

**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**April 19, 2011**

**MINUTES and NOTES**

**Present:** Gayle Berggren, Cheryl Chapman, Jeanette Ellis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Dan Johnson, Nancy Jones, Noha Kabaji, 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, Randall Warwick, Susan Winterbourne, Diana Ramon (Classified Delegate), Perly Abdunour (ASG Delegate)

**Absent:** Bob Covert (ex), Linda Kuntzman (ex), Ken Leighton (ex), Terry Strauss Thacker

**Guests:** Maribeth Daniel (Classified Council Chair), Jorge Sanchez (Supervisor of Research)

At 12:33 p.m. Nancy Jones led the Pledge of Allegiance to the Flag in the Fourth Floor Conference Room of the Coastline College Center.

Nancy Jones said that the Academic Senate for California Community Colleges (ASCCC) Spring 2011 Plenary Session was good. There was a good deal of discussion about repeatability of courses.

Nancy Jones called the meeting to order at 12:34 p.m.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Helen McClure moved to adopt the agenda (second, Ted Marcus). MSC**

Nancy Jones said that the agenda will be reordered to allow Jorge Sanchez to give his presentation at the beginning of the meeting.

**SPECIAL REPORTS/UPDATES**

**Coastline Education Master Plan:** Jorge Sanchez said that the Education Master Plan is coming together; we are writing the final draft but are still making changes. The consultant gathered data and helped us to take a deeper view of the College and its strengths and weaknesses and its future goals and plans.

The Process of creating this Master Plan was as follows:

Phase I: October through November 14 was the Planning Kickoff.

Phase II: November 15 through January 31, the first strategic sessions were held.

- Phase III: February 1 through February 28, the second strategic sessions were held.  
Phase IV: March 1 through March 31, the third strategic sessions were held.  
Phase V: April 1 through May 11, the drafting and finalizing of the plan will take place.  
May 10, 2011, the Coastline Education Master Plan will be presented to the CCCD Board of Trustees.

Jorge Sanchez said that, within the Master Plan, much other planning went on. The Master Plan brings it all together.

The Core Team has nine members: the three Vice Presidents, the Academic Senate President, the Director of Research, the Projects Coordinator, the Senior Research Analyst, and lead faculty. The Steering Committee includes 30 members. There is also a team of eight support staff. Education Plan activities took place at the All-College Workshop and at college-wide forums. We have looked at external and internal information.

The goals of Coastline's Education Master Plan are the following with the core goal to be student success.

- I. CCC will make learner success for all students the core focus of Coastline Community College.
- II. CCC will increase student access and improve persistence, retention, and completion.
- III. CCC will continue to create and nurture innovative programs and services that respond to the demands of the learning community.
- IV. CCC will increase its entrepreneurial activities to generate additional revenue to support instruction and student services.
- V. CCC will strengthen and expand partnerships with business and industry, government agencies, and educational institutions to enhance opportunities to provide additional resources for students.
- VI. CCC will make more use of existing data and information to enhance the teaching, learning, and institutional effectiveness.

Jorge Sanchez said that the District Vision 2020 has some similar goals with student success the core goal:

1. Student Success
2. Basic Skills and Diversity
3. STEMM (Science, Technology, Engineering, Mathematics, & Medical) and CTE (Career and Technical Education)
4. Global/International Education—Entrepreneurial Activities
5. Partnerships to strengthen and export and to provide additional resources for students

Jorge Sanchez said that they are still looking for ideas and suggestions. He encouraged anyone with an idea or a suggestion to go to [www.coastline.edu/masterplan](http://www.coastline.edu/masterplan) to look at the Master Plan and to use the Suggestion Box to give suggestions and to make comments.

Nancy Jones said that the broad initiatives to support the goals were sent out yesterday in a seven-page report. Ann Holliday said that some mechanism should be in place so that this plan comes back to the Academic Senate often. Nancy Jones said that the plan is to bring it to the

Senate again in September and at the beginning of each year for five years. She will see that it is put on the Senate calendar. Pedro said that he looked at the initiatives, and they all seem to be about Career Technical Education rather than General Education. He didn't see anything about science or math.

Margaret Lovig said that the plan will be implemented next year. The fall All-College Meeting will focus on the Education Master Plan. In fact, both All-College Meetings next year will be discussing it. Gayle Berggren said that everything that we do needs to be based on these goals. For example, any grants that are written should focus on fulfilling the goals of the Coastline Education Master Plan.

Fred Feldon suggested that, when information is sent out about this or other issues, it should be included in the e-mail itself, not in an attachment; or the e-mail should include a link to the website. Attachments often don't get opened.

Nancy Jones said that Goal IV should be to supplement, not support. Cheryl Stewart agreed and said that there is a distinction between "support" and "supplement." Ann Holliday said that we need to be sure that our entrepreneurial activities are never in conflict with our educational goals and academic standards like the partnerships Coastline made last summer with some questionable universities like Kaplan. We shouldn't pursue just "any old entrepreneurial activity."

Gayle Berggren said that Initiative IV.a states, "CCC will identify, design, and offer specific training programs for industry, government entities, and U.S. military personnel. We should add "education," not just training, to this initiative. We should also add "public." This will allow for the China Project. Cheryl Stewart said that she hopes that this China Project isn't just to make money for the College. If so, it is off the target of our mission. We should be doing more than just supplementing the General Fund. Nancy Jones said that it shouldn't be just to make money but to supplement our programs.

Pedro said that we should take out "other" in IV.b, which states "CCC will design courseware, virtual reality training sites, educational technology training packages, plus course management and support systems for use by other educational entities." Nancy Jones said that we need to focus on budget cuts; we don't want to tell the State that we don't need its money.

Initiative IV.c states, "CCC will assess, support, and ensure college-wide technology literacy among all employees to streamline daily communication, conduct of business, and scheduling." Pedro Gutierrez asked, "How does IV.c generate money?" Fred Feldon said that he bought a new phone, but he can't get the OWC e-mail on it. Gayle Berggren said that Outlook will fail in six to eight months; it is too outdated. Pedro wanted to know why students can't access their general account from gmail. Nobody knows. Cheryl Stewart said that IV.c needs to be rewritten. Entrepreneurial activities should enhance Instruction and Student Services.

For V on partnerships, Nancy Jones said that we should add "public." Fred wondered what the difference is between IV and V. Nancy said that IV is about generating money and that V is about articulation with other institutions.

Cheryl Stewart said that maybe we should write our own Goal IV. We already do this. Maybe “improve” should be added. Dan Johnson asked why it was limited to “existing.” We should take that out. We aren’t collecting enough data as it is. Margaret Lovig said that Accreditation requires that every decision a college makes must be based on data and evidence. Ted Marcus and Randall Warwick said that, if it exists, it is there; we don’t need to say it. Cheryl Stewart said that data creates information when it is used by people. We have already been doing this for years. We need a better way of saying this.

Gayle Berggren said that our Number One goal is Student Success. None of the initiatives talks about collecting evidence of student success. It would be nice to say something about Student Learning Outcomes here. Cheryl Stewart said that we should say that we will improve collection of data to indicate student success. Nancy Jones said that we need to keep “institutional effectiveness.” This is an ACCJC (Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges) buzz word. Do we want to add an initiative about SLOs? Gayle suggested “Coastline Community College will improve SLO assessment and use results as a basis for college planning.”

### **AGENDA/MINUTES (continued)**

**Noha Kabaji moved to approve the minutes of April 5, 2011 (second, Helen McClure).  
MSU**

**Public Comment or Statement:** Nancy Jones asked if there were any public comments or statements. Perly Abdunour said that Helen Ward is no longer the advisor for the Association Student Government (ASG). Interim Dean of Counseling Bill Kerwin is now the advisor. We have a new club, the Arabic Club, whose advisor is Professor Amer El-Ahraf. Gayle Berggren asked why her Honor Society Club is still waiting to be approved by College Council when it appears that many other clubs are not required to obtain this approval from College Council. Perly replied that only ASG approved of Coastline clubs, not College Council.

Perly Abdunour said that the ASG has student money available for needy students. Faculty should tell students to come to ASG if they need financial assistance to buy books or to plan field trips or events. The money that ASG collects from students should be used for students.

Perly said that April 1-3, he and three other ASG members and Advisor Bill Kerwin attended the SSCCC (Student Senate for California Community Colleges) Spring 2011 General Assembly in Sacramento. Perly said that he wrote a resolution on alternate instructional methods. ASG also took part in the Hands Across the State. ASG is participating with Chau Tran, Anita Preciado, and Dr. Lorraine Prinski to help the Bolsa Chica Land Trust. About 65 students are involved. ASC is sponsoring a get-together of all of Coastline clubs at the Garden Grove Center on Friday, May 13. It will be a chance for students in different clubs to get to know one another and to enjoy lunch together. Ann Holliday said that faculty and staff might like to participate in such events as the Hands Across the State if they know about them.

Diana Ramon said that the Classified Council will be meeting on Thursday and will be looking at the District Vision 2020 plan.

Cheryl Stewart said that PDI (Professional Development Institute) has money for workshops and conferences. She encouraged faculty to get applications in soon. PDI is taking applications until May 18. Barbara Price has information on conference funds for those faculty who teach less than 7.5 LHEs.

### **ANNOUNCEMENTS/INFORMATION ITEMS**

**President’s Report:** Nancy Jones said that we seldom look at the Academic Senate budget from General Funds. This budget does not include reassigned time for Department Chairs or for the Senate officers. We use this money to pay stipends for part-time faculty for attending Senate meetings. We have been asked to identify the portion of these funds that could be cut if the District says that there must be a 5% or 10% cut across the board. Treasurer Ann Holliday said that, if we need to take a cut, we will then reallocate the items in that budget at that time, not cut any specific item out. Nancy Jones said that we definitely don’t want to cut the stipends to Senators who are part-time faculty. Ann Holliday said that we use this budget to pay for ASCCC workshops. A couple of Senators will be attending the ASCCC Leadership Institute this summer.

Nancy Jones said that the Curriculum Committee approved two transfer degrees: one in Psychology and one in Sociology. We will continue to be involved with creating transfer degrees at Coastline. Pedro said that, at the last Curriculum Committee meeting, we had some debate about the “Home College” concept. Cheryl Babler will bring some information about this to her meeting with Department Chairs. There is some question about being able to provide some science degrees. Margaret Lovig said that the AA degrees being discussed for SB 1440 are Liberal Arts degrees in the General Education area, not degrees in Career and Technical Education. The General Education departments have never been a part of the Home College concept—only the CTE departments.

Nancy Jones said that the Student Success Coordinator faculty position has now been approved as a tenure-track position. The person could be hired over the summer. Faculty who serve on the hiring committee will be paid for their service on non-duty days. The Accounting faculty position will be closed on April 28. We should be able to hire a new Accounting Instructor by summer.

As part of the reorganization of Coastline, the Trustees said that by July and August we should have hired the Accounting instructor, the Vice President of Instruction, and the Dean of Counseling. These are all paid for out of General Funds. We can also hire a Vice President of Administrative Services from Contract Education funds and a full-time Student Success Coordinator from grant funds. Susan Winterbourne asked if we would be seeking candidates for these positions from outside. Nancy Jones said that we must look internally within the District first; then we can seek applicants from outside of the District. Vice President Cheryl Babler is leaving on June 30.

Jeanne Oelstrom stated that the interviews will not take place for the Interim Dean position for CTE. We will not be able to hire an Interim Dean of CTE until January 2012. Jeanne said that she and other hiring committee members were disappointed to hear that after they had put in a great deal of time doing paper screening. Nancy Jones said that the Board of Trustees made the decision to pull that position at this time. Nancy said that, when we hire them, the CTE Dean

and the Vice President of Student Services will be paid from General Funds. We also need a Director of Fiscal Services.

Cheryl Stewart said that a committee met every month for over a year to draft a job description for the Student Success Coordinator. We have worked very hard to have this be a tenure-track position. She is glad that the decision has been made to do that even though the person will be paid on “soft money” for two years.

**Curriculum Faculty Co-Chair Report:** Marilyn Fry told the Senate that she was happy to announce that the Senate will have a new member on the Executive Committee next year. At its last meeting, the Curriculum Committee voted for Margaret Lovig and Dan Johnson as the new Curriculum Faculty Co-Chairs. Since the Curriculum Faculty Co-Chair is a position on the Executive Committee, Dan Johnson will be serving on that committee for the first time in 2011-2012.

**Treasurer’s Report:** Ann Holliday handed out the current and the proposed budget for 2011-2012. We will vote on this at the next meeting. As it has in the past, the Academic Senate will purchase a table at the Visionary Event dinner on May 21 at the Westin South Coast Plaza Hotel in Costa Mesa. The two Teachers of the Year and their guests will be sitting at the Senate table along with newly tenured faculty and their guests. We have two extra seats, so we will have a drawing today of those who would like to attend. Cathy Palmer’s name was drawn, so she and a guest will be attending the Visionary Event. A second name was drawn in case someone is not able to attend the event. Jeanne Oelstrom’s name was drawn.

Ann Holliday reminded Senators that not all of them have signed up to help with parking at the Strawberry Festival.

Ann Holliday also passed out copies from ASCCC of small cards with the 10+1 items on them that are the purview of the Academic Senate.

### **ACTION ITEMS**

**Assessment of Degree-Level Student Learning Outcomes (SLO-8):** Gayle Berggren said that this document had been sent to all Senators with a list of the eight Core Degree-Level Student Learning Outcomes along with the seven motions that Gayle planned to present today for a vote. We are very familiar with the course-level SLOs. There are also program-level SLOs and degree-level SLOs. The degree-level outcomes must be in place by 2012. To that end, in 2010, Pat Arlington applied for and received a Master Plan Implementation Project (MPI) grant, and Pat and Gayle Berggren led an interdisciplinary faculty team to undertake the task of “defining mastery” of each of the eight General Education Degree-Level Student Learning Outcomes, which had been decided upon several years ago. The team also identified the courses in which the primary assessment of each outcome should occur. The team consisted of Co-Chairs Pat Arlington and Gayle Berggren, Bob Covert (Philosophy), Dan Johnson (History and Social Sciences), Ken Leighton (English and Humanities), Rosemary Miller (Spanish and other International Languages), Lynn Torrini (Art), Pedro Gutierrez (Biology and other Sciences), Lisa Lee (Mathematics), Rick Lockwood (Business), Cheryl Stewart (Librarian), and Mark Worden (Business Computing).

Gayle Berggren moved to approve the “Assessing Degree-Level Learning Outcomes and Suggested Methods of Assessment” document, dated February 14, 2011, developed by Master Plan Implementation Project (MPI) faculty team led by Pat Arlington and Gayle Berggren (in fall 2010) (second, Cheryl Stewart). MSU

Gayle Berggren moved that at least two degree-level outcomes shall be pilot tested/assessed at the end of the spring 2011 semester (e.g., such as English courses collecting data for #7, “communication and interpersonal skills,” and mathematics or science courses for #8, “scientific and quantitative reasoning,” or across-the-curriculum data collection for #3 “critical thinking and analysis”); Gayle Berggren will work with Senators and MPI committee members to identify the pilot testers (second, Ann Holliday). MSU

Gayle Berggren moved for the Academic Senate to direct Gayle Berggren to analyze data and feedback from the pilot testers and to discuss problems and suggestions with the Academic Senate Academic Standards Committee; to discuss and make updates to the SLO-8 document, if needed; and to finalize a suggested cycle of SLO-8 assessment for the College on behalf of the Academic Senate (This may take place during the summer of 2011) (second, Marilyn Fry). MSU

Gayle Berggren moved that the Academic Senate take a leadership role in sponsoring adequate training of faculty in SLO-8 collection and assessment so that all faculty members are able and accountable for correctly and efficiently collecting course-, program-, and degree-level SLOs. This could include online mentoring similar to MyCCC training (second, Cheryl Stewart). MSU

Gayle said that the Academic Standards Committee could help implement this training and could collaborate with appropriate College staff and training resources. Cheryl Stewart said that it is possible for the Professional Development Institute (PDI) to fund proposed training. The PDI will be meeting to discuss this issue.

Gayle Berggren moved that Coastline Community College commit to complete the Seaport SLO feature by fall 2012 so that program and SLO-8 outcomes can be more easily entered by faculty and more easily analyzed by department chairs, which, in turn, will enable the College to be in compliance with accreditation assessment requirements (second, Jeanette Ellis). MSU

Celeste Ryan suggested the specific date of fall 2012, instead of just 2012. We work more easily toward a specific deadline. Cheryl Chapman said that the Seaport programmers are working on the latest version of Seaport at this time. They could upgrade this now; it could be completed even sooner. The Academic Senate needs to ask them to do this now. We can’t be “wishy washy.” Nancy Jones said that we will leave the fall 2012 date but will take this to the Seaport programmers now.

Jeanne Oelstrom moved to extend the Senate meeting by five minutes (second, Rick Lockwood). MSC

**Gayle Berggren moved that the Academic Senate Academic Standards Committee evaluate the efficacy of the SLO-8 document and suggested processes during the spring 2012 semester, including faculty meetings dedicated to the SLO-8 planning process, and advise whether the process can be improved and sustained under the direction of the Academic Senate (second, Celeste Ryan). MSU**

Nancy Jones said that at the next meeting we need to look at combining College committees. At the next meeting we will vote on the Proposed Academic Senate Budget for 2011-2012.

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

Recorded by Marilyn M. Fry

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