

**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**March 5, 2013**

**MINUTES and NOTES**

**Present:** Stephen Barnes, Sandra Basabe, Gayle Berggren, Bob Covert, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Dan Johnson, Linda Kuntzman, Lisa Lee, Ken Leighton, Rick Lockwood, Margaret Lovig, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Catherine Palmer, Lauren Sakovich, Richard Shiring, Cheryl Stewart, Lynn Torrini, Chau D. Tran, Michael Warner, Vince Rodriguez (V.P. of Instruction and Student Services)

**Absent:** Cheryl Chapman, Noha Kabaji, Ted Marcus, Helen McClure, Celeste Ryan (ex), Stephen Whitson (ex)

**Guests:** Sylvia Amito'elau (Educational Media Designer), Maribeth Daniel (Military Liaison), Deborah Henry (Anatomy/Physiology Instructor), Nancy Jones (Dean of the Garden Grove Center), Meg Yanalunas (Educational Media Designer)

At 12:31 p.m. the meeting was called to order in the Fourth Floor Conference Room of the Coastline College Center by Pedro Gutierrez with the Pledge of Allegiance to the Flag.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Ken Leighton moved to adopt the agenda (second, Ann Holliday). MSU**

**Ken Leighton moved to approve the minutes of February 19, 2013 (second, Lynn Torrini). MSU**

Linda Kuntzman had a small change in something that she said.

**Bob Covert moved to approve the Consent Calendar (second, Michael Warner). MSU**

Ann Holliday requested pulling the first item on the Consent Calendar about the composition of the Seaport Task Force and moving it to an Action Item.

**CONSENT CALENDAR**

- Michael Warner to serve on the Program Review Committee as the Academic Senate President Designee
- Deborah Henry to serve as a Senator during spring 2013 for Stephen Whitson, who is on leave of absence from the Senate for the spring 2013 term
- Jane Bauman, Kate Shelley, Cheryl Stewart, and Lynn Torrini to serve on the Visual Arts Full-Time Faculty Hiring Committee

### **SPECIAL REPORTS/UPDATES**

**Course Repeatability:** Curriculum Committee Faculty Co-Chair Margaret Lovig said that Senators were sent a copy of all the courses in the current catalog that allow students to repeat the courses. There are also some copies on the handout table. The State no longer allows course repeatability. At the next Curriculum Committee, Coastline will be eliminating the repeatable sections of the course outlines for these courses. This means that students cannot automatically repeat the same course two, three, or four times. However, individual students can still petition to be allowed to repeat certain courses like those in Special Programs and computer or technical courses for which the technology has changed or for which there has been a change in the industry standard. The Coast Community College District Board of Trustees passed a policy last August. Now the District needs to put procedures in place. Jeanne Oelstrom asked, if a course is not on this list, has the repeatability already been removed. Dan said, yes, it has.

Ailene Nguyen said that Coastline already has a form for students to request permission to repeat a course. Students fill it out, and it is sent to Jennifer McDonald, Director of Admissions and Records. Cheryl Stewart asked which classes students might be allowed to do this for. Dan Johnson said that, with special circumstances, a student could petition to repeat any class. But mainly this would be used for Career and Technical Education (CTE) classes, when students need retraining to meet industry standards or when the student needs to show an employer that he or she has taken certain technical training recently. Courses are not repeatable, but students have the right to request to repeat a course on an individual basis. Margaret Lovig said that we need to have a way to let students know about this. There is an exception—Work Study. Students can take up to 16 units in Work Study courses, so they can petition to repeat the course until they have met that limit. Pedro Gutierrez said that the Senate may have more discussion about this issue in the future. For now, this is a “heads up” so that everyone knows that repeatability will be removed from all course outlines.

### **ACTION ITEMS**

**Program Review Handbook and Forms:** Ann Holliday said that Senators were given copies of the new Program Review Handbook at the last meeting. Now we need to accept this handbook.

**Ann Holliday moved to accept the Coastline Program Review Handbook with Forms with corrections made by Marilyn Fry (second, Ken Leighton).**

Marilyn Fry said that it needs to be restructured. There are problems with parallelism. We need to decide whether we want a handbook that describes the process and the items needed in the final report or a handbook that is a “how to do” booklet, that directly tells people how to do the process and the report, using “you” and commandments. Dan Johnson said that we can revise it during this next year. We will plan to do that.

**Ken Leighton moved to amend the motion to remove “with corrections made by Marilyn Fry” (second, Ann Holliday). MSU**

Senators voted on the perfected motion.

**Ann Holliday moved to accept the Coastline Program Review Handbook with Forms as it is at this time (March 5, 2013) (second, Ken Leighton). MSU**

**Distance Learning/Technology Prioritization of Measure M Funds:** Cheryl Stewart said that we are not ready to take any action on this at this time.

**Cheryl Stewart moved to remove the Distance Learning/Technology Prioritization of Measure M Funds from the agenda (second, Fred Feldon). MSU**

**Fundraiser for the Margaret Lovig Law Reading Room at the Newport Beach Center:** Paralegal Department Chair Stephen Barnes said that he is putting together a Casino Night Fundraiser at the Newport Beach Center to raise money to name the Law Reading Room for Margaret Lovig, who spent many years creating and maintaining the excellent Paralegal Program at Coastline. The Coastline Foundation has agreed to let the Academic Senate pay the \$40,000 over the next four years for the right to name the Law Reading Room for Margaret Lovig. Stephen said that he took his proposal to Coastline President Lori Adrian and to Director of Public Relations and Marketing Michelle Ma. He has contacted Orange Coast College to have its Catering Department make the food. He has also contacted a company that will come in and set it all up with gaming tables and fake money. People will pay to attend. We hope to have 150 people and to make between \$7,500 and \$12,000 at this event.

**Ann Holliday moved to approve a Casino Night Fundraiser to raise money to name the Law Reading Room at the Newport Beach Center for Margaret Lovig (second, Ken Leighton). MSU**

Lauren Sakovich asked what the Reading Room will be. Stephen Barnes explained that we used to call it the Law Library at the Costa Mesa Center, but we can't really call it a library because we don't have a librarian on duty, so it will be called the Law Reading Room instead. It is where we keep the law books and several computers to access legal databases and software.

Asked about the legality of having gambling on a college campus, Stephen Barnes said that it is legal in the State of California. It isn't real gambling. People are gambling with fake money. Jeanne Oelstrom asked if there would be alcohol. Stephen Barnes said yes. Gayle was concerned about underage students drinking. Stephen explained that we are allowed to have beer and wine at such an event because only people 21 years old and older are allowed to attend a Casino Night. Alcohol is allowed on a campus per a 2011 amendment for non-profit fundraisers.

Fred Feldon said that this week's *Time* magazine has an article about the World Puzzle Championship. Maybe Coastline could host a puzzle contest sometime.

### **SPECIAL REPORTS/UPDATES (continued)**

**Learning First:** Vince Rodriguez said that Gayle Berggren provided a pretty good summary at the last Senate meeting. Two years ago, Dan Jones and he attended a meeting together in Arizona with representatives from other colleges and the Bill and Melinda Gates Foundation to find ways for students to successfully complete B.A. degrees. In fact, Vince said, at that meeting he met our current Chancellor, Dr. Andrew Jones, who was representing Dallas Community

College District. Coastline, with its extensive background in distance education, was chosen as the college to partner with three universities in providing an online B.A. degree: University of Massachusetts Online, Pennsylvania State World Campus, and the University of Illinois at Springfield. The League for College Innovation was encouraging.

In spring 2011, with California's budget problems and decreased funding for higher education in the State, community colleges tried to find ways to increase access to classes that students need to graduate, to find a pathway to increase capacity. Higher Education funding is not a problem in the other states—only in California. This partnership seemed an ideal situation for California students as well as for students from other states. It would be similar to our Military Education Program. With such a framework, it would be easy to go from a small number of students to expand the program to increase the number of students. Coastline already has the Contract Education Department set up with staff and with a background in this type of education. People from Coastline talked to the Coast Community College District legal counsel and to a Vice Chancellor at the State Chancellor's Office, who was encouraging. Therefore, Coastline sent a proposal to the State Chancellor's Office. The College received notification from the Chancellor's Office that this proposal would not be aligned with the practice of how Contract Education has previously been applied. Coastline has politely appealed that decision. The Gates Foundation has already funded the preparation phase. Coastline is going ahead with the pilot phase with online classes that will be allowed. That is, we are offering the classes in Computer Science that we had intended to offer through Contract Education in partnership with the University of Illinois at Springfield as regular classes paid for out of the General Fund. We hope for 25 students in these second-eight-weeks classes this spring. We will not charge out-of-state tuition for students in this pilot program this spring.

If the program is approved, the idea is that students would be enrolled in both Coastline and the university at the same time. Students would take their first year's classes entirely at Coastline; the second year, they would take classes at both Coastline and the university; then the third and fourth years they would be completing their B.A. degrees at the university. Computer Science majors will complete at the University of Illinois at Springfield; Psychology majors will complete at Pennsylvania State World Campus; and Business Administration majors will complete at the University of Massachusetts Online. Other California community colleges are interested in forming such partnerships if the State Chancellor's Office approves.

Michael Warner said that Coastline doesn't have a Computer Science degree, but we have many of the computer classes that students would need for such a degree at a four-year university.

Ann Holliday said that she has a concern about how Contract Education fits with the rest of the college and the regular faculty. Do Contract Education faculty have the same qualifications in the disciplines they are teaching? Are they evaluated the way regular teachers are? Vince Rodriguez said that it would be the same as our current Military Education Program. We have come a long way in including deans and department chairs in the hiring process. Rick Lockwood has had discussions with the Business faculty. Ann Holliday said that we need a more formal basis—some type of process. Michael Warner said that the CST teachers who are teaching in the Military Program have already taught in our regular CST program.

Cheryl Stewart said that, if we are successful, all the community colleges will want to jump on the bandwagon. The Academic Senate for California Community Colleges (ASCCC) will be

concerned with the possibility of a two-tiered system. This does not seem to be part of our mission—our mission for California. Title 5 states that a contract education program has to be self-supporting, but it can't be a for-profit program. Vince Rodriguez said that Cheryl is mixing up Community Service with Contract Education. Coastline does make a profit on its Military Education Program. That is allowed. Cheryl Stewart said that the military students are reimbursed by the military. Vince Rodriguez said that many of our students transfer to for-profit private colleges and universities like the University of Phoenix. They pay much more to complete their education at such schools than they would at these state universities. The students in our partnership program will have support from both Coastline and the university. Bob Covert said that several years ago, Coastline had an agreement with California State University at Dominguez Hills. Students in a special program took classes at both schools to earn a degree.

### **ACTION ITEMS (continued)**

**Senate Seaport Task Force:** Ann Holliday said that she asked to have this moved to an action item so that we could add a faculty member to the Seaport Task Force.

**Ann Holliday moved to accept the Senate Seaport Task Force with Gayle Berggren, Cheryl Chapman, David Devine, Pedro Gutierrez, and Rick Lockwood but to also add Dan Johnson as a member (second, Rick Lockwood). MSU**

Rick Lockwood said that at the December meeting some other people had requested to be on the task force. We agreed at that time that those people would serve on the task force. Ann Holliday said that, when there are more people on a committee or task force, it makes it difficult to find a time when they can all meet.

**Rick Lockwood moved to amend the motion to accept the Senate Seaport Task Force with Gayle Berggren, Cheryl Chapman, David Devine, Pedro Gutierrez, Dan Johnson, Rick Lockwood and Noha Kabaji, Ken Leighton, and Cathy Palmer (second, Michael Warner). MSU**

Cathy Palmer asked who the chair of the task force will be. Pedro Gutierrez said that Rick Lockwood will be the chair.

### **ANNOUNCEMENTS/INFORMATION ITEMS**

**President's Report:** Pedro Gutierrez said that Deborah Henry is replacing Stephen Whitson on the Academic Senate for the spring semester.

**Ann Holliday moved to add an emergency item to the agenda, to induct new Senator Deborah Henry (second, Ken Leighton). MSC with 1 no vote.**

### **INDUCTION CEREMONY**

**Induction of New Senator:** Vince Rodriguez administered the New Senator's Oath of Office to Deborah Henry. The Senators welcomed her.

Pedro Gutierrez continued his report. There was a presentation at the last Board of Trustees meeting about MOOCs (Massive Open Online Courses). President Lori Adrian would like to explore MOOCs.

OLIT (Office of Learning & Information Technologies) will have an Open House this Friday, March 8, from 2:00 to 4:00 p.m.

We now have the roster of all the Accreditation Team members who will be visiting Coastline soon. Vince Rodriguez said that the Accreditation Team Chair will visit Coastline on Monday and work out the planning and scheduling of interviews.

Pedro Gutierrez said that a calendar has been proposed of scheduled maintenance on Seaport, Outlook Web Application (OWA—Coastline’s e-mail), and Banner from 6:00 to 8:00 a.m. on March 22. Ann Holliday asked whether students would be notified. This is the last day of the first-eight-week classes; students might be trying to take exams at that time. Ken Leighton asked why it couldn’t be done during Spring Break. Vince Rodriguez said that technicians will be taking furlough days during that week. Pedro Gutierrez said that other maintenance days proposed are April 26, May 24, July 5, August 16, October 11, and December 13. Several Senators said that there were problems with some of these dates as they are dates at the end of a semester or the end of first-eight-week classes. Pedro said that he would talk to Anthony Maciel. Michael Warner said that students will need to be notified about any down time for Seaport or Banner.

Pedro Gutierrez said that the District is continuing to discuss more centralization. The District is proposing centralizing Information Technology (IT) services. The Senate will want to discuss this.

Pedro Gutierrez said that the next Senate meeting, March 19, will be in Room 315 at the Garden Grove Center since the Accreditation Team will be using the 4<sup>th</sup> Floor Conference Room at the College Center.

**Treasurer’s Report:** Ann Holliday said that the Senate Luncheon on May 21 will also be held in Room 315 at the Garden Grove Center. The Art Gallery at the Newport Beach Center is too small. We can’t hold the luncheon in the hall area outside the Art Gallery because we would be in the way of students going to and from classes on a Tuesday noon. Also, as we saw at the All-College Meeting, it is difficult to hear in that area; the high ceilings cause an echo.

**Vice President of Legislative Issues Report:** Michael Warner said that the College is concerned about changes in legislation that affect military students and veterans.

**Recording Secretary’s Report:** Marilyn Fry said that there was a mistake in the February 5, 2013, minutes. During Michelle Ma’s report, she said that Coastline is reaching out to home schooled students, a new audience for us. However, the minutes said “high school students” rather than “home schooled students.”

**Corresponding Secretary’s Report:** Elections Committee Chair Ken Leighton passed out a report of recent elections: Equivalency Committees, Curriculum Committee, and Academic Senate. In addition, Sandra Basabe was elected to serve on the District Equal Educational

Opportunity (EEO) Task Force. Pedro Gutierrez read the names of the Senators who were elected or reelected to serve a three-year term, beginning with the 2013-2014 academic year: Stephen Barnes, Sandra Basabe, Scott Davis, Deborah Henry, Ann Holliday, Noha Kabaji, Linda Kuntzman, Rick Lockwood, Margaret Lovig, and Chris Sullivan.

**Classified Senate Report:** Maribeth Daniel thanked everyone who participated in the Valentine fundraiser for classified scholarships. The Classified Senate raised over \$500. Marilyn Fry said that \$591 was raised. Maribeth said that the Classified Senate appreciates Marilyn Fry for being the Academic Senate representative to the Classified Senate meetings.

### **DISCUSSION ITEMS**

**Ann Holliday moved to reorder the agenda to discuss the Student Learning Outcome (SLO) Report first (second, Ken Leighton). MSU**

**Student Learning Outcomes (SLOs):** Gayle Berggren handed out a written report on the Closing the Loop Summary Survey Results from the fall 2012 data and the spring 2013 All-College Meeting. Gayle Berggren explained that it is really important to accreditation that colleges have a dialog about SLOs and to use that dialog to plan and to improve student success. Many of the discipline groups stated that it is important to drop students who are not participating in the class in a more timely manner. The Senate needs to decide what to do at the faculty portion of the All-College meeting in the fall. We need to dialog about SLOs and SLO assessment in the spring meetings. We did have a dialog at last fall's meeting because we had just instituted the collection of assessments through Seaport. But in the future, we will have this dialog only during the spring meetings. Accreditation requires that faculty dialog about SLOs regularly. But this does not necessarily have to be at our All-College Meeting. Deans can call discipline meetings at any time during the year. Bob Covert said that the last All-College Meeting lasted too long. The CTA contract specifies only a one-hour meeting once a semester.

Gayle Berggren handed out the minutes from the Academic Standards Committee, which met after the Academic Senate meeting on February 19, 2013, to discuss SLOs. Overall the committee thought that Seaport was a good way to collect SLO assessments. However, the committee recommended getting rid of the "qualitative notes" in the Seaport assessment.

Gayle Berggren said that SLOs don't go away. Every year, the College has to turn in a report on statistics of degrees and certificates awarded and now on SLOs. Gayle said that she has the report ready to be sent off; it is due March 15. The accrediting commission requires evidence for everything. It is really important and is a big responsibility. Another accreditation report is due March 31, to answer 15 questions about our SLOs. Vince Rodriguez and Jorge Sanchez will be working on this. Gayle said that she has the URL for anyone to look at to see what is required.

She said that some faculty have to go into Seaport and distribute their SLOs every semester; most SLOs simply roll over. Deborah Henry said that the hard part is in how the SLOs are distributed over the various exams and assignments for a course. Fred Feldon said that we need more time to report on the assessment of SLOs. He said that he can't do it within a week after the end of the semester; he needs 30 days.

Gayle Berggren said that there is a new report on Institutional Student Learning Outcomes (ISLOs). These are the eight core outcomes. We need to study this. These are really only General Education outcomes; they don't take Career and Technical Education (CTE) into account.

Pedro Gutierrez said that the Senate will discuss Contract Education at the next Senate meeting.

**SPECIAL ACTIVITY**

Michelle Ma led the Senate in a Jeopardy Game on accreditation. Senators divided into groups to play the game.

**Ken Leighton moved to extend the meeting by four minutes (second, Marilyn Fry). MSC**

The meeting was adjourned at 2:34 p.m.

Recorded by Marilyn M. Fry

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