

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

March 6, 2012

MINUTES and NOTES

Present: Cheryl Chapman, Bob Covert, Jeanette Ellis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Nancy Jones, Noha Kabaji, Linda Kuntzman, Lisa Lee, Ken Leighton, Margaret Lovig, Helen McClure, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Catherine Palmer, Celeste Ryan, Richard Shiring, Cheryl Stewart, Lynn Torrini, Chau D. Tran, Stephen Whitson, Susan Winterbourne, Maribeth Daniel (Classified Delegate), Graciela Ennis Becerra (ASG Delegate)

Absent: Gayle Berggren (ex), Dan Johnson, Rick Lockwood (ex), Malinni Roeun (ex), Michael Warner (ex)

Guests: Lori Adrian (College President), Sylvia Amito'elau (Educational Media Designer), Stephen Barnes (Paralegal Studies Instructor), Christine Nguyen (Interim Vice President of Administrative Services)

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.

Roll Call: Margaret Lovig said that four Senators had notified the Senate Office that they would not be able to attend today's meeting: Gayle Berggren, Rick Lockwood, Malinni Roeun, and Michael Warner.

AGENDA/MINUTES/CONSENT CALENDAR

Ann Holliday moved to adopt the agenda with changes (second, Bob Covert). MSU

Ken Leighton moved to add an emergency, time-sensitive item to the agenda for action: designating two faculty members to serve on the Web Master Hiring Committee, which will meet this next week (second, Bob Covert). MSU with 16 yes votes

Linda Kuntzman moved to move the Student Success Committee report to the beginning of the committee reports (second, Ken Leighton). MSU

Ann Holliday moved to approve the minutes of February 21, 2012 (second, Pedro Gutierrez). MSU

Jeanne Oelstrom had some changes in wording on her Marketing Committee report in the minutes.

Cheryl Stewart asked if the addendum handout today will be attached to the February 21, 2012, minutes or to the March 6, 2012, minutes—a response from Sylvia Amito'elau and Mark Worden about the Seaport 3 discussion in Senate on February 21, 2012. Margaret Lovig said that it will be maintained in the Academic Senate records for the meeting of March 6, 2012. Margaret Lovig welcomed Sylvia to today's Senate meeting. Margaret said that Sylvia and Mark read the minutes and have some comments and some helpful suggestions about Seaport 3. Sylvia explained how people can find a Seaport help list on the Coastline website by clicking on "Faculty and Staff" and then clicking on "ISD Faculty Staff Support." Then click on the orange box that says "Seaport 3." This will give faculty and staff a long list of items to click on for specific information and help.

Public Comment or Statement: Margaret Lovig asked if anyone who isn't a Senator wanted to make a comment or statement. None did.

SPECIAL REPORTS/UPDATES

Budget Update: Interim Vice President of Administrative Services Christine Nguyen gave a PowerPoint presentation on the budget as of February 22, 2012, assuming that the Governor's proposed tax increase does not pass. Reductions in State funding for the 2012/2013 academic year will leave the Coast Community College District with a \$6.8 million structural deficit; Coastline's portion of that deficit is \$1.1 million (17%). Ken Leighton asked what the difference is between a "structural deficit" and a "deficit." Christine said that the Vice Chancellor uses the word "structural" to refer to the internal CCCD deficit as opposed to the State's deficit. The structural deficit relates to ongoing, set expenses like employees' salaries and benefits. Potential solutions to mitigate the structural deficit include savings from non-salary accounts, workload reduction (reduction in class section offerings), vacant positions, reorganization, and negotiated solutions. The CCCD Board of Trustees will approve the tentative budget in June. Then the Board will approve a final budget no later than September 15, 2012. Coastline needs to identify ways to save \$1.1 million. Coastline's General Fund budget is \$25 million. Of that amount, 90% goes for salaries and benefits with only 10%, \$2.5 million, for "discretionary" spending for things like maintenance, electricity, telephones, etc. Subtracting the usual costs of such necessary expenses, we are left with about \$600,000 in discretionary balance.

An additional amount could be cut by the State mid-year if the Governor's tax proposal fails in November. The anticipated cut and the added expense of paying for a Board of Trustees election comes to \$8.7 million. The District has proposed some one-time solutions. It could take \$7.4 million from the General Reserve, \$500,000 from equipment reserve, and \$3.0 million from retiree health benefit contributions. Also, \$200,000 could be transferred from Unrestricted Fund 40 (Capital Outlay). That would still leave a District deficit of \$3.1 million. Coastline's portion of that is \$540,000.

These budget cuts will continue to impact the District in the 2013/2014 academic year with an \$8.2 million deficit. In addition, the District will have to pay another \$4 million for the increase in the health benefits cost estimated for next year. Coastline's portion of the ongoing cuts in 2013/2014 will be \$2 million.

All three colleges get a percentage of the sales in the campus bookstores that are outsourced to Follett. We have two years left with the Follett contract. After taking that revenue source into account, all we have left is workload reduction; that is, we will have to cut class sections.

Also, there are almost certainly going to be further cuts because the State income tax revenue is lower than expected. Christine Nguyen said that she met with Vice Chancellor Andy Dunn yesterday and learned that there will likely be additional budget cuts in the Governor's May revise of the budget. President Lori Adrian said that we are not dealing with a negotiated solution.

Pedro Gutierrez asked about revenue streams at Coastline like contract education. Christine Nguyen said that one of the goals of Coastline's Master Plan is to increase entrepreneurial activities. Golden West College and Orange Coast College earn extra money with their weekend swap meets. Coastline gets money from contract education and Instructional Systems Development, but we need more than that. Although the students will be paying a higher tuition in fall 2012, the District and the three colleges do not get any money from tuition; it all goes to the State. However, we do get to keep the money from non-resident students. Chancellor Andrew Jones has said that he wants to increase the number of international students in the District. President Lori Adrian said that we need to focus on other sources besides the State to fund education; we need to find strategies outside of State funding. She encourages anyone to bring ideas to the Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC). She agreed that the District encourages each college to increase international students. We need accelerated English as a Foreign Language instruction for these students.

Margaret Lovig said that the March 20, 2012, Academic Senate meeting will be largely devoted to a faculty-perspective discussion of the budget. How is the budget affecting your program? What can you do? Deans and Department Chairs will be invited to attend that Senate meeting to take part in the discussion.

Career Exploration Fair: Michelle Ma, Director of Marketing and Public Relations, said that Jeanne Oelstrom has been great about giving Marketing Committee reports to the Senate. As she has reported, Coastline is holding a Career Exploration Fair on Thursday, April 5, 2012, from 10:00 a.m. until 2:00 p.m. at the Garden Grove Center. There will be booths with employers who have jobs to offer to prospective employees. We are working with the One-Stop Center to identify employers who are hiring at this time. We need faculty to set up booths to support their programs. She passed out a sign-up sheet. She asked faculty to reach out to businesses that they know of who are hiring. Graciela Ennis Becerra asked if the Associated Student Government could have a booth at the Career Fair. Michelle Ma said yes.

Planning Guide: Margaret Lovig said that PIEAC has put together a Planning Guide for the College; it is very long and is still in the draft stages. Margaret passed out the page on the composition of PIEAC. It is a large committee. There are currently two instructional deans on the committee; they have asked that the third dean be added as all three deans of instruction are involved in planning. There are currently ten faculty positions on the committee, but one person is representing two of the positions. Margaret Lovig asked Senators to give her suggestions to take back to the committee, which will meet tomorrow. The Plan has seven parts; the committee would like faculty to review the various parts and to bring ideas to the next meeting. Margaret

Lovig said that she would send the revised Planning Guide to Senators electronically after the PIEAC meeting tomorrow.

Margaret Lovig said that the Academic Senate needs to be involved in the planning process. We need to show the accreditation team that faculty are having a dialog about key issues at the College. ACCJC (Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges) has a rubric for evaluating institutional effectiveness. Working on Student Learning Objectives (SLOs) is an ongoing process.

On the composition of PIEAC, in addition to the request for the third instructional dean, the Classified Senate has requested another classified representative on the committee. The College President is a member of the committee but isn't always able to attend, so she can designate someone to take her place at a meeting. We need more faculty on the committee. Celeste Ryan asked how the selection of faculty members will be made. Margaret Lovig said that PIEAC would be on the Committee List that is sent out in late spring. At that time, we ask faculty to tell the Senate on which committees they would like to serve. We will let faculty self-select to be on this or any other committee. Celeste Ryan asked what happens when there are multiple instructors who want to be on the same committee. Margaret Lovig said that this happens every year with some committees. The Executive Committee looks at the requests and makes decisions about committee membership. Usually there are no problems with having too many people wanting to be on the same committee. Ann Holliday said that anyone can attend any committee meeting. If a committee member has to drop out, the interested person who has been attending the committee meetings would be the one most likely to be asked to serve in the place of the member who has to leave. Ann said that she recommends that faculty attend all meetings that they are interested in. All the Coastline committees have open meetings. Margaret Lovig said that PIEAC meets twice a month on the first and third Wednesday. Many people cannot attend a committee that meets that often. We will see who requests to be on PIEAC first. If there is a problem, we will ask the Senate for advice.

Nancy Jones said that we need to look at balance between administrators and faculty. Right now PIEAC has 11 faculty (12 but one person is filling two faculty seats), 13 administrators, 2 classified personnel, and 1 student. Nancy Jones said that she is concerned because planning is one of the 10 areas for which the Academic Senate has purview. Cheryl Stewart said that we can't have everyone represented. Margaret Lovig spoke in favor of having all three instructional deans on the committee. Each dean has completely different problems and perspectives. We need them all. Cheryl Stewart agreed. A dean's job description puts him or her squarely in the middle. Deans should carry forth the needs of the faculty and the students. The deans are a further level of support for faculty and students. Nancy Jones said that there were times on the Mission, Plan, and Budget Committee (MPB) when less than half the faculty on the committee were any one meeting. When administrators outnumber faculty, then faculty concerns are not given as much status. Ken Leighton asked how many more faculty we need on PIEAC. Nancy Jones said that we need to have equal representation. Pedro Gutierrez said we should add a counselor. Cheryl Stewart agreed that counselors are absolutely essential. Marilyn Fry suggested that perhaps the Articulation Officer, who is a counselor, would be appropriate to be on the committee.

Pedro Gutierrez asked why the Research Analyst and the Research Director are members of PIEAC. Researchers should be presenting information to the committee, not be voting members

of the committee. Margaret Lovig said that currently the Research Director co-chairs the committee. The College President recommended that planning be driven by data. Cheryl Stewart said that was a good rationale. When Tom Snyder left and changes were made in MPB, Research Director Jorge Sanchez filled his roll. Cheryl said that she strongly suggests that the new Vice President of Instruction and Student Services, when one is hired, be a member of PIEAC and serve as the co-chair of the committee. That person will be involved in every aspect of the College.

Cheryl Stewart asked about part-time faculty. Margaret Lovig said that a part-time instructor could fill any of the faculty seats. One seat is currently designated as being specifically for a part-time instructor, but there could be more than one part-timer representing discipline areas. Ann Holliday suggested that there be a representative of the Curriculum Committee on PIEAC. Marilyn Fry disagreed. Curriculum Committee members approve curriculum that is written by faculty members. They are not part of the planning process. Cheryl Stewart and Nancy Jones agreed. Of course, anyone who serves on the Curriculum Committee could also serve on PIEAC—could be on both committees. Cheryl Stewart asked if part-time faculty would receive a stipend for being on PIEAC the way they do for serving on the Senate or the Curriculum Committee. Margaret Lovig said that we don't have money to pay any stipends.

Margaret Lovig summarized the discussion. Senators agreed that the third instructional dean should be added to the PIEAC and that two faculty should be added. Also, when the person is hired, the Vice President of Instruction and Student Services should be the co-chair of the committee along with the Academic Senate President.

Margaret Lovig said that the planning goes in cycles, starting with Program Review. She said that she would send Senators the PowerPoint presentation along with the Planning Guide if they want a copy. She handed out a double-page section of the Planning Guide to show the cycles of Awareness, Development, Proficiency, and Sustainable Continuous Quality Improvement. She asked Senators to study this.

Nancy Jones said that we also need a Professional Development Plan. Margaret Lovig said that the Chancellor really supports this, particularly professional development for the three colleges together. Cheryl Stewart asked if Program Review is a plan. Nancy Jones said that Program Review is not a plan but is a major component of the plan. Margaret Lovig said that MPB used to hold Town Hall meetings; now these will be held by PIEAC rather than the Budget Committee.

Margaret Lovig said that the Planning Guide has Key Performance Indicators (KPIs). There are two important questions: "How do we provide access?" and "How do we measure success?" Margaret passed out the rubric from ACCJC.

Margaret Lovig said that we want to get feedback from Senators at the next meeting on the various sections of the Coastline Community College Planning Guide. There are seven areas; Margaret asked for Senators to carefully read one section and to report at the next Senate meeting. Senators volunteered themselves and other faculty to read and report on each of the seven sections at the next meeting.

1. Planning Oversight Group—PIEAC
2. Integrated Planning Process Cheryl Chapman
3. Primary and Secondary Plans Pedro Gutierrez and Rick Lockwood
4. Links to the Budget Jeanette Ellis, Richard Shiring, Dan Johnson
5. Measurement System and KPIs Ken Leighton and Danny Pittaway
6. Collaborative Inquiry Strategies Marilyn Fry
7. Evaluating of the Planning Process Gayle Berggren

Cheryl Stewart said that all the constituency groups are doing this: reading all these sections and recommending changes or additions. Margaret Lovig said that she will send the Planning Guide to Senators after the PIEAC meeting and after changes have been made to the guide.

ACCREDITATION UPDATE

Self-Study Report: Margaret Lovig said that Gayle Berggren would not have an update today. She is very busy working on the self-study, which has to be presented to the Board of Trustees soon. That is why she is not here today.

ACTION ITEMS

Participatory Governance Document: Ann Holliday said that we discussed this at the last meeting. She did not get any further suggestions since then.

Ann Holliday moved that the Academic Senate forward to the College Council the language in the Participatory Governance Document that the Senate agreed on at the February 21, 2012, Senate meeting (second, Pedro Gutierrez). MSU

Hiring Committee for a New Web Master: Margaret Lovig said that this is the emergency item that was added to the agenda. The committee needs to meet as soon as possible to discuss and agree upon a job description. It is important for a hiring committee to meet and create a job description before that description is sent out to prospective candidates. The job description will be sent out before Spring Break. Cheryl Chapman volunteered to serve on this hiring committee. Marilyn Fry recommended Meri Rogoff, who served for many years on the Web Steering Committee. Margaret Lovig said that we need to get Meri's permission before the Senate can approve her as a hiring committee member. Marilyn asked Sylvia Amito'elau, who was sitting at the computer, to e-mail Meri to see if she would agree to serve.

COLLEGE/SENATE COMMITTEE REPORTS

Student Success Committee: Linda Kuntzman handed out a paper that was discussed at the last Student Success Committee meeting about a proposed reading assessment "triage process" for Coastline. The purpose is to identify the students who are most in need of help in building reading skills for college success and to assist them in accessing that help. People at Coastline have been talking about the need for a reading test for a long time. A group of faculty has been meeting for several semesters to address this problem. This task force presented the following proposal at the last Student Success Committee meeting.

1. All matriculating students will take a standardized reading test.

2. Departments will identify General Education courses that require college-level reading skills and will set appropriate advisories or prerequisites (for example, “a passing score on the Reading Placement Test”).
3. Once students have Reading Placement Test scores, counselors (or an online counseling system) will assist them in locating and accessing courses that will help them improve their skills (Basic Skills or ESL reading courses) if such courses are needed. They will also assist students in identifying General Education courses that are appropriate for their current reading skill levels.

Linda Kuntzman said that the advantages of this proposed triage process would be the following.

1. Student Success: Students who need help in developing reading skills for college success will become aware of that need and will be able to access that help. This will improve their success and completion rates in all courses.
2. Access: Students who already have the necessary skills to succeed will not be displaced in General Education courses by students who have not yet developed the necessary skills.
3. Quality of Instruction: Instructors will not have to lower their standards or slow down (and thus reduce) the flow of information in class in order to accommodate students who lack basic reading skills.

Linda Kuntzman said that this is a good time to initiate this plan. In the past, when the College was trying to grow and to add as many students as possible, faculty were reluctant to add an advisory or prerequisite to their courses because it might mean that a class wouldn't have enough enrollment; it might be canceled. But now that Coastline and other community colleges have cut so many classes, we have an abundance of students trying to enroll in classes; almost all class sections have waitlists. If we had reading advisories or prerequisites for our classes, we could accept those students who are most likely to be successful.

Ann Holliday said that this is an excellent report. She recommends that we put this issue on the Senate agenda as an action item at the next meeting. Counselor Susan Winterbourne asked what provisions we could make for incarcerated students. We would need to have a paper-and-pencil test for them.

ACTION ITEMS (continued)

Hiring Committee for a New Web Master (continued): Sylvia Amito'elau said that she had not received an e-mail response from Meri Rogoff.

Ken Leighton moved that the Academic Senate approve of Cheryl Chapman to serve on the Web Master Hiring Committee (second, Ann Holliday) MSU

Ken Leighton moved to extend the meeting by five minutes (second, Ann Holliday). MSC with 1 no vote

ANNOUNCEMENTS/INFORMATION ITEMS

President's Report: Margaret Lovig reminded Senators to vote for new Senators by the close of voting at midnight on Friday, March 9.

Corresponding Secretary's Report: Ken Leighton reminded Senators that nominations for Senate officers will begin at the next meeting. Senators need to be thinking about whom to nominate and checking with those people to be sure that they want to be nominated.

Classified Senate's Report: Ken Leighton said that Maribeth Daniel had to leave to go to the Garden Grove Center to attend the Chancellor's Listening Tour, but she left notes to report to the Senate. The Classified Senate thanks ASG for approving funding for Taco Tuesday, a Classified Senate fundraiser, to be held at the end of April. Classified Senate scholarship applications are due on Friday, March 9. Full-time, part-time, and hourly staff are invited to apply. The next Classified Senate's meeting is Thursday, March 15.

COLLEGE/SENATE COMMITTEE REPORTS (continued)

Management Team: Margaret Lovig said that there is discussion about coordinating services with all three colleges in the District for cost savings and perhaps having centralization of things like Financial Aid, Information Technology and Research, Human Resources, Instructional Research, and Degree and Certificate Audits. If we use technology, it can determine when students have completed units necessary for a certificate or degree and can automatically grant certificates and degrees to students without their having to request them. Cheryl Stewart asked if the District didn't buy the Banner package that does this. Isn't it sitting somewhere on a shelf?

Marketing Committee: Jeanne Oelstrom said that faculty should remind students that April 6 is the last day to apply for graduation. They can do it electronically.

SEAPORT 3

Seaport 3: Cheryl Stewart thanked Sylvia Amito'elau for coming to the Senate meeting today. She encouraged her to come whenever she can. The help page on the Coastline website that Sylvia showed us how to access is excellent; it is very helpful. So far 274 people have taken the Seaport trainings. There was a problem with quizzes over the weekend, but now it is fixed.

The meeting was adjourned at 2:38 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)
Barbara Price (CCA/CTA/NEA)