

**COASTLINE COMMUNITY COLLEGE**

**ACADEMIC SENATE MEETING**

**October 15, 2013**

**MINUTES and NOTES**

**Present:** Mitchell Alves, Stephen Barnes, Gayle Berggren, Cheryl Chapman, Scott Davis, Marilyn Fry, Pedro Gutierrez, Deborah Henry, Ann Holliday, Linda Kuntzman, Lisa Lee, Ken Leighton, Joshua Levenshus, Rick Lockwood, Margaret Lovig, Helen McClure, Celeste Ryan, Lauren Sakovich, Cheryl Stewart, Lynn Torrini, Chau D. Tran, Michael Warner, Cristina Arellano-Duenas (Classified Delegate)

**Absent:** Sandra Basabe (ex), Bob Covert (ex), Fred Feldon (ex), Noha Kabaji, Dan Johnson (ex), Ted Marcus (ex), Christy Nguyen, Jeanne Oelstrom, and Richard Shiring (ex), Chris Sullivan

**Guests:** Eric Garcia (Counselor), Nancy Jones (Dean of the Garden Grove Center), Mahbub Khan (Physics Instructor), Meg M. Yanalunas (Educational Media Designer), Kathie Tran (Assistant Director of Financial Aid)

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 Dan Johnson, Ted Marcus, and Richard Shiring had contacted the Academic Senate Office to let us know that they wouldn't be able to attend the meeting today.

**AGENDA/MINUTES/CONSENT CALENDAR**

**Ann Holliday moved to adopt the agenda (second, Margaret Lovig). MSU**

Pedro Gutierrez said that Vinicio Lopez and Danny Pittaway will not be here today to give a special report on the Student Success Center.

**Ann Holliday moved to approve the minutes of September 17, 2013 (second, Ken Leighton). MSU**

Marilyn Fry said that the concerns about inaccurate information about the Extended Opportunity Programs and Services (EOPS) were actually in the September 3, 2013, minutes, which had been approved and distributed.

**Ann Holliday moved to approve the minutes of October 1, 2013 (second, Ken Leighton). MSU**

**Mitch Alves moved to approve the Consent Calendar (second, Scott Davis). MSU**

### CONSENT CALENDAR

- Approval of the 2013-2014 College Committee List
- Pedro Gutierrez and Ted Marcus to serve on the Science Instructional Associate Hiring Committee

### ACTION ITEMS

**Board Policy 4020—Programs, Curriculum, & Course Development:** Curriculum Committee Faculty Co-Chair Margaret Lovig said that the Curriculum Committee did not have any problem with the Board policy.

**Ann Holliday moved to approve Board Policy 4020—Programs, Curriculum, & Course Development** (second, Ken Leighton). MSU

Mitch Alves said that it would be useful for the District to share with all three colleges what each of the colleges is doing in terms of curriculum development. An instructor in the Coastline Mathematics Department created a course only to find out that the Golden West College Mathematics Department deemed it not to have met the equivalence of the GWC sequence of classes that it replaced. Now Coastline is having trouble articulating our course with Golden West College. If we had known what GWC was doing, we could have worked with the faculty there. Margaret Lovig said that this would be more relevant to the AP 4020 than to the BP 4020. Ann Holliday said that, once approved, an administrative procedure is easier to change than a Board policy.

**Ann Holliday moved to approve a five-minute recess for Senators and guests to get refreshments** (Second, Marilyn Fry). MSU

### SPECIAL REPORTS/UPDATES

**Financial Aid:** Assistant Financial Aid Director Kathie Tran said that Director Cynthia Pienkowski was not able to give a report to the Academic Senate today, but Kathie Tran said that she can explain the Federal policy about who can receive financial aid. Under a new ruling, a student who does not have a high school diploma or a General Education Diploma (GED) cannot receive financial aid. Prior to July 1, 2012, there were alternative ways in which a student without a diploma could qualify for financial aid. A student who had completed six units toward a degree could be eligible the following semester. A student who could show that he or she had the ability to benefit from a college education by taking a test could qualify for financial aid. However, after July 1, 2012, these two ways have not been acceptable. Cristina Arellano-Duenas asked what the Financial Aid Office is doing to help these students. Kathie Tran said that the staff in the Financial Aid Office advise those students to take the GED examination. Helen McClure asked where students can take this exam. Kathie said that she has a list of institutions that offer the GED; she would be happy to share that information with faculty as well as students. Helen McClure said that a student taking 12 units or more is considered a full-time student. Kathie Tran said that students do not have to be full-time students to qualify for financial aid. Scott Davis asked about scholarships. How does receiving a scholarship affect a

student's ability to receive financial aid? Kathie Tran said that money from a scholarship is considered a resource.

Debbie Henry asked if the Financial Aid Office could somehow coordinate with the Coastline Bookstore so that students can buy their books on time for the beginning of the semester. Kathie said not now. Now, students' qualifications for financial aid are determined at the District Level, so this semester there has been a delay in when students receive their money. She hopes that it will be better in the spring semester.

Helen McClure asked how many students apply for financial aid. Kathie Tran said that this year 12,000 students applied for financial aid. Ken Leighton asked how many actually receive financial aid. Kathie Tran said that she doesn't have the exact statistic for how many receive this aid; this is about how many apply.

Ann Holliday asked if the Financial Aid Office could send out news items to faculty and staff about new legislation like the change that occurred in 2012 or new procedures. This would be very helpful to faculty and classified employees so that they can help students. Kathie Tran said that she would give Cynthia Pienkowski that request.

Mitch Alves said that, since the District Office took financial aid away from the three colleges in the District, there have been delays. Kathie Tran said that the Coastline Financial Aid Office has had many complaints this semester. Celeste Ryan said that now there are additional steps that a student must complete before being approved for financial aid. Ann Holliday explained that the District wanted a student to be able to get financial aid while attending any or all of the three colleges in the District. The District wanted to make it easier for the students so that they would apply only one place, not at each college separately. However, how much discussion took place before the District made this decision? Nancy Jones said that she was Academic Senate President at the time that the District first instituted Banner. Banner was supposed to be able to keep track of students at all three colleges. However, then the Banner program had to be rewritten because the Federal Government changed the regulations about financial aid. Pedro Gutierrez said that, now with District centralization, there should be no differences in financial aid approval between the individual colleges in the District.

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

**Administrative Procedure 4020—Program, Curriculum, & Course Development:** Margaret Lovig said that the Curriculum Committee reviewed AP 4020 at its October 4 meeting. There were very few course outlines to approve at that meeting, so the committee was able to spend most of the time discussing BP 4020 and AP 4020. The suggestions made at that meeting were sent to the Academic Senate Policy and Procedures Committee.

Mitch Alves repeated that Coastline developed a new mathematics course, but GWC won't accept it for transfer. It would have been helpful if we had known about what GWC was doing so that the faculty at both colleges could work together. Cheryl Chapman said that we are able to see all the courses in the District on CurricUNET. Margaret Lovig said that AP 4020 has just gone to the curriculum committees at Orange Coast College and Golden West College. We will see what suggestions for changes those two committees have. The District does want to remedy problems like this and prevent similar problems in the future. Margaret Lovig explained that a

course outline at any of the colleges in the District has to go through many steps before it can be offered. First, it has to be accepted by the curriculum committee at the college where it is initiated; then it goes to the Board of Trustees for approval. Then the articulation officer at the college sends it to the California State University and the University of California for specific General Education approval. This is done only once a year, in November or December. The college doesn't know how it will transfer until the report comes back from CSU and UC around April. Josh Levenshus asked if there is a process at the three colleges in which we articulate classes from college to college.

Ann Holliday said that Vice Chancellor Andreea Serban wants to see a District Curriculum Committee to replace the three curriculum committees, one at each of the colleges. When the three academic senate executive committees met last week, we did discuss this and suggested a task force that would deal with such issues that come up. Margaret Lovig said that Chancellor Andrew Jones has said that there is a huge list of issues with the curriculum at the three colleges not meshing with each other. We want to show that we are trying to solve these issues. Gayle Berggren gave an example. Years ago, when Jeannine Englehart was Academic Senate President, she created a computer certificate for Coastline. But then, afterwards, OCC created a similar certificate, and our program was depleted of students, and we had to cancel classes. We lost so much enrollment that we had to shut down the program. Marilyn Fry said that the articulation officers at all three colleges meet on a regular basis. Josh Levenshus said that he had talked to Communication Studies faculty at OCC and GWC about coordinating a different focus for the same class offered at the different colleges. He is concerned that, if we don't do that, the District will consolidate course offerings to one campus for each major. Margaret Lovig asked if the Career Technical Education (CTE) deans meet on a regular basis, too. CTE Dean Nancy Jones said no.

**Prioritization Procedures for Full-Time Faculty Positions:** Ann Holliday handed out a revised version of the proposed Procedures for Prioritization for Hiring Full-time Faculty at Coastline. The revised parts are printed in red. The administrators wanted to add two more administrators to be able to vote on the prioritization. Vince Rodriguez said that, in addition to the three deans of the three learning centers, the Dean of Military and Contract Education and the Associate Dean of Distance Learning and Professional Development should be voting members. Ann Holliday said that for the longest time each year the College President would receive two or sometimes three lists of disciplines that needed full-time faculty positions. Often the list from the Academic Senate differed from the list from the instructional managers. When we would ask why their choices were so different, we were told that we didn't have all the information when we made our choices. We are trying to make sure that all groups hear all the relevant information before the prioritization. Therefore, all voters must attend the whole Academic Senate meeting where the presentations are given and must receive all the relevant information. Having one list that everyone agrees on will make it much easier for the College President to make her choices and to argue for those choices at the District. The Chancellor has said that the District is going to do the final prioritization of the full-time faculty needs for the District and for each of the three colleges, so we want to make sure to have clear data-based support to make the case for the faculty needs of Coastline.

**Ken Leighton moved to approve the revised Procedures for Prioritization for Hiring Full-Time Faculty (second, Cheryl Stewart). MSC with 3 abstentions**

Cheryl Chapman asked if these procedures are for Coastline. Ann said yes. Margaret Lovig asked about the proposed timeline for completing this process this year. Ann Holliday said that we should complete it no later than the second meeting in November. Pedro Gutierrez said that the other two colleges have already completed their prioritization process. Golden West College prioritizes for two years at a time. The Board of Trustees asked the Chancellor to submit a plan for hiring full-time faculty in the District. He is going to be submitting a District-wide plan. Gayle Berggren reminded Senators that the Accreditation Team specifically recommended that Coastline work with the District to support the increase of full-time faculty at Coastline and to plan for future needs. We really need to look to Coastline's future needs for full-time faculty. Coastline was the only college in the District that received this recommendation.

Cheryl Stewart said that the District funding is limiting. When departments do the 5-year self-study for Program Review, they look to future needs, including the need for full-time faculty. The prioritization rubric will take future needs into consideration. Ann Holliday said that Vice President of Administrative Services Christine Nguyen is also proposing a model to the District. The problem is the money. The District gives the colleges money for only one year at a time. Christine Nguyen is proposing that the budget include a percentage of money for new full-time faculty for the three colleges. This model is used at other districts. Right now, the Coast Community College District doesn't provide money for new full-time faculty, only for replacements. Cheryl Stewart said that the operating budget for the District Office is only slightly less than the budget for Coastline, yet there are no faculty at the District Office generating Full-Time Equivalent Students (FTES) and, therefore, State funding for students. Celeste Ryan asked if Coastline, as the smallest college, won't always end up with the lowest percentage of funding. There is no mechanism for Coastline to grow. Ann Holliday said that the District has said that it depends on which college has the most needs to fulfill the mission of the college and its future needs.

Ken Leighton said that he is confused. Who is going to make the ultimate decision about which full-time teachers Coastline will be able to hire this year? Will it be College President Lori Adrian or Chancellor Andrew Jones? Pedro Gutierrez said that Lori Adrian will advocate for our prioritized list of full-time faculty needs. The District Governance Council will receive the prioritized lists from the three colleges. However, in the end, we don't know what the funding source will be. Mitch Alves said that, every time he hears about this new hiring procedure, it sounds like "staffing shuffle" between the colleges. Pedro Gutierrez said that this has been discussed at length in the District Governance Council. Ann Holliday said that this is accurate. The Board of Trustees is very much aware that the District is on the edge of the Faculty Obligation Number (FON). The District is going to have to hire new faculty. If the District does not meet its FON, it will have to pay back a substantial amount of money to the State. Our FON was allowed to be artificially lowered because of stabilization. However, the Board knows that the FON will be increased and that the District will need more full-time faculty.

### **COLLEGE/SENATE COMMITTEE REPORTS**

**Curriculum Committee:** Margaret Lovig said that the Curriculum Committee met on October 4, 2013. Although we had only a few course outlines to approve, the meeting was well attended. Margaret Lovig said that she was pleased that the committee had plenty of time to discuss BP 4020 and AP 4020.

**Facilities, Sustainability, & Safety Committee:** Celeste Ryan said that the committee discussed the upcoming Great Shake Out drill, to be held on October 17, 2013. Marilyn Fry said that there was a long discussion about renting out Coastline facilities. The District encourages the three colleges to increase revenue by renting out space at the various campuses and sites. Apparently, Coastline has been doing a great deal of this. However, it places burdens on the Maintenance Department to set up chairs and equipment at different locations on the same days. It also places burdens on the Security Department to provide security guards. Unfortunately, we do not have one person coordinating all these activities at the three learning centers. We need to find some way to keep track of all these rentals. At the next committee meeting, Vice President Christine Nguyen will give the committee specific information about these activities. Michael Warner said that Christine Nguyen gave an update on Measure M Funds. We have three years to spend 80% of the money to replace computers and to purchase computer software, standardized for the whole District. Coastline has already replaced some lights with more efficient lights, those that do not flicker. We will continue to replace all the lights in Coastline buildings. The remodeling of the fourth floor of the College Center is almost complete. As we can see today, the conference room we are meeting in has been expanded.

### **ANNOUNCEMENTS/INFORMATION ITEMS**

**Classified Senate Report:** Cristina Arellano-Duenas said that the next meeting of the Classified Senate is October 17, 2013. We are looking forward to seeing everybody at the Fall Festival at noon on Thursday, October 31, 2013. A good Mexican lunch will be served for \$6 a person. We would like an Academic Senator to help judge the costume contest. She asked for volunteers. Scott Davis said that he would serve as a judge that day.

**President's Report:** Pedro Gutierrez said that he attended the District Governance Council meeting, where they mainly discussed full-time faculty hiring. The Chancellor asked everyone to consider what a 21<sup>st</sup> century faculty member should look like. The Chancellor is concerned with the innovations of Google and other companies becoming online universities to learn knowledge. We also need to teach the soft skills, which are not easy to teach online. The Chancellor also suggested that full-time faculty could go between the three campuses. He is open to ideas. He wants the three academic senates to discuss the 21<sup>st</sup> century faculty member. Pedro Gutierrez said that this discussion will continue.

Pedro Gutierrez said that he had attended other meetings. The District is discussing priority registration for those beyond the students who have legal mandates for priority registration like veterans. There is discussion that everyone must have an education plan in the system to be able to enroll at all. International students are mandated to have a certain number of units, so they will be given priority registration the first semester. Student athletes also have priority registration. Of course, that is not an issue at Coastline since we don't have any student athletes. However, student athletes at OCC and GWC can cross register and need priority registration for classes that they want to take at Coastline. They really need to take on-site morning classes as they have afternoon practice. EOPS students also have priority registration. In his Chemistry 130 class, Pedro Gutierrez said, the class is completely enrolled with EOPS students before anyone else has a chance to enroll. Pedro Gutierrez said that the meeting of the combined three academic senate executive committees was fruitful.

**Treasurer's Report:** Ann Holliday said that the Budget and Finance Committee will be meeting before the next time the Senate meets.

**Vice President of Legislative Issues Report:** Michael Warner said that the Governor signed AB 955, which allows community colleges to offer classes at cost during summer or winter sessions. So far, six colleges have been approved to offer such classes. The only college this year that is planning to do this is Long Beach City College. The charge will be \$209 a unit; a three-unit class will cost \$627. Next month, LBCC will announce which students will be eligible to take these classes. A Long Beach newspaper reported that one student said that this represents a fundamental shift from the community college system's access philosophy. Another student asked why students should pay this amount to go to a community college. There is a concern that the State will say that, if students are willing to pay this amount in the summer, then they can pay it all year around.

**Accreditation Report:** Gayle Berggren said that our report to ACCJC (Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges) is due March 14. The first outline drafts were due October 11; the full draft is due November 1. Mary Halvorson is helping Gayle. Six of the recommendations are unique to Coastline. Some work has been done on the second one. The third one has been completed by Gayle; a survey was sent to students. Nothing has been turned in on any of the others. The fourth one, on Coastline's program review process, is being written by Nancy Jones, Dan Johnson, and Helen Rothgeb. Helen Rothgeb is also supposed to be writing the sixth one on personnel evaluation. The drafts need to be completed and given to Danny Pittaway, who is going to write the final draft, which then needs to be approved by the Board of Trustees at its November 7, 2013, meeting. Gayle Berggren said that she sent an e-mail to Vice Chancellor Andreea Serban to ask when the other six recommendations, which deal with District issues, will be completed. Margaret Lovig said that there is a faculty member on each of the six teams. Margaret said that she is on one; Pedro Gutierrez is on another.

### **COLLEGE/SENATE COMMITTEE REPORTS (continued)**

**Learning Management System Task Force (formerly Seaport Task Force):** Rick Lockwood said that the task force has been meeting regularly. Rick thanked Cheryl Chapman for pulling a list of criteria needed for a good LMS from a Google Box. Rick Lockwood said that he gave copies to the Executive Committee at OCC and GWC. So far, four faculty members from those two colleges are meeting with the task force. We hope to get another couple of members from OCC and GWC as the choice of the best LMS needs to be a District decision, a management system that can be used throughout the District. We are looking at different learning management systems (also called course management systems, CMS).

### **DISCUSSION ITEMS**

**Full-Time Faculty Prioritization Rubric:** Ann Holliday said that the following members of the committee have been meeting to revise the prioritization rubric: Marilyn Fry, Ann Holliday, Margaret Lovig, Cheryl Stewart, and Michael Warner. Academic Senate President Pedro Gutierrez, Dean Nancy Jones, and Vice President Vince Rodriguez have also been meeting with the committee. The next meeting will be Tuesday, October 29, 2013, to solidify the rubric. Then, she will send it to all Senators to get feedback. Faculty includes counselors and librarians.

Ann Holliday handed out the partially revised rubric. The committee started with the rubric written by Pat Arlington years ago. After she left, the Program Review Committee added another item to the rubric: how a particular full-time position would fit into the mission and education plan of the College. We are proposing that this item be the first considered. This fits with what the District wants—an explanation of the general purpose of a particular faculty position. Pedro Gutierrez agreed that this item is more significant than other items on the rubric. The second item is enrollment trends; Cheryl Stewart has revised that item. This is an important issue, one that the District will be looking at. Anyone with suggestions for change in this revision should contact Cheryl Stewart. Cheryl explained how important labor market trends are for determining the future needs for faculty. The third is load; are there enough classes to create a load for a full-time instructor? Cheryl Stewart is also writing the fourth item, overall demand: the labor market or academic requirement projections. For the fifth item, we propose combining three items: number of full-time instructors, ratio of full-time faculty to part-time faculty, and the availability of part-time instructors. Margaret Lovig explained that these three items are related. We need to find a way to put them together. Ann Holliday said that Senators and administrators who are present the day of the presentations will each get a one-page rating sheet that they can fill out after they hear the presentations.

**Direction of College Programs:** Ann Holliday said that his whole discussion fits into our previous discussion about full-time faculty prioritization. How do we want to see Coastline in the future? Debbie Henry said that there is an article in today's *Los Angeles Times* about a proposal from the California Community College System to offer baccalaureate degrees. State Chancellor Brice Harris has appointed a 16-member panel to consider this shift in mission. So far, 21 other states have granted junior colleges the authority to offer four-year degrees in a limited number of fields. Pedro Gutierrez said that Title 5 of the California Education Code does not preclude community colleges from offering B.A. degrees.

Debbie Henry said that the best jobs these days are in health and technology. Coastline should be emphasizing these subjects. Pedro Gutierrez said that this is President Lori Adrian's idea; she envisions the Newport Beach Center to be a Science, Technology, Engineering, Mathematics, & Medical (STEMM) center. Ann Holliday asked if we could get a chart to show how many classes are offered in each discipline. We need to see where Coastline is now in order to plan for the future. Cheryl Chapman said that the only way we are going to know what we will need is to focus on K-12, to find out where the high school graduates are in terms of education. There are an increasing number of K-6 online charter schools in California. We need to be stretching ourselves. We don't have any connection with our local high schools. Josh Levenshus said that a recent *Time* magazine article by the President of MIT discussed how online learning can make college less expensive and better for teaching content by "flipping the classroom," getting away from the traditional idea of a classroom. However, some subjects such as the skill in writing and public speaking are transmitted most effectively face to face. Cheryl Chapman said that technology is changing really, really fast. We need to look at what our students are doing now.

Ann Holliday said that we need to consider what Coastline is best at. We will never have a nursing program or some other programs. Do we have some area of Career Technical Education where we are the only ones? Nancy Jones said no.

Mitch Alves said that the STAR Program is a good idea, helping students to complete a degree in less than two years that will give them guaranteed access to a CSU campus. However, the STAR



Program has not “sold.” Not many students are enrolled in the program. Nancy Jones said that we have competition with Golden West College, which is offering 12 majors in its “CSU in 2” program. GWC has 150 full-time students in this program. Ken Leighton asked if we are discussing our current programs or looking at possible future programs. Pedro Gutierrez said that a section of our prioritization rubric will address future needs. Ken Leighton said that it is hard for him to imagine what the teacher of the future will look like.

Cheryl Stewart asked if we could have an hour before our next Academic Senate meeting on November 5 when we could continue this important discussion. Pedro Gutierrez said that we will schedule the Fourth Floor Conference Room from 11:30 to 12:30 to continue this discussion. We will let all Senators know about it. Ken Leighton said that this is a huge discussion; it is very important; but the prioritization is here and now. Pedro Gutierrez said that this round of prioritization will be based on our needs right now. OCC and GWC academic senates followed their old procedures for prioritizing full-time faculty needs, so they have already created their lists. We wanted to take more time to do it right, to revise the process here at Coastline.

**Faculty Hiring Prioritization and Planning Supportive Information Draft Document:**

Pedro Gutierrez said that the District has reminded us in this document that faculty are not described by discipline but rather by TOP (Taxonomy of Programs) Code. For example, science has many different TOP codes. There is one for botany, one for general biology, one for microbiology, and so forth. Pedro Gutierrez thanked Gayle for finding some errors in the District document. If anyone finds more errors, he or she should send the corrections to the District Researcher, Diane Thompson. Pedro said that he would appreciate also being copied. Margaret Lovig asked if this is the document that the Board will review. Pedro Gutierrez said that the Board wants to see a general plan. The District Governance Council says that faculty should be in contact with CSUs and high schools to make decisions about the needs of students. Nancy Jones agreed.

Debbie Henry said that College Night for high school students to learn about the local colleges and universities will be held at the Orange County Fairgrounds from 7:00 to 9:00 p.m. tomorrow. Coastline will have a booth there.

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

Recorded by Marilyn M. Fry

**Distribution:**

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