

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

May 7, 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, Rick Lockwood, Margaret Lovig, Ted Marcus, Helen McClure, Ailene Nguyen, Christy Nguyen, Jeanne Oelstrom, Catherine Palmer, Celeste Ryan, Lauren Sakovich, Richard Shiring, Cheryl Stewart, Lynn Torrini, Chau D. Tran, Vince Rodriguez (V.P. of Instruction and Student Services), Dorothy McCollom (Classified Delegate)

Absent: Cheryl Chapman (ex), Noha Kabaji (ex), Ken Leighton (ex), Michael Warner (ex), Stephen Whitson (ex)

Guests: Darian Aistrich (Grant Project Coordinator), Sylvia Amito'elau (Educational Media Designer), Maribeth Daniel (Military Liaison), Kevin Donahue (Study Abroad Program Coordinator), Anna Heaton (Study Abroad Cambridge Representative), Elaine Hill (Marketing Coordinator, Coast Learning Systems), Nancy Jones, (Dean of Garden Grove Center), Glen Profeta (Orange Coast College Computer Services Director), Tom Snyder (Title III Facilitator), Meg Yanalunas (Educational Media Designer)

At 12:35 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

Ted Marcus moved to adopt the agenda (second, Ann Holliday). MSU

Cheryl Stewart moved to approve the minutes of April 16, 2013 (second, Ann Holliday). MSU

Ann Holliday moved to approve the Consent Calendar (second, Cheryl Stewart). MSU

CONSENT CALENDAR

- Consolidation of the Facilities & Sustainability Committee with the Safety, Health, & Disaster Preparedness Committee
- Consolidation of the Student Outreach Work Group and the Marketing Committee
- Doug Borcoman to serve on the MOOC Task Force

Public Comment or Statement: Study Abroad Cambridge Representative Anna Heaton handed out brochures and briefly described the opportunities for faculty and students to have a study-abroad class in Cambridge, England.

ACTION ITEMS

Support for the Coastline Reorganization: Pedro Gutierrez said that Vice President of Instruction and Student Services Vince Rodriguez would be describing Phase III of the Coastline reorganization plan. Vince Rodriguez said that College President Lori Adrian had a telephone conversation with Accreditation Team Chair Randy Lawson about the draft report, which was sent to her this week to check for accuracy of facts. Vince Rodriguez thanked the Senate for all the work that Senators and others did to create the Self-Study and to prepare for the team's visit. The team commended Coastline on the Coastline Virtual Library and the Academic Senate Academic Quality Rubric and innovative programs like STAR, GuideU Mentor Program, the Summer Technology Institute, and the integration of Student Learning Outcomes (SLOs) in Seaport.

Bob Covert moved to approve Coastline's Phase III Reorganization Proposal (second, Richard Shiring). MSU

Vince Rodriguez handed out the proposed Phase III Reorganization Plan. With the reorganization, the receptionist in the main lobby of the College Center will be spending most of her time in the Assessment Center, where we need more assistance as we increase enrollment. She will be in the lobby during busy times but will spend most of her time on the 4th floor. There will be two reclassifications, moving people to higher positions in the Admissions & Records Office. These employees have already taken on additional responsibilities of vacant positions. One has been working and will continue to work with the new DegreeWorks program. The assistant to the Parent Education Program, which was eliminated last year, will become an Intermediate Typist Clerk.

Vince said that when he became the Vice President of Instruction and Student Services last year, he left the position of Dean of Distance Learning, which has been vacant this year. The Distance Learning Department is being ably led by Associate Dean Bob Nash. It has been decided that, instead of replacing the Dean of Distance Learning, we need another position: Dean of Institutional Effectiveness. The Accreditation Team said that Coastline is not doing as well as it should in planning and keeping track of plans. The Dean of Institutional Effectiveness will work with Program Review, SLOs, and enrollment management. Gayle Berggren said that the new dean should be the co-chair of the Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC). Vince Rodriguez said that we are not planning to replace a vacant Senior Accounting Technician in the Administrative Services Office. Therefore, overall, we will see a savings of \$24,626 with the new reorganization.

Christy Nguyen asked about replacing the Counselor/Coordinator of EOPS (Extended Opportunity Programs and Services). That position has been vacant for almost two years. Vince Rodriguez said that PIEAC has approved hiring someone for that position. Half of the money for that position comes from EOPS funding.

Ann Holliday asked about the position of Administrative Director of Enrollment Outreach. Vince Rodriguez said that we are not going to be filling that position at this time. We have other needs now.

Gayle Berggren asked how soon the College would be asking for applications for the new dean position. Gayle wondered if she should go ahead with her work on Service Area Outcomes (SAOs) or wait until the new dean is hired. Gayle said that she is the SLO Coordinator; she does not want to be the SAO Coordinator, too. Vince said that the new dean would support the SLO Coordinator.

SPECIAL REPORTS/UPDATES

Coast Learning Systems: Coast Learning Systems Marketing Coordinator Elaine Hill thanked the Senate for the invitation to talk about the Coast Learning Systems products. She showed Senators one of the 30 Emmy Awards that Coast Learning Systems has earned, the one given for the Physical Anthropology course. We have also received numerous international awards. Originally, Coast Learning Systems produced telecourses that have been used in colleges and universities all over the world. Although they are still being used, there is less demand these days for telecourses; we are now using videos from telecourses and are producing new high-quality materials for online or hybrid courses to be licensed by colleges and universities. Coastline instructors can use these materials in their classroom, hybrid, or online classes without cost. For many courses, students have been able to purchase a DVD from the Office of Learning & Information Technologies (OLIT) for only \$25. It is theirs to use to supplement a class and to keep.

Dan Johnson asked if Coast Learning Systems is still producing telecourses. Elaine Hill said that the older telecourse videos have been put online. We had added new online courses. Pedro Gutierrez asked about reworking the longer video lessons into smaller units, which seem to be more popular now in the Massive Open Online Courses (MOOCs). Yes, Elaine Hill said, we are now trying to “chunk” the traditional 30-minute videos into smaller units. Gayle Berggren said that, whenever she hires a new psychology teacher, she always gives the person the psychology DVD to watch. If a teacher isn’t a specialist in some aspect, like neurology, the teacher can just show that video lesson in class. Gayle suggested that some of these videos could be shown at discipline meetings.

Title III Grant Initiatives: Grant Project Coordinator Darian Aistrich handed out information on Coastline’s Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) Title III Grant. Coastline is now halfway through the third year of this five-year grant (2010-2015). Our first main objective was to increase the number of underprepared Asian American, Pacific Islander (AAPI) students who eventually enroll in a degree-applicable course by at least 30 students a year. We began with 1,207 such AAPI students in 2009. Objective two was to increase the number of AAPI students who earn A.A. degrees by at least 30 per year. In 2009, 49 AAPI students earned A.A. degrees. Objective three was to increase the number of AAPI students who transfer to a University of California or California State University campus by at least 20 a year. In 2009, 27 AAPI students transferred to a UC or CSU campuses.

One activity that the grant has sponsored is the GuideU Student-Mentor Connection. We have 11 volunteer staff members who mentor 73 students who are seeking to complete a degree or

certificate in three years or fewer. We had started a Roadmap and Tracking System but suspended it because this will be done by the District's use of DegreeWorks. The grant sponsors a variety of student success activities. We now have Student Success Centers with tutors at all three learning centers. We also have tutors who are embedded in individual classes and have provided supplemental workshops for students on a variety of topics to promote student success. Rick Lockwood is working on finding business mentors from the community for business students. On May 30, he will lead a two-hour meeting with business people and students; and in the fall, he will conduct a half-day career academy on career advancement for students and graduates. Another proposed activity was a university articulation program. This has been taken over by another grant from the Bill and Melinda Gates Foundation in the Learning First Project, in which Coastline articulates with three universities to provide lower division courses for students enrolled in B.A. programs at these universities.

The AANAPISI grant is also assisting in the accelerated STAR program, in which students can earn an A.A. degree in one and one-half years that will guarantee them admission to a CSU campus. The grant has paid for STAR banners at the College Center and at all the learning centers and for other marketing products like flyers and brochures. The STAR program started with three majors: business, psychology, and history. That has now been changed with the history major being replaced by health sciences.

The grant also sponsors the English as a Second Language (ESL) bridge cohort group, which is led by Ailene Nguyen.

The grant is also used for staff development and professional opportunities. It provided \$5,000 for the fall faculty workshop. A classified staff workshop is being held on May 10 to provide customer service strategies; we are trying to get 40 classified employees for that workshop. Several Title III newsletters have been written and distributed in the College.

Darian Aistrich said that we are exploring social media programs; the Asian population frequently uses social media.

The AANAPISI grant is also being used to provide mini-grants of \$500 to \$5,000 for faculty or staff professional development. The due dates for applications are June 6, 2013, for projects to be completed during the summer (between June 19 and September 30, 2013) and August 29, 2013, for projects to be completed between October 1, 2013, and April 30, 2014. Vince Rodriguez suggested a change in the due dates to match semester dates: May 26 and August 26. Tom Snyder said that they thought the later dates would give people more time to apply.

Darian Aistrich said that Coastline has only a year and a half left on the grant. He is concerned because some of the positions and services provided by the Title III grant need to be institutionalized. We have built up programs and services. Will we just drop them? How many of them can we continue? Cheryl Stewart said that these programs and services are having measurable effects. If we don't institutionalize these working strategies, it will be a tragedy of epic proportions! We cannot wait a year and a half. As enrollment grows, are we going to invest in our students' success?

Fred Feldon said that he tried an embedded tutor in his classes, but it didn't work well. He suggested that embedded tutors sign a letter of agreement for permission to look at the students'

grades. A tutor needs to access the grade book to reach out to the lower 20% of the students who are failing. Vince Rodriguez said that he can work with Fred to provide what he wants.

Project Endeavor: Glen Profeta, Orange Coast College Computer Services Director said that Project Endeavor has worked well at OCC for the past nine years. It has now become a District project that will consolidate both physical and functional common District-wide services. For years, each college and the District Office has run its own Windows domain and e-mail operations as independent, separate environments. This approach has created redundancy in hardware, software, licensing, personnel, and training. By consolidating, we will save a great deal of money and become more efficient. Now, we don't have the ability to share calendars, so it is difficult to plan District meetings at a time when people from all three colleges can attend. The plan is to use the same user password for everyone: faculty, staff, and students. Most of the work to make these changes in the system will take place over the summer. We want to be able to complete the migration by August—in time for the fall semester. However, we may have to finish up during the Winter Break. We are trying to make it seamless. Notices will be sent out two weeks before the migration. Anyone who had problems can contact the Coastline Information Technology Department.

Institutional Student Learning Objective (ISLO) Report: Gayle Berggren handed out the minutes of the Academic Standards Committee meeting on April 16, 2013, when the committee discussed the eight ISLO/Core Degree Outcomes. Coastline's ISLOs are based on the General Education Degree-Level Outcomes that have been in effect for many years. Are they all still appropriate? Are they measurable? Do we need to make any changes or additions? Are there any actions that the Academic Senate might want to take? All of our ISLOs line up with what AACJC (Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges) wants. With getting input from all necessary sources, it would probably take us a year or two to make any changes. Coastline doesn't have any ISLO for computer literacy. Cheryl Stewart said that almost all students come to college knowing how to use computers; it is required in high school.

At the Academic Standards meeting, Marilyn Fry argued for eliminating the fourth one, "Demonstrate innovative thinking, adaptability, and creative problem-solving skills," because it was too vague and too hard to measure. The Curriculum Committee, the Academic Senate, and department chairs should be involved in the discussion about making changes to the current ISLOs.

The Academic Standards committee also discussed the wording of the current ISLOs. The way some of them are worded, using words like "appreciate" and "respect," makes them hard to assess. The committee reviewed ISLOs from Chaffey College, Foothill College, and Mira Costa College and liked Mira Costa's ISLOs the best. Mira Costa College has only five general areas: Effective Communication, Critical Thinking and Problem Solving, Professional and Ethical Behavior, Information Literacy, and Global Awareness. Each general area has two to four bullet points, describing the abilities. For example, under Effective Communication are (1) write, speak, read, listen, and otherwise communicate; (2) communicate clearly, accurately, and logically; and (3) communicate appropriately for the context.

The committee also discussed how we can improve our scores on the SLO Scorecard. We did much better in summer 2012 than in the regular semesters of spring 2012 and fall 2012. Summer

students may be a different group of students, and their motivation may be different. Also, that summer, Coastline had fewer classes and did not offer any telecourses and, therefore, did not have any incarcerated students. We need training for faculty in assessing SLOs to meet benchmark measures and to understand the importance of dropping students who are not participating. We also need training in understanding the ISLOs. Ann Holliday had suggested at the committee meeting that the Senate could sponsor a training on ISLOs for department chairs, who, in turn, could work with their faculty. Lynn Torrini said that it is better to drop students who are not participating; the teacher can always reinstate students who do complete the work. Sandra Basabe said that faculty who drop students are questioned about poor retention. Pedro Gutierrez said that we will put the ISLO and the SLO Scorecard issues on the Academic Senate agenda for next fall.

Gayle Berggren then handed out an 8-page draft document on sample Service Area Outcomes (SAOs) that link to the eight College Strategic Initiatives; the document was approved by PIEAC last week. SAOs will get a Scorecard like the SLO Scorecard. We need to work on embedding SAOs. We will have to work out short surveys for students to take after having used one of Coastline's services. Gayle Berggren said that she does not want to be the SAO Coordinator!

ACTION ITEMS (continued)

Volunteers for Summer Hiring Committees: Pedro Gutierrez said that we will probably have some hiring committees forming during the summer that will need faculty representatives on them. Faculty who serve on summer non-duty days will be compensated. Pedro called for volunteers. The following Senators volunteered to serve on a summer hiring committee: Bob Covert, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Linda Kuntzman, Lisa Lee, Ted Marcus, Cheryl Stewart, and Chau Tran. In addition, Deborah Henry, Dan Johnson, Rick Lockwood said that they would serve as alternate members of hiring committees.

Ann Holliday moved to approve Academic Senators to serve on hiring committees during the summer: Bob Covert, Marilyn Fry, Pedro Gutierrez, Deborah Henry, Ann Holliday, Dan Johnson, Linda Kuntzman, Lisa Lee, Rick Lockwood, Ted Marcus, Cheryl Stewart, and Chau Tran (second, Marilyn Fry. MSU

Approval of District Faculty Hiring Procedures: Cheryl Stewart said that Senators were sent the draft District Faculty Hiring Procedures. There is a place-holder in the document for the procedures for on retreat rights of administrators to retreat to classroom teaching after serving as administrators. Coast Federation of Educators is in agreement that the document should not be approved until that piece of the document is completed and included. In the past, it was always a separate policy and procedure, but the committee agreed that it needed to be included in the Faculty Hiring Procedures document; this is where it belongs. California Education Code grants an administrator retreat rights for educational administrators who meet minimum qualifications to teach and who have worked for the District with satisfactory evaluations for a minimum of two years. Since the Board of Trustees must rely primarily upon the recommendation of the Academic Senate in placing a retreating administrator into a full-time tenure-track position, the committee wants to be sure that the retreat rights section of the Faculty Hiring Procedures includes an evaluative step upon which the Senators can base their recommendation. Many local community colleges require interviews and teaching demonstrations. However, the Board of Trustees makes the ultimate decision on hiring. This District Faculty Hiring Procedures draft

document also includes a revision and update on part-time faculty hiring and the establishment of District equivalency committees. It is important for this document to go forward so that we can begin forming those committees. The District equivalency committees would include one discipline faculty member from each of the colleges who teaches in that discipline. The procedures address situations in which there are no discipline instructors at one or two of the colleges; for example, nursing, which is offered only at Golden West College.

Marilyn Fry moved to approve the District Faculty Hiring Procedures (second, Chau Tran). MSF with 3 yes votes, 14 no votes, and 1 abstention

Pedro Gutierrez said that the document is unclear about who would do the screening for part-time faculty.

Ann Holliday said that the District Hiring Committee has really improved the hiring process. However, she has some concerns with the document. She understands that the OCC Academic Senate approved the document with some language changes, but we haven't seen what those changes are. Cheryl Stewart said that there were only a few wording changes. At some point, we have to say that we are going to move forward. We can make minor changes later. Dan Johnson said that he is concerned about Retreat Rights. Margaret Lovig said that she has some questions about the formation of District equivalency committees; the wording is too vague. Cheryl Stewart said that the process will take some work. We need an effective date for when the new District equivalency committees will be formed.

Ann Holliday moved to extend the meeting for 15 minutes (second, Marilyn Fry). MSC with 2 no votes

Deborah Henry said that once something is passed, changes may not be easily made. She has an equivalency issue about the Ph.D. degree. The wording says that a Master's degree is required, but some people bypass the Master's degree to earn a Ph.D. in the discipline. With the current wording, it would seem that the person with a Ph.D. in a discipline would be disqualified because he or she lacks an M.A. She is going to vote no on approving the document as it is currently worded.

Ann Holliday referred the Senate to lines 90-91, which describes something in the Program Review process, but Coastline doesn't do that in its Program Review. Line 124 says that the College President appoints a dean to a hiring committee. She also has concerns about lines 133 and 138. The information is confusing. It doesn't even say that the search committee should have a minimum of one person in the discipline on the search committee.

Ann Holliday moved that the revised District Hiring Procedures be placed on the agenda of the first Senate meeting in fall 2013 (second, Cathy Palmer). MSU

Cheryl Stewart urged Senators to read the document carefully and send everything to her. Until new procedures are approved, we are subject to our current procedures. It is very frustrating. The District Hiring Committee has been working on faculty hiring policies and procedures for a year and a half.

Ann Holliday moved that the Academic Senate urge that the College provide more support work to help Gayle Berggren on Service Area Outcomes (SAOs) (second, Bob Covert).
MSU

The meeting was adjourned at 2:45 p.m.

Recorded by Marilyn M. Fry

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