

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

February 21, 2012

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, Michael Warner, Stephen Whitson, Susan Winterbourne, Maribeth Daniel (Classified Delegate), Graciela Ennis Becerra (ASG Delegate)

Absent: Cheryl Chapman (ex), Catherine Palmer (ex)

Guests: Stephen Barnes (Paralegal Instructor), Vinicio Lopez (Dean of the Le-Jao Center)

At 12:33 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.

Roll Call: Margaret Lovig said that Cheryl Chapman had notified the Senate Office that she would not be able to attend today's meeting. Ken Leighton said that Cathy Palmer told him that she would not be here today.

AGENDA/MINUTES/CONSENT CALENDAR

Ann Holliday moved to adopt the agenda with an addition (second, Pedro Gutierrez). MSU

Cheryl Stewart moved to add an emergency, time-sensitive item for discussion about the Management Recruitment Selection Procedure document that the District Hiring Policy and Procedures Committee is going to be voting on at its meeting on Thursday, February 23 (second, Helen McClure). MSU with 20 yes votes and one abstention

Bob Covert moved to approve the minutes of February 7, 2012 (second, Ken Leighton). MSU

Ann Holliday moved to approve the Consent Calendar (second, Bob Covert). MSU

CONSENT CALENDAR

- Nancy Jones to serve on the Hiring Committee for the Vice President of Administrative Services

ACTION ITEMS

Extend Time for Voting on New Curriculum Committee Members: Margaret Lovig said that we neglected in the fall to select members of the Curriculum Committee Nominating Committee from the Academic Senate and from the Curriculum Committee. Now the nominations are almost due. We have had a request to extend the time to nominate and vote on Curriculum Committee members for next year.

Ken Leighton moved that the Academic Senate extend the time for voting on new Curriculum Committee members until March 23, 2012 (second, Cheryl Stewart). MSU

Select Two Senators to Serve on the Curriculum Committee Nominating Committee: Margaret Lovig said that we need to select two Senators to serve on the Curriculum Committee Nominating Committee. Ken Leighton nominated Marilyn Fry. Marilyn said that she would accept. Chau Tran volunteered.

Cheryl Stewart moved to approve Marilyn Fry and Chau Tran to serve on the Curriculum Committee Nominating committee (second, Lynn Torrini). MSU

ABI Walk-a-Thon: Ann Holliday said that she withdraws the action item about forming an Academic Senate team to participate in the ABI Walk-a-Thon. However, she urged Senators to go on the Coastline Website to get information for individual participation in the event on March 24, at 9:00 a.m. in Huntington Beach Central Park. Celeste Ryan said that it costs \$25 to participate in this fundraiser. For that, participants get a t-shirt, a continental breakfast, some good exercise, and some good company. It is on the dog-park side of the park, and dogs are welcome to walk in the ABI Walk-a-Thon. Margaret Lovig said that she has participated and that it is really fun. She urged Senators to consider it.

ANNOUNCEMENTS/INFORMATION ITEMS

President's Report: Margaret Lovig said that the hiring committees are all busy; the process is moving forward at a fast pace. Final interviews for the six new full-time faculty positions will be completed by the end of April.

Treasurer's Report: Ann Holliday said that the general Academic Senate budget has been cut this academic year. We had requested \$5,000 for conferences and workshops, but we received only \$2,500 for full-time faculty and \$1,400 for part-time faculty. However, we have enough money to send people to the plenary session. Senators who plan to attend the Academic Senate for California Community Colleges Spring 2012 Plenary Session in April should first use Professional Development Institute (PDI) or CCA/CTA/NEA money. Then the Senate will try to furnish the rest of the funding needed. Margaret Lovig said that CCA President Barbara Price is leaving at the end of the month; she doesn't know how this affects staff development funding from the part-time union. Ann said that we need to review our budget.

Associated Student Government Report: Graciela Ennis Becerra said that ASG had approved funding for members to attend the March in March in Sacramento. We need more students to attend. Coastline students will be sharing buses with our sister colleges. ASG also approved \$2,000 for the Latino Youth Conference on March 2, 2012, at the Le-Jao Center. Funding was

also approved for ASG students to attend the American Student Association of Community Colleges (ASACC) national Student Advocacy Conference in Washington, D.C. ASG is attempting to coordinate teambuilding workshops.

Classified Senate: Maribeth Daniel said that the Classified Senate made \$400 on Valentine Grams for classified scholarships. Margaret Lovig said that she hopes that the Classified Senate will offer the Valentine Grams again next year. The offices all looked very festive on Valentine's Day with red balloons and pink flowers everywhere. It is a nice opportunity for faculty and others to show appreciation for the support of classified personnel.

Maribeth Daniel said that the last meeting of the Classified Senate was short. We discussed the Vision Statement and the Mission Statement. Richard Kudlik discussed the budget. Cheryl Stewart asked why the name was changed from Classified Council to Classified Senate. Maribeth said that this is an important part of the classified plan—to be more organized. Other colleges call their classified group a Senate. However, the Classified Senate is not under the Brown Act. Gayle Berggren agreed because the Classified Senate is not a decision-making body, and its members are not elected. Ann Holliday said that, although the Classified Senate is not under the Brown Act, it would be a good idea to post the agenda and minutes in a timely manner.

SPECIAL REPORTS/UPDATES

Basic Skills Initiative Report: Dean Vinicio Lopez gave a PowerPoint presentation of the end-of-the-year report on Basic Skills. He wrote the report in October 2011. Giving some national statistics, Vinicio reported that 90% of first-time community college students test below college level in mathematics, and 70% test below college-level reading and writing. At Coastline, the main Basic Skills activities are (1) on-site tutoring at the Le-Jao Center, (2) online tutoring support in mathematics, (3) Basic Skills workshops in counseling, English, English as a Second Language (ESL), and mathematics, (4) ESL Bridge Cohort, and (5) counseling services.

Coastline's Master Education Plan includes Basic Skills. In summer of 2011, the College hired a full-time faculty Basic Skills Coordinator. The use of the Student Success Center at the Le-Jao Center is at an all-time high. Tutoring is offered there in both mathematics and English five days a week: 8:30 a.m. to 8:00 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Friday. Basic Skills workshops provide students with supplemental learning opportunities.

Challenges include the following. Teachers of classes in all disciplines work with Basic Skills students; we need to extend support in more disciplines than English, mathematics, and ESL. The Basic Skills Initiative funding may be eliminated, so the College needs to continue support of students in need of Basic Skills instruction and tutoring as part of the General Fund. Online tutoring service must be available for Distance Learning students. Tutoring needs to also be offered at all three learning sites. We are planning to extend our reading program. We need a robust reading program.

The Basic Skills Budget of \$90,932 for 2011-2012 includes the following: \$6,500 has been allocated for assessment (ACCUPLACER and Compass); \$12,500 has been allocated for counseling; \$54,932 has been allocated for on-site and online tutoring; \$9,400 has been allocated

for Basic Skills software for the computers in the Student Success Center; \$7,500 has been allocated for faculty to attend conferences.

Gayle Berggren asked if we are losing our Basic Skills Initiative funding. Vinicio Lopez said that we have received less each year. In 2008, Coastline received \$138,000. The amount received in 2009 was less, and the amount received in 2010 was even less. In 2011, Coastline received \$91,000 of Basic Skills Initiative funding. It may be eliminated entirely. We will know in May 2012.

Stephen Whitson said that we need accounting tutors. Every other community college in California provides tutoring in accounting. Cerritos College has a tutoring lab for accounting students; teachers in the lab are paid the regular teaching rate.

Bob Covert said that one of his students said, “I can’t write; therefore, I don’t have to do the class project.” He suggested that she take some Basic Skills classes. That suggestion really boomeranged. He ended up having to apologize to the student, to her parents, to the Vice President of Instruction, and to the College President. She was offended to be told that she needed Basic Skills just because she couldn’t write.

Susan Winterbourne asked about the online tutoring. Vinicio Lopez said that the online tutoring in mathematics is provided by Smarthinking. Our yearly license costs \$29,000 a year for 900 hours of tutoring. Gayle Berggren said that Smart Thinking also offers online tutoring in science, accounting, English, and other subjects. The last accreditation team recommended that Coastline provide learning resources to all students. Less than 5% of Coastline’s classes are Basic Skills classes. Ann Holliday said that we need to do research on our students’ needs. Let’s put this on the Senate agenda for the next meeting: to request that research be done on Basic Skills students. Ann Holliday also asked about orientation. Vinicio Lopez said that orientation is not included in Basic Skills Initiative funding. Cheryl Stewart agreed; the guidelines for Basic Skills Initiative funding are very narrow. For example, the tutoring is supposed to be limited to only students in need of basic skills instruction. However, there is really no way to limit the money we spend on Smart Thinking for mathematics to only Basic Skills students. All the math students use it, including those in calculus. Our other students are benefiting from this service provided for Basic Skills students. Gayle Berggren said that other colleges are using Title 3 grant funding to provide Smart Thinking tutoring for all students. Some other colleges charge the students a lab fee. Ann Holliday said that students can be charged \$10.00 for technology. Richard Shiring asked if anyone is monitoring Smart Thinking. Fred Feldon said that 80% of the students like it. Vinicio Lopez said that he has talked to mathematics faculty, and they appreciate this online tutoring.

Ann Holliday said that many of our incarcerated students need Basic Skills. Is Coastline providing any Basic Skills instruction for these students? Vinicio Lopez said no. Marilyn Fry said that we do offer three Basic Skills classes to incarcerated students: English 020 (Basic Grammar), English 021 (College Spelling 1), and English 024 (Basic Vocabulary 1). Ken Leighton designed correspondence versions of these courses for incarcerated students. He has been teaching these for several semesters.

Margaret Lovig asked about Smarthinking. Fred Feldon said that Coastline is billed up front for the license and so many hours. Each year we have used every single hour that we have paid for.

The owner of Smarthinking told Fred that the company would lose money if all colleges used up all their paid hours. Tutors are available online in real time 24 hours a day for 7 days a week for most math courses. Every year, Fred Feldon gives a report to the Student Success Committee about the mathematics tutoring. The majority of the students who use the service are Basic Skills math students. Fred wondered what the cost would be to add hours for science and accounting tutoring. The College has already paid the license fee; the only cost would be for the hours used for each subject. Stephen Whitson said that students get credit for ½ a unit for studying in the accounting tutoring lab at Cerritos College. Cheryl Stewart said that Coastline needs to institutionalize tutoring; we need to allocate permanent fund for tutoring. We have had grant money in the past; when the grant was over, the College did not continue the tutoring. Jeanne Oelstrom said that the Tutoring Center at Golden West College is open to the public for a fee. Fred Feldon said that it is really difficult to base our plans on what other schools do; Coastline is so different.

Cheryl Stewart asked if there is any evidence that our Basic Skills efforts have paid off, have been successful. Vinicio Lopez said that he has asked Jorge Sanchez for research on this. Gayle Berggren agreed that we need research.

COLLEGE/SENATE COMMITTEE REPORTS

Marketing Committee Report: Jeanne Oelstrom said that the Job Fair/Career Exploration Fair will be held on Thursday, April 5, 2012, at the Garden Grove Center from 10:00 a.m. until 2:00 p.m. We expect from 300 to 1000 people to attend, and more than 20 companies and 5 community groups will be represented. We also plan on having 10 Coastline program booths, manned by faculty. In addition, 30-minute workshops on Social Networking, Resume Writing, Interviewing, Hidden Job Market, and Career Exploration will be offered. We need faculty to help with the Job Fair at the Coastline. Faculty volunteers are needed to help at the event at program booths. Please recommend companies that might be hiring at this time; let Michelle Ma know of the names of these companies so that she can contact them. Also, let students know about this upcoming event.

Faculty need to encourage their students to attend graduation. Remind them that they need to apply for graduation by April 6.

Student tuition will increase to \$46 a unit starting in summer.

Coastline is in the process of hiring a webmaster.

The Veteran's Resource Center will open on March 9, 2012, on the 1st Floor. Veterans will provide veterans' services to our students and to outsiders.

A new STAR (Strategic Technology-Assisted Rapid)-type Program is being discussed. The current STAR Program was designed at a time when majors were not required for an A.A. degree. Faculty and deans are discussing putting courses together for students to earn a major in Business, History, or Psychology in cohort groups with a similar rapid format. Nancy Jones confirmed that Coastline is considering offering these majors in a fast-track program, particularly for the Transfer Model Curriculum (TMC) AA degrees that are approved by the State Chancellor's Office for transfer to CSU schools. Students can complete one of these degrees in

the proposed fast-track program by taking 18 units a semester in three primary semesters plus one summer session. Susan Winterbourne said that students taking an approved TMC degree are guaranteed transfer to a CSU campus. Nancy Jones said that we are talking about having two cohort groups of each major—one online and one on-site. These would not be part of the STAR Program and would not have integrated assignments the way the STAR Program does. Ken Leighton had some questions about how they would work. Nancy Jones said that there would be tutoring support for these students, and there would be workshops with field trips to and speakers from local CSU campuses. The Business Departments at both CSULB and CSUF are impacted; these schools do not want to accept students who complete the State-approved TMC degrees because CSULB and CSUF have different requirements for a Business major at each school. Ann Holliday said that this new reworking of the STAR Program idea should be discussed by the Senate at its next meeting. Senators would like to know more about it. Margaret Lovig suggested that we have a Senate meeting largely devoted to the Title 3 grant plans. She has asked Nancy Jones to lead this discussion at one of the Senate meetings in April; it will include a discussion about these new proposed degrees as they are part of the Title 3 grant.

Ann Holliday said that we need to be aware that CSULB is requiring a higher Grade Point Average (GPA) to enroll. Margaret Lovig said that this Friday, February 24, there is going to be a hearing at the Coast Community College District Board Room at 10:30 a.m. about the new CSULB requirements. Someone from CSULB will be there to explain.

The Graphics and Publications Office has a new machine to make booklets. Jeanne showed a sample of a small booklet.

ACCREDITATION UPDATES

Review of Closing the Loop Survey: Gayle Berggren said that she didn't get back all the results of the Closing the Loop Survey from the All-College Meeting; 14 people completed the survey. She put in the Education Master Plan goals, but most people didn't answer them. She will drop those questions next spring. She asked for feedback. Marilyn Fry said that some of the questions on the survey were confusing, and some were repeated. Margaret Lovig said that it was difficult to figure out which side of a question to answer. She said that it will all be easier next spring.

Review of Accreditation: Gayle Berggren said that she is still missing reports from some of the standards. Everything is still in rough draft form. However, she is ready to post it now. She asked people to look at it on the website. It is supposed to be sent to the Board of Trustees on March 10. It is not ready to be proofread yet.

Jeanne Oelstrom asked if the Senate could discuss the All-College Meeting at the end of the meeting today or at the next meeting. Margaret said that we will discuss it at the next meeting.

DISCUSSION ITEMS

District Budget Advisory Committee Idea List: Ann Holliday said that a handout is on the back table for recommended changes in the wording of the Participatory Governance Document on the function of the College Council. The College Council is going to be the major participatory governance body at the College. She has suggested an addition. The Academic

Senate is responsible for the process of budgeting—for budget development. Right now the Budget Committee is sending proposals to the constituency groups and then to College Council. At this time Coastline is outside of the rightful Academic Senate role. Some even think that the Program Review process needs to go to the managers before being sent to the Senate. Margaret Lovig said that the final Program Review reports should be sent to multiple groups at the College. Nancy Jones suggested a change in wording to strengthen the section on the function of the College Council to clearly identify the College President as the representative of the Board of Trustees.

Margaret Lovig said that the College Council needs its mandate rewritten. Dan Johnson said that he liked the proposed changes to the Participatory Governance Document; we need to emphasize faculty primacy. Gayle Berggren asked about the changes that the Board of Trustees made in spring 2011, giving the Senate more items for which the Board would rely primarily on the Academic Senate. Ann Holliday asked Senators to e-mail her with any other suggestions for changes in the document.

District Hiring Policy and Procedures Task Force: Cheryl Stewart said that she serves on this District task force. The hiring policy was approved last year. This year, they are discussing the procedures for hiring. Currently, the task force is discussing the Management Recruitment Selection Procedure document. This was sent to Senators last week.

The task force has proposed a hiring procedure that specifies that a management position, once opened, would be posted for a minimum of twenty (20) work days for permanent management positions and ten (10) work days for interim management positions and that the constituency groups would have fifteen (15) work days to assign a representative to the search committee. The task force forwarded this document to the District for review. Vice Chancellor Deborah Hirsh recommended three changes to the document about the amount of time allotted to the process. She recommended that the position for permanent management personnel be open only fifteen (15) work days rather than twenty (20) and that the constituency groups have only ten (10) work days, instead of fifteen (15), to assign representatives to the hiring committee.

Ann Holliday moved that the position, once opened, be posted for a minimum of twenty (20) days for permanent management positions and ten (10) work days for interim management positions and that constituency groups have fifteen (15) work days to assign a representative to the search committee (second, Bob Covert). MSU

Ann Holliday said that, in the section of the document that deals with evaluation of candidates, there is an option for hiring independent contractors. She urged Senators to read this section. Vice Chancellor Deborah Hirsh wants to add to the document this statement: “Appointments may be made following a failed search or based on an urgent requirement or at the discretion of the College President or Chancellor as applicable.” Ann Holliday recommends removing the phrase in the last portion of the recommended addition: “at the discretion of.”

Cheryl Stewart moved that the Coastline Academic Senate recommend that the statement about appointments be worded as follows: “Appointments may be made following a failed search or based on an urgent requirement by the College President or Chancellor as applicable.” The words “or at the discretion of” should be removed (second, Ann Holliday). MSU

ANNOUNCEMENT

Study Abroad Classes to Florence, Italy: Lynn Torrini announced that this is the time to enroll in the two art courses and one photography course that will be taught in Florence, Italy, next summer over the period of a month. There will be a meeting at 10:00 a.m. on Saturday, February 25, 2012, in Room 7 at the Costa Mesa Center. Lynn said that several Coastline faculty members have gone on the Florence trips in previous summers. Margaret Lovig said that it was wonderful; she encouraged faculty to take the study-abroad classes this summer.

The meeting was adjourned at 2:35 p.m.

Recorded by Marilyn M. Fry

Distribution:

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