

COASTLINE COMMUNITY COLLEGE

ACADEMIC SENATE MEETING

September 17, 2013

MINUTES and NOTES

Present: Mitchell Alves, Stephen Barnes, Gayle Berggren, Cheryl Chapman, Scott Davis, Fred Feldon, Marilyn Fry, Pedro Gutierrez, Ann Holliday, Dan Johnson, Noha Kabaji, Linda Kuntzman, David Lee, Lisa Lee, Rick Lockwood, Margaret Lovig, Ted Marcus, Helen McClure, Christy Nguyen, Jeanne Oelstrom, Celeste Ryan, Lauren Sakovich, Richard Shiring, Cheryl Stewart, Chris Sullivan, Lynn Torrini, Chau D. Tran, Michael Warner, Vince Rodriguez (V.P. of Instruction and Student Services), Cristina Arellano-Duenas (Classified Delegate)

Absent: Sandra Basabe (ex), Bob Covert (ex), Deborah Henry (ex), Ken Leighton (ex), Christy Nguyen (ex)

Guests: Lori Adrian (College President), Sylvia Amito'elau (Educational Media Designer), Maribeth Daniel (Military Liaison), Kevin Erdkamp (Accounting Instructor), Andrew C. Jones (CCCD Chancellor), Mahbub Khan (Physics Instructor)

At 12:30 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.

Roll Call: Pedro Gutierrez said that the following Senators had notified the Senate Office that they would be absent today: Deborah Henry, Ken Leighton, and Christy Nguyen.

Welcome: Pedro Gutierrez welcomed new Senator Mitchell Alves.

AGENDA/MINUTES/CONSENT CALENDAR

Ted Marcus moved to adopt the agenda (second, Lynn Torrini). MSU

Helen McClure moved to approve the minutes of September 7, 2013 (second, Richard Shiring). MSU

SPECIAL REPORTS/UPDATES

Chancellor's Message: Pedro Gutierrez welcomed Coast Community College District Chancellor Andrew C. Jones to the Coastline Community College Academic Senate. Dr. Jones congratulated the Coastline faculty on a great beginning to a new academic year. Enrollment is up throughout the District.

As people already know, the colleges in the Coast Community College District have received recommendations from Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC). Some of the recommendations date back to the last Accreditation Visit in 2007. We need to comply. Each college is working to address the ACCJC concerns. The District group is also working hard to address these concerns. Many Board of Trustee policies and procedures have been revised. These will be approved at the Board of Trustees' meeting on October 16; the rest will be approved at the meeting on December 16. We have a great deal to do but have a good schedule to follow to complete the requests of the accrediting teams. We will be looking to see a closing of the loop. A survey has been sent out to everyone in the District. We want to see if we should change or modify anything. We are on schedule. Faculty will play a major role in our response. We have had tremendous support from everyone.

Ann Holliday reminded the Chancellor that one of the ACCJC recommendations to Coastline was to work with the District to hire more full-time faculty. Will the District be giving Coastline the funds needed to do that? Dr. Jones said that we need to look to see what Coastline's role is in the District. As he has said many times before, Coastline is "the little red engine that could." We need to find out what skill sets will be needed in the future. Let's look across the District to see which programs to grow, which programs to sunset, which new programs to encourage. For example, an up and coming occupation is in digital signage. A few years ago, this was a dying industry. Now, with new technology, it is a growing career opportunity. Massive Open Online Courses (MOOCs) will come and go. The impact of MOOCs is about information. How will they impact what community colleges do? Perhaps they can supplement all classrooms, can support flipped classrooms. We need to have a conversation about our needs. We need to look across the whole District, maybe look at divisions rather than specific disciplines. We need a more strategic approach to faculty enhancement. Ann Holliday said just so we get more funding to hire new full-time faculty. Jeanne Oelstrom said that faculty need to be part of the discussion. The Chancellor agreed.

Cheryl Stewart said that, if Coastline is the innovative college, if some experiment isn't successful right "out of the box," we need the District to support an innovation that may fail. Dr. Jones said that he completely agrees; yes, he absolutely supports that. Coastline is the nimble college, which can move quickly to try such innovations. Mistakes come with progress. Then we pick ourselves up and learn from them. It isn't about best practices; it is about next practices. We need mechanisms to make that happen. We have the District Launch Pad to encourage innovative thinking, ideas, and projects.

Cheryl Chapman asked about one example. Are we going to go to Office 2013? Do we target our students to get jobs locally or globally? Dr. Jones said that was a great question! He is glad that she asked it. We respond to local business requirements, but we ought to be preparing people for lifetime professions. We have to agree on something and then stick with it—create a standard. Cheryl Chapman said that the bigger picture is teaching students how to learn. Dr. Jones said that she is absolutely right! That is what we need to be doing—the learning platform—teaching students to be problem solvers.

Jeanne Oelstrom asked what the big issues are. Are they learning systems, accreditation, what? Dr. Jones said whatever we can do to help students to be more successful. Every student comes with individual concerns and issues. We are going to have to make decisions—whom are we

going to serve? In recent years, the California Legislature has given the 112 California community colleges the task of educating four groups: those earning certificates, those earning degrees, those transferring to four-year institutions, and those needing remediation to be able to complete certificates, degrees, and transfer plans. It is a different model, not the traditional model of the past. Take aeronautics, for example. In the past it was a “hot” profession, but where is it today? There are no guarantees about what is needed in the future.

Chancellor Jones closed with a true story about a young man in Japan who was a gamer. He convinced Target to give a \$5 gift certificate to people who won games. He single-handedly created a new industry and a \$9 million business. Digital information technology is needed to help the millions of people who own smart phones to organize the material on their phones. In three years, this will be a full-time industry. That is how we need to be thinking. There aren't that many barriers; we just need to discover one after another. Coastline is more suited to get us there and to keep us there. Thank you for all that you have done and for all that you are doing and, most of all, for all that you are going to do.

Ted Marcus moved to approve the Consent Calendar (second, Helen McClure). MSU

CONSENT CALENDAR

- Michael Bach to serve on Evette Reagan's Tenure & Evaluation Review Committee (TERC)
- Jaima Bennett from Golden West College to serve on Josh Levenshus' TERC
- Marilyn Fry and Cheryl Stewart to serve as Academic Senate appointees on the hiring committee for the Administrative Director of Institutional Effectiveness
- Pedro Gutierrez and David Lee to serve as Academic Senate appointees on the hiring committee for the Dean of the Newport Beach Center
- Deborah Henry and Velvet Miscione to serve as Academic Senate appointees on the hiring committee for the Dean of Counseling
- Acknowledgement of Board Policies 2100, 2305, 2340, 2345, 2355, 2725, and 2903

ACTION ITEMS

District Governance Council: Pedro Gutierrez said that we discussed the mandate and composition of the District Governance Council (formerly Chancellor's Council) at the last Senate meeting.

Cheryl Stewart moved to approve the draft document with the mandate and composition of the District Governance Council (second, Lisa Lee).

Ann Holliday moved to amend the motion to recommend inserting the following language into the District Governance Council proposed plan: “The academic senates shall retain the right to meet with or appear before the Board of Trustees with respect to their views and recommendations. In addition, after consultation with the administration, the academic senates may present their recommendations to the Board of Trustees (Title 5, 53203)” (second, Marilyn Fry). MSU

Ann Holliday said that this is the role of the Academic Senate in governance. She wants to ensure that we don't negate the Academic Senate's ability to take items directly to the Board of Trustees.

Ann Holliday moved to recommend that the presidents of the three collective bargaining units in the Coast Community College District remain as voting members on the District Governance Council (formerly Chancellor's Council) (second, Marilyn Fry). MSU

Dan Johnson said that the Chancellor wants to define decision making in the District by making fewer layers with fewer people to be involved in making choices.

The Senators voted on the perfected motion.

Cheryl Stewart moved to approve the draft document with the mandate and composition of the District Governance Council with the insertion of the following language into the District Governance Council proposed plan: "The academic senates shall retain the right to meet with or appear before the Board of Trustees with respect to their views and recommendations. In addition, after consultation with the administration, the academic senates may present their recommendations to the Board of Trustees (Title 5, 53203)" and with the recommendation that the presidents of the three collective bargaining units in the Coast Community College District remain as voting members on the District Governance Council (formerly Chancellor's Council) (second, Lisa Lee). MSU

Ann Holliday recommended that Pedro Gutierrez talk to the other two academic senate presidents. He said that he would. Cheryl Stewart said that the proposal we were given lists the Coast District Management Association (CDMA) representative as a voting member of the District Governance Council. CDMA isn't a bargaining unit, but it represents the interests of the administrators in the District. This seems very strange—to put a manager in a voting position while eliminating the collective bargaining units. This representative certainly should not be there if the collective bargaining units aren't.

Board Policy 3410--Nondiscrimination: Pedro Gutierrez said that the Board of Trustees' policies and procedures have been revised. The three academic senates are being asked to approve the revised policies and procedures.

Ann Holliday moved to approve the Board Policy 3410 on Nondiscrimination (second, Cheryl Stewart). MSU

Board Policy 3430 and Administrative Procedure 3430—Prohibition of Harassment:

Cheryl Stewart moved to approve the Board Policy 3430 on Prohibition of Harassment (second, Ted Marcus).

Ann Holliday moved that approval of the Board Policy 3430 be tabled until the next meeting to be sure that this does not conflict with the union contract (Cheryl Stewart). MSU

Margaret Lovig said that she noticed that there are several steps that might conflict with the union contract. It didn't mention faculty in the training process. Ann Holliday said that the District maintains that faculty owe the District 20 more days a year since we switched to a 16-week semester. We really need to see how this Board policy might affect other documents. Margaret Lovig said that the concerns are broader than the union perspective. There are inserts on pages 3 to 5, so this isn't a final document. It seems to say that this policy will make contracts null and void. This document is not ready to be voted on. Ann Holliday said that we need to be clear about the ramifications of this policy. Pedro Gutierrez said that the Orange Coast College Academic Senate is writing a modification to include academic freedom, which is guaranteed by the State legislature. Ann Holliday said that the academic freedom policy in the contract is based on the wording in the California State University Academic Senate document.

Cheryl Stewart moved to also table approval of Administrative Policy 3430 so that it can be examined more closely (second, Lisa Lee). MSC with one no vote

Cheryl Stewart said that we need to send BP 3430 and AP 3430 to the Policy and Procedures Committee to examine and study, to be brought back to the Senate at its first meeting in October. Gayle Berggren urged a vote against tabling Board policies and procedures. We need these approved for accreditation. Cheryl Stewart said there is a problem with harassment in the Coast Community College District. We need to be very clear about the definition of harassment and about how it is to be treated in the District. We need a policy that is fairer, more transparent, and more respectful of the employee. Dan Johnson said that the Senate has a responsibility of oversight. The District is trying to push these policies and procedures through in a rush. Pedro Gutierrez agreed that the District has delayed working on these documents. He asked Senators to carefully read the attachments that were sent to Senators to be sure that we do our part. Ann Holliday asked the Academic Senate Policy and Procedures Committee members to carefully read the policies before we meet this week.

Board Policy 4020—Program, Curriculum, and Course Development:

Ann Holliday moved that approval of Board Policy 4020 be referred to the Curriculum Committee for review (second, Chris Sullivan). MSU

Ann Holliday said that review of BP 4020 needs to be added to Curriculum Committee agenda for this Friday's meeting. As soon as a decision is made by the Curriculum Committee, the information needs to be sent to Academic Senate President Pedro Gutierrez.

Board Policy 4040—Library Services:

Cheryl Stewart moved to table this item until later in the meeting (second, Chau Tran). MSU

Board Policy 4300—Field Trips and Excursions:

Jeanne Oelstrom moved to approve Board Policy 4300 on Field Trips and Excursions (second, Rick Lockwood). MSU

Ann Holliday said that she is concerned about the added last line about the Student Code of Conduct and Title 5. It is rather vague. Pedro Gutierrez said that Vice Chancellor Andreea M. Serban is very willing for Senators to make suggestions for modification of these policies and procedures. Lynn Torrini said that she has led several Study-Abroad courses. On such trips, faculty and students are not allowed to drink alcoholic beverages.

Administrative Procedure 4300—Field Trips and Excursions:

Margaret Lovig moved to approve Administrative Procedure 4300 on Field Trips and Excursions (second, Dan Johnson). MSU

Ann Holliday asked what the sentence in the second paragraph means. Dan Johnson said that a word is missing; we need to add “be”: “will be.” Ann said that the language in that second paragraph is confusing.

Board Policy 5140 and Administrative Procedure 5140—Disabled Students Programs and Services:

Celeste Ryan moved to table approval of Board Policy 5140 and Administrative Procedure 5140 until the next meeting and to defer recommendation on voting on it to the Disabled Students Programs and Services Department working with their counterparts at Orange Coast College and Golden West College (second, Ann Holliday). MSU

Pedro Gutierrez asked Celeste Ryan to give him direction on Monday if she can. Celeste said that she learned about this board policy revision only by happenstance. It was not sent to the Coastline DSP&S Department for review. There doesn't seem to be a clear line of communication in the District. It is going to need a great deal of work. Vince Rodriguez said that Vice Chancellor Serban is trying to get all these Board policies and procedures revised in time for the accreditation report.

Board Policy 5130—Financial Aid:

Fred Feldon moved to approve Board Policy 5130 on Financial Aid (second, Ted Marcus).

Ann Holliday asked if the people in the Coastline Financial Aid Office have looked at this policy. Pedro Gutierrez said that he didn't know. Cheryl Stewart asked if other constituency groups are also getting these policies and procedures to review. Vince Rodriguez said that he will check with Cynthia Pienkowski, Director of Financial Aid and EOPS, and be sure that she has had a chance to see this revised policy.

Ann Holliday moved to amend the motion to approve Board Policy 5130 only if the Coastline Financial Aid Office is in agreement with this revised policy (second, Marilyn Fry). MSU

Senators voted on the perfected motion.

Fred Feldon moved to approve Board Policy 5130 on Financial Aid only if the Coastline Financial Aid Office is in agreement with this revised policy (second, Ted Marcus). MSU

Board Policy 4040—Library Services:

Cheryl Stewart moved to approve Board Policy 4040 on Library Services with the addition of the following paragraph, which was approved by the Golden West College Library staff: “The library shall serve as an integral part of a college and its instructional programs. As such, the library must meet academic standards consistent with accreditation guidelines, American Association—Library Bill of Rights, Association of College and Research Libraries standards, and Copyright law and will comply with the requirements of the Reader Privacy Act.” (second, Lynn Torrini). MSU

COLLEGE/SENATE COMMITTEE REPORTS

Facilities, Safety, & Sustainability Committee: Marilyn Fry asked Senators how many of them were aware that the Coastline parking fee for students had been raised from \$10 to \$15. One person said she knew. Marilyn Fry said that the increase in parking fees was mentioned at the committee meeting last Thursday. Apparently the District made the decision to raise the student parking fees at OCC and GWC from \$20 to \$30 and to raise Coastline’s parking fee to \$15. Marilyn didn’t know when this decision was made. Ann Holliday said that we should put this on the agenda as a discussion item at the next Senate meeting.

Michael Warner said that this year the Safety Committee has been combined with the Facilities and Sustainability Committee, which now has three co-chairs: Director of Maintenance and Operations Dave Cant, Security Coordinator Gary Stromlund, and Vice President of Administrative Services Christine Nguyen. The Fourth Floor of the College Center is being remodeled, so the Fourth Floor Conference Room will be closed for a couple weeks in October. When it is finished, the conference room will be larger. As soon as possible, the concrete will be removed and replaced outside the Garden Grove Center where the trees’ roots have caused buckling. New trees will be planted, those that don’t have destructive roots. The carpeting will be replaced at the Le-Jao Center on a room-by-room basis during the fall semester and then completed during the Winter Break. Gary Stromlund is reorganizing the security staff to hire three new 19-hour-a-week security guards, one of whom will be a roving security guard, spending time at all three learning centers.

Program Review Committee: Dan Johnson said that the Distance Learning Department is completing its program review, and there will be some follow-up on English as a Second Language (ESL) curriculum. The committee has been working on the accreditation report. The One Stop Center is gone, but the committee reviewed the documents it produced. There will be a training session in November for programs going through program review next year.

College Professional Development & Leadership Committee: Cheryl Chapman said that the Professional Development Committee will be giving out four mini-grants of \$1,000 each for innovative projects. The committee is planning a series of brown-bag lunch meetings to share professional development ideas.

Student Success & Matriculation Committee: Celeste Ryan said that the Student Success Committee, which met last Friday, reviewed the committee’s mandate and discussed goals and objectives for the 2013-2014 year.

Marketing & Outreach Work Group: Jeanne Oelstrom said that she served for many years on the Marketing Committee. She would like to step down and give some other faculty member her spot on the committee. Several Senators urged Jeanne to continue because she always did such a good job of reporting to the Senate on the activities of the committee.

ANNOUNCEMENTS/INFORMATION ITEMS

Classified Senate Report: Cristina Arellano-Duenas said that the last Classified Senate meeting was well attended. The Classified Senate is hosting the Fall Festival on Thursday, October 31, from 12 noon until 1:00 p.m. A Mexican lunch will cost \$6. There will also be an opportunity drawing for gift baskets. Cristina urged Senators and other faculty to attend; the money will go for classified scholarships. She passed around a flyer for the Fall Festival. A fundraiser was held this summer at Rubio's restaurant. Cristina thanked everyone who participated. The Classified Senate made \$130 for scholarships. The Classified Senate will also hold its usual Holiday Boutique in December. Maribeth Daniel said that Ann French is doing a great job as Classified Senate President this year; she is very organized.

President's Report: Pedro Gutierrez said that the College is doing a reevaluation of the full-time faculty hiring process. We need to be sure that our evaluations of the requests for full-time faculty are based on data. The District is planning to hire more full-time faculty, so we want to be ready to present the best case for our academic needs. The Governor is very interested in online courses as part of the California Virtual Campus Project. Vince Rodriguez said that \$16 million has been allocated for planning.

Treasurer's Report: Ann Holliday said that she had requested to have 15 minutes at today's meeting, but it is almost 2:30. She requests to be given 15 minutes at the next meeting to discuss both budgets. Classified Senate would like to sell drinks at the Garden Grove Center while the Academic Senate is selling parking spaces during the Strawberry Festival on Memorial Day weekend. The Classified Senators will need to look into what might be needed to do this.

Vice President of Legislative Issues Report: Michael Warner said that he attended the District Legislative Committee meeting. SB 73 has been signed by the Governor; this bill provides redistribution of funds from Proposition 39 clean energy projects. The bill allocates 11% of Proposition 39 revenue to go to K-14 schools. AB 1025, Public Postsecondary Education: Credit by Exam, has been passed and is on its way to the Governor's desk. This bill is going to be putting more pressure on California community colleges to allow students to pass courses Credit by Exam. Also the State has dissolved redevelopment agencies. Money that would have been spent on those agencies has been promised to California schools. However, the counties and cities will be requesting their money first; we don't know when funds will be received by schools.

Vice President of Committees Report: Rick Lockwood said that there are still openings on the Academic Senate committees, and there are nine faculty positions open on the College Committee List. Senators should contact him if they are interested in serving on a committee. We will approve both committee lists at the next meeting. Ann Holliday said that, according to the Senate by-laws, every Senator is supposed to serve on at least one Academic Senate committee. Cheryl Chapman said that we need to do a better job of providing call-in votes or

teleconferencing during committee meetings. We aren't all on campus all the time. It would increase participation if committee members could participate in committee meetings from their homes. Celeste Ryan agreed. She says that she has to drive for half an hour each way to come from the Newport Beach Center to a hour-long meeting at the College Center.

Accreditation Report: Gayle Berggren said that she wanted to give a report as SLO Coordinator. We have revised SLOs for the Student Services Department and in October will be working on a random survey of 25% of the students who use these services.

MOOC Task Force: Fred Feldon said that the District MOOC task force was active over the summer. But there has been no activity District wide. San Jose Community College canceled all MOOCs at its campus. Fred Feldon said that he took two MOOCs over the summer. One was brilliant, and the other was terrible.

Marilyn Fry moved to adjourn the meeting (second, Rick Lockwood). MSU

The meeting was adjourned at 2:30 p.m.

Recorded by Marilyn M. Fry

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