprise will look in the future. Vision is a long-term view. A mission statement is a written declaration of an organization's core purpose and focus that normally remains unchanged over time. The new proposed Coastline Vision Statement is "Student Success Without Barriers." The new proposed Coastline Mission Statement is "Coastline Community College promotes academic excellence and student success through accessible, flexible, innovative, quality education for today's global student." The Mission Statement is based on goals from the Education Master Plan 2011-2016. Margaret Lovig said that only one person has sent her a comment about the Mission Statement; however, that comment only mentioned changing the goals of the Education Master Plan, not the Mission Statement.

Gayle Berggren said that her concern is how we are going to achieve student success without barriers with the new emphasis on completion of degrees and certificates. The State will create barriers to students. The new emphasis sort of turns accessibility upside down. We are no longer able to be flexible and accessible. We need to keep innovative.

Fred Feldon said that the Vision Statement seems kind of fluffy—a marketing statement. It doesn't have any substance. Pedro Gutierrez said that "student success without barriers" may be true once the students jump the barriers to get into college.

Margaret Lovig said that the accreditation team strongly recommended that we change our last Mission Statement. The accreditation team said that it did not identify our student population. That is why we need a new one. Jeanette Ellis said that the new Mission Statement identifies our students more accurately. Margaret Lovig agreed that our students are global students. Ann Holliday said that, as we discussed in PIEAC, we don't choose our students; they choose us. Shouldn't we ask about the students we get? Susan Winterbourne asked if "flexible" and "accessible" don't mean much the same. Marilyn Fry said that they are different. "Flexible" has to do with the many ways we offer courses to students, giving students many options to take classes at different times in the classroom or by several different distance learning methods. "Accessible" means that students are able to get into Coastline and to get into classes, that there are no barriers to open access or open enrollment. California community colleges are known for being accessible, for allowing anyone to enroll. However, it seems that the California legislature and the Student Success Task Force would prefer that we make community colleges less accessible. It seems as if they would like us to give students an entrance exam that would limit who could enroll. If a person doesn't speak English, we don't want him or her—go away. If a person doesn't qualify to take College Algebra or Freshman Composition, then we don't want that person; he or she should go someplace else. People who have to take English as a Second Language courses or Basic Skills courses aren't able to complete certificates or degrees in two years. They are a liability to our new goals. We now seem to want only students who can

accomplish these goals quickly. Linda Kuntzman said that statewide 70% to 90% of the students who come to community colleges need basic skills courses.

Cheryl Stewart said that the Mission Statement should say that we promote student success; all colleges provide excellent education. She said that this is our mission statement. We serve the students who come to us. Noha Kabaji said that we should help students to transform, to be what they want to be.

Margaret Lovig said that it is hard to track students who take basic skills classes in order to get into a transfer course. There is no piece of paper, no tracking method, that follows where basic skills students go after taking these courses.

Lynn Torrini said that the term “global student” implies that students aren’t here, that this isn’t a community college. Richard Shiring said that he was also concerned about the term “global.” Rick Lockwood said that the nature of what we do in Distance Learning is global. Margaret Lovig said that we could add “local.” Ann Holliday thought that would make the Mission Statement too weak. Students in our local classrooms are also global students; they are aware of and involved with what is going on in other countries. Cheryl Stewart said that maybe we could say “tomorrow’s global student.”

Ann Holliday moved to place this issue on the February 7, 2012, agenda as an action item (second Ken Leighton). MSU

DISCUSSION ITEMS

Ordering Books Online: Coastline Bookstore Manager Mike Bare introduced David Watts, the Follett Area Textbook Manager; William Kirchinger, the District Bookstore Director; and Diana Ramon. Diana is taking Penny Cavella’s place as Bookstore Operations Assistant. The Coastline Bookstore is planning to provide teachers with the ability to order their class textbooks online. As a pilot project, 76 ESL instructors have entered their book orders online. Another selected group will be added in the summer. By fall, all faculty can easily order their class textbooks this way. It will save time, and it is easy to access. The bookstore will archive the previous semester’s orders. The instructor of a course will be the submitter, and the dean of that discipline will be the approver. This semester, ESL faculty submitted approved textbooks. Judy Montague was the approver for these books. The forms show on the computer screen. Teachers can change new editions and dates on this form. Even if a book is not used in a class, faculty will still fill out these forms with that information. To submit the order, the instructor will hit “Save” to see the order number and will get an e-mail confirmation that the order was received.

Fred Feldon wondered if there was any ability to edit descriptions of books given in the Follett system. Students are frequently confused every semester. They cannot understand the difference between various options that are available to them for a class. Cheryl Stewart asked if the forms could indicate rental books. Mike Bare said yes. She asked about electronic books, and Mike said no; titles are constantly changing. David Watts said that you can ask in the comment section if the book is available as an e-book. Margaret Lovig asked how the area facilitators are going to stay in the loop if faculty do their own ordering. Mike Bare said that the bookstore will notify the facilitators. William Kirchinger said that the bookstore could send a list to the history department, for example; a department is the smallest unit we can limit it to. Gayle

Berggren said that Tai James in the Distance Learning Department has a close relationship with the Distance Learning faculty and has helped with book orders in the past. Mike Bare said that Tai James will continue to be in the loop and will be aware of the books that faculty have ordered.

Cathy Palmer asked about custom books. Mike Bare said that, for books that are produced here at the College like Marilyn Fry's *Writing Paragraphs & Essays*, the faculty member would have to put in only the name of the book.

Fred Feldon said that he still thinks that Follett could make the book descriptions more descriptive. William Kirchinger suggested talking to the publisher. It is from the publisher that we get the book descriptions. Fred said that Pearson is creating custom ISBN numbers just for Coastline. That way we can have descriptions that are understandable to students for the different options that are available to them.

Cheryl Stewart asked where the list is. Mike Bare said that it is at the bottom of the Coastline Bookstore website. Cheryl asked if we can expect to actually have 40 books in the bookstore if we order 40. William Kirchinger said that the bookstore will order only five books over the number sold the previous semester. Our ordering is based on the history of selling information for each book. Mike Bare said that, if the bookstore is sold out of a particular textbook, students can place an order with the bookstore. Such orders are promptly processed. William Kirchinger said that the bookstore pays the shipping fee for books ordered like this.

Margaret Lovig suggested that Mike Bare present this subject at the All-College Meeting in the spring. This is important information that all faculty should know about. Mike Bare said that he would love to do that—if President Lori Adrian approves it.

Cheryl Stewart said that we receive a book order form to fill out when we receive our contract for the semester. Mike Bare said that an instructor will be able to turn that in the way it has been done in the past or can order online. The faculty member will have a choice.

William Kirchinger said that the bookstore can help faculty decrease costs for students in a number of ways. Publishers can make customized textbooks for faculty, using only the chapters of an existing textbook that the instructor wants. If you aren't using the entire textbook, the bookstore can help. Students are more comfortable with textbook costs in the \$100 range. Gayle Berrgren said that students cannot sell back such customized books. William Kirchinger said that the Coastline bookstore will buy back the books if the instructor lets us know that he or she is going to be using the customized book again. Other ways to cut costs are by using e-books or by renting books. Pedro Gutierrez said that students wouldn't be able to rent microbiology books because the publisher only sells the books with codes and CDs bundled with the book. Mike Bare said that the Higher Education Opportunity Act (HEOA) of July 2010 makes it a federal requirement that publishers have to separate such things out; they cannot require that a person buy the book and CD together.

William Kirchinger said that a custom textbook can be put together with portions of many different books and partial chapters. Gayle Berrgren asked whether the bookstore could take care of having such a custom book put together. William Kirchinger said, yes, we take care of all of this and also take care of all copyright issues. Mike Bare said that Philosophy Instructor

David Kelsey has done this for his Philosophy 100 class. He has a textbook created each semester with different articles. The bookstore has arranged for this to happen. However, since he uses different articles each semester, the bookstore cannot buy back the books. Cheryl Stewart asked whether students can rent custom books. David Watts said that if a teacher commits to using the same book for four semesters, yes, then the bookstore can buy a set number of books and can rent them out. Margaret Lovig asked what happens if a student who is renting a book changes his or her mind and wants to buy the book. Can the student then buy the book he or she is renting? David Watts said that could happen if the student decides right away, at the beginning of the semester. According to the Higher Education Opportunity Act, students must be told all about books, options, and policies at the beginning of the semester.

Gayle Berggren asked if the bookstore, now that it is under Follett management, will be selling anything besides books. William Kirchinger said, yes; let Mike Bare know what you would like the bookstore to order for your students.

ACTION ITEMS

Administrative Reorganization Plan: Margaret Lovig said that we need to approve of faculty to serve on the two hiring committees for the two vice president positions now that Coastline is being reorganized to have only two instead of three vice presidents.

Ann Holliday moved that the Academic Senate ask for volunteers to serve on the search committee for the Vice President of Instruction and Student Services and for the Vice President of Administrative Services (second, Ken Leighton). MSU

Cheryl Stewart and Dan Johnson volunteered to serve on the Vice President of Instruction and Student Services Hiring Committee. Ken Leighton and Chau Tran volunteered to serve on the Vice President of Administrative Services Hiring Committee.

Ann Holliday moved that the Academic Senate approve of these four faculty members to serve on the two hiring committees: Dan Johnson and Cheryl Stewart to serve on the Vice President of Instruction and Student Services Hiring Committee and Ken Leighton and Chau Tran to serve on the Vice President of Administrative Services Hiring Committee (second, Cheryl Stewart). MSU

Faculty Evaluation Review: Margaret Lovig said that this union document was sent to Senators as an attachment with the agenda. Jeanne Oelstrom said that the document had very little about Distance Learning faculty. Some of our faculty teach only Distance Learning classes. Margaret Lovig agreed that Distance Learning teaching was completely ignored. The student evaluation of Distance Learning faculty is better than the student evaluation for classroom faculty.

Jeanne Oelstrom moved that the Coastline Academic Senate inform Coast Federation of Educators President Dean Mancina of its concerns about evaluation of Distance Learning faculty and about student evaluation forms (second, Noha Kabaji). MSU

Closing the Loop on SLO Assessment: Gayle Berggren said that, at the faculty portion of the All-College Meeting this spring, faculty will discuss SLO assessment and have a dialog about

how they can use the SLO assessment to improve their teaching. This assessment is tied to planning and budgeting. We need to take a survey of the SLO assessment process every spring. Gayle Berggren said that faculty can fill out a paper survey or can take the survey online. Faculty should identify their needs on the survey. The Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC) has approved this as a process.

Cheryl Stewart moved that the Academic Senate approve the SLO survey process for the faculty portion of the Spring 2012 All-College Meeting (second, Ken Leighton). MSU

Ann Holliday moved that the results of the survey be sent to PIEAC and to the Program Review Committee (second, Ken Leighton). MSU

Orange Coast College Academic Senate Resolutions: Margaret Lovig said that the OCC Academic Senate has written a couple of resolutions on “hot topics,” which she handed out. We will discuss those at one of the Academic Senate meetings in February. We need to have a serious discussion. OCC is suggesting changing the final date when students can withdraw from a class from the end of 75% of the class to the end of 60% of the class. Another resolution has to do with Grade Point Average and priority registration. These changes have to be District decisions. However, this is a bad time of the year to consider this. So we are going to bring this back at a meeting in February.

REPORTS

Student Representative: Graciela Ennis Becerra said that, during the first week of the spring semester, the Associated Student Government will have tables set up at the various sites with ASG members there to give students information.

Classified Council: Ken Leighton handed out a short report on the December 6, 2011, Classified Council meeting. Christina Arellano is now the Classified Council President. The Classified Council continues to focus on fundraising activities to fund scholarships. The next activity is the Holiday Boutique on Thursday, December 8, 2011.

The meeting was adjourned at 2:38 p.m.

Recorded by Marilyn M. Fry

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