

ORANGE COAST COLLEGE

Academic Senate Meeting | November 26, 2024 | 11:30 am - 12:30 pm |
Student Union 214/Zoom Link: <https://cccd-edu.zoom.us/j/83950717582>

Academic Senate Member Attendance

Jason Ball, <i>Part Time Faculty</i>	Absent	Kate McCarroll, <i>at-Large</i>	Present
Carol Barnes, <i>Counseling</i>	Present	Irene Naesse, <i>at-Large</i>	Present
Lauren Becker, <i>at-Large</i>	Absent	Jeanne Neil, <i>Business & Computing</i>	Present
Allissa Blystone, <i>Math & Sciences</i>	Present	Leland Paxton, <i>Part Time Faculty</i>	Present
Eric Budwig, <i>Technology</i>	Present	Loren Sachs, <i>at-Large</i>	Absent
Jodie Della Marna, <i>Library</i>	Present	Katherine Sheehan, <i>Visual & Performing Arts</i>	Absent
Rendell Drew, <i>at-Large, President</i>	Present	Jordan Stanton, <i>Social & Beh. Sciences</i>	Present
Carly Gonzalez, <i>at-Large</i>	Present	Lily Ei, <i>ASOCC Student Representative</i>	Present
Lee Gordon, <i>at-Large, Vice President</i>	Present	Vacant, <i>Parliamentarian</i>	Vacant
Marilyn Kennedy, <i>Lit & Lang, PDI Chair, Secretary</i>	Present	Vacant, <i>at-Large</i>	Vacant
Jodie Legaspi-Kiaha, <i>Athletics & Kin</i>	Absent	Vacant, <i>Part Time Faculty</i>	Vacant
Vesna Marcina, <i>at-Large</i>	Present	Vacant, <i>Consumer & Health Science</i>	Vacant

Please see the Voting Tally Chart after these minutes for individual members' votes.

Guests (Optional & Voluntary Sign-In): Andreea Serban, Tara Giblin, Rachel Snell, Anna Hanlon, Jim Rudy, and Rupa Saran.

1. Preliminary Matters

- A. **Call to Order:** President Drew called the meeting to order at 11:30 A.M.
- B. **Public Comments:** No public comments.
- C. **Approval of the Minutes:** Motion 1: Senator Kennedy moved to approve the November 19, 2024, meeting minutes with minor changes; motion seconded; motion approved.
- D. **For the Good of the Order:**

Senator Naesse: Commended the Flex Committee for offering hybrid options for presenters during Flex Day. She hopes to be one of the first ones to put in their Flex presentation as a hybrid presenter for the spring.

2. Consent Agenda:

No items.

3. Officer, Senator, & Committee Reports

A. **Academic Senate President and Vice President Reports:**

1. **President Rendell Drew:**

Accreditation: He reminded everyone that the Accreditation Coordinating Committee (ACC) has started the second review, which is focused on the comments and is due by December 4. The committee is asking Senate members to review Standard 4, particularly regarding academic standards. He encouraged Senators to provide feedback, as the committee had not yet received input from the Senate.

Israelism: At last week's meeting, students were present to discuss the film *Israelism: The Awakening of Young American Jews*. President Drew thanked Vice President Gordon for encouraging student participation, as student voices are important to academic and professional matters on campus. He emphasized that OCC is an open campus that maintains a viewpoint-neutral position. While some may find certain topics controversial, it is essential to respect academic freedom and uphold the rights of faculty and students alike. Faculty members have a responsibility to exercise accuracy, restraint, and respect when addressing public matters. President Drew stressed the need to protect the rights, freedoms, and feelings of all students, including Jewish students, and to ensure that discussions on campus continue to be handled thoughtfully and professionally. He also highlighted suggestions for developing student listening sessions to address societal concerns, particularly given the political climate and media portrayals of the Middle East conflict.

Lecture-Lab Pay Disparity: President Drew addressed the issue of lecture-lab pay disparity, noting that Golden West College recently passed a resolution calling for parity in pay for faculty teaching laboratory hours. This is a district-wide issue that affects all faculty, and he encouraged the Senate to support the resolution. He reminded everyone that Golden West College's resolution, passed on October 22, 2024, is focused on ensuring equal pay for equal work across the district.

Sylvia Mendez: President Drew shared his pride in Sylvia Mendez, OCC alumna, who was recently recognized as the 2024 Alumni Equity Champion by the Community College League of California at their annual convention.

He summarized the other agenda items which included an update on regular and substantive interaction (RSI), a presentation on an AI survey by Senator Paxton from the Academic Standards Committee, a discussion of parking lot issues with Jim Rudy, and an update from the District Independent Auditor, Rachel Snell.

President Drew wished everyone a happy Thanksgiving and encouraged all to appreciate their colleagues, families, and loved ones as we enter the holiday season. He expressed his gratitude for everyone's contributions to the college community and wished everyone a joyful and restful holiday season.

2. **Vice President Lee Gordon:**

Parking: He mentioned that, like other colleagues, he works in the MBCC building and parks near the new Chemistry Building. He noted that many students are parking in reserved faculty spaces, making it difficult for faculty to find convenient parking. He looked forward to hearing from Chief Rudy about potential solutions.

Alumni Recognition: Vice President Gordon expressed delight that the college is recognizing exceptional alumni, such as Sylvia Mendez. He highlighted Mendez's lasting impact, as she graduated from Coast College sixty years ago and continues to be active today. He praised the college for honoring her and promoting its own legacy. He also mentioned Bob Weide, a distinguished alumnus, who recently addressed an Honors English class under the sponsorship of the Garrison Honors Program. Mr. Weide directed the first five seasons of *Curb Your Enthusiasm* and produced notable documentaries on figures such as the Marx Brothers, W.C. Fields, Lenny Bruce, Woody Allen, Mort Sahl, and Kurt Vonnegut. VP Gordon commended the college for celebrating alumni who make significant contributions to the world.

The film *Israelism: The Awakening of Young American Jews*, Vice President Gordon clarified that the issue is not the film itself, but the sponsorship of the film by the International and Multicultural Committee. He explained that the IMC's sponsorship was

not incidental, but rather a deliberate decision by the International and Multicultural Committee, as evidenced by the poster stating that the IMC, as evidenced by the poster stating that the IMC presented the film. He expressed concern that the IMC, an organization dedicated to promoting multiculturalism, would sponsor a film that negatively portrays, and falsely characterizes an American religious or ethnic group. He emphasized that the film perpetuates harmful stereotypes, particularly about American Jews, which is troubling considering the IMC's role in the college. He stated that this was the only action taken by OCC to address anti-Semitism, which he felt was an unfortunate stance for the college. He suggested that the college should focus on promoting other, more positive messages on specific American religious and ethnic groups in the future.

President Drew stated that the IMC refers to the International Multicultural Committee, which is composed of faculty members, classified staff, and students, including individuals like Senator Stanton and Professor Flavia Ruzi. The IMC is the body responsible for bringing the Multicultural Center to campus. He emphasized that the IMC serves a neutral role, as mentioned last week, though he acknowledged the concerns raised. Moving forward, he suggested that care should be taken in how events are advertised and organized, ensuring awareness of potential controversies. While he is not advocating for censorship, he noted that this is not the first controversial event, nor will it be the last. The focus should be on addressing this issue constructively and positively for the institution's future.

B. Union/Bargaining Unit Report – CFE President Schneiderman:

Reported that CFE will submit an information request regarding the number of parking tickets issued to staff and students. He mentioned that with the new system in place, it is unclear whether enforcement is happening, and an information request seems to be the best way to gather the data. He also expressed gratitude for the reminder about Thanksgiving, encouraging everyone to extend forgiveness to those family members who may annoy them, recognizing that maintaining relationships is important. He wished everyone a good holiday.

4. Unfinished Business

A. Regular and Substantive Interaction (RSI) Plan - Anna Hanlon and Laura Behr:

Professor Anna Hanlon stated that today's presentation is not about an individual item or self-check, but rather a broader discussion on ensuring regular and substantive interaction (RSI) in courses. She explained that the Senate had tasked the Online Advisory Board (OAB) with collecting information and proposing a plan. This proposal is being presented today. She emphasized that much of what is being proposed already exists, and the goal is to leverage current resources to ensure RSI occurs at the course registration number (CRN) level.

The proposal includes the following key points:

- **Standardized Syllabus Template:** A suggested template to outline how instructors will engage with students regularly and substantively, based on AP 4105.
- **Distance Learning Faculty Evaluation:** The existing language in the Distance Learning Faculty Evaluation (Appendix B.4, Item 7) needs strengthening to reflect changes in ACC policies. The proposal suggests that the Online Coordinator, in collaboration with the Union and other colleges, review and enhance this language.

- **Professional Development:** Develop resources for faculty using evaluation tools to assess RSI and provide optional professional development support. Faculty feedback indicated the need for guidance on how to evaluate RSI in peer reviews.
- **Self-Check Tool:** The OAB proposes creating a self-check tool for faculty, which will be voluntary and optional, based on prior Senate feedback.
- **Minimum Frequency Chart:** A recommended chart or table to help instructors determine the minimum frequency of substantive contact. This would not be prescriptive but offer guidance for faculty.
- **Additional Resources:** The OAB has already created handouts for faculty on RSI, with plans to create more in collaboration with faculty based on further needs.
- **Canvas Shell:** A proposed Canvas shell containing all resources for easy access by faculty, instead of requiring access through the portal.

Concerns raised during discussions have been captured in the larger document. Some concerns about additional work, especially for part-time faculty, have been noted, and the proposal recommends that the Online Coordinator work with Human Resources to address these concerns. In summary, the proposal includes syllabus language per AP 4105, updates to appendix 4B, professional development proposals, self-check tool, handouts, and frequency tables, responses to feedback and concerns, a centralized location for resources in the distance education handbook. Professor Hanlon concluded by asking the Senate to endorse the proposal today, providing feedback as needed, so that the work can proceed and be finalized before the end of the semester.

Motion 2: Senator Carly Gonzalez moved to approve the Regular and Substantive Interaction (RSI) Plan; motion seconded; motion approved with one abstention.

B. Academic Standards Committee - Artificial Intelligence (AI) Survey for Review and Endorsement – Senator Leland Paxton:

Senator Paxton stated that the Academic Standards Committee has been working on the survey for most of the semester. The committee workshopped and completed the survey, and in the last meeting, it was forwarded to the Office of Institutional Effectiveness for review. They provided a favorable review with a few suggestions, which were sent back to the committee for input. After Senate review and approval of the final version, the survey will be sent again to the Office of Institutional Effectiveness for distribution to faculty. The survey aims to gather faculty concerns and perspectives on AI and its impact on academic integrity. **Vice President Gordon:** Commended Senator Paxton for the work of the Academic Standards Committee on Artificial Intelligence in general, and specifically on the survey.

Motion 3: Vice President Gordon moved to approve the Academic Standards Committee Survey on Artificial Intelligence to be sent to the Office of Institutional Effectiveness for release to the faculty; motion seconded; motion approved with one abstention.

President Drew: Stated that Senator Paxton is doing an excellent job helping to move forward with the development of procedures and a plan for AI. The District currently does not have an AI policy, which is why the work will be done in close collaboration with Rupa Saran from the District. There may even be an event for Flex Day. We really want to be innovators by bringing the first AI policy to the District and the first set of procedures to the campus.

Senator Kennedy: Stated that a faculty member in her division reported a student for AI use seven times, and while the student was found responsible, the individual is still in the

class and on campus. She believes this situation needs to be addressed, along with a review of college policies, as faculty are following the procedures, but changes may be necessary.

President Drew: Clarified that it is the District that develops policies and colleges develop guidelines.

C. Director of Internal Auditor - Rachel Snell:

Director Snell: Stated she is the director of Internal Audit and works out of the District office but spends more time at the colleges and doing work there. As per the presentation slide, she has extensive work experience, not just in audit, but a master's degree from Arizona State, and numerous certifications.

About 80% of our work is audits and assurance engagements and advisory services. That's about probably another 15% of our work. Basically, an audit is a business process review where we develop findings and recommendations to fix something. It's after the fact, and we've done work with faculty here in my almost eleven years. My very first project was with Aviation and the faculty out there. We've done the Planetarium, Allied Health specifically, Rad Tech, and Recovery Kitchen. Even the Health Center and the Children's Center. So, we've been around OCC quite a bit.

Most of those projects come from an audit plan, and it's driven generally by the chain of command of your campus, so it could be maybe a dean or a vice president that sees an issue in their area. They've had issues addressing it at least for long enough, and they'll come and make a request and say, we have some competing factions here. We don't really know what's going on. We need internal audit to come in and do an audit of this area.

Advisory projects go the same way, but they're a little bit different in that they're more consultative. So, for example, if you have a program in your area, whether you're an academic program or a non-academic program, and you have some process that isn't working. An example would be at the Recovery Kitchen, for example. An issue ended up affecting all areas because they received deliveries of products, so, it isn't just food and supplies coming in for instruction. How are they regulating these vendors? Who's there to receive them? Who's counting the items? How do the items get sorted at this site for instruction and then at this site for the other instruction and then at this site for the food service directly? We ask if there is already a procedure written up, and if so, we review it. If not, we partner with them. We've done that with Maintenance and Operations and also the Planetarium, since we don't know the business as well as they know their own businesses.

About 5% or so of our work is fraud, waste, and abuse investigations. Most of those come from anonymous tips through our hotline. In the early days I used to get regular mail shoved under my door or delivered via snail mail. That's sort of the long and short of what I do and how I've been out here to help OCC.

Vice President Gordon: Why is an audit plan in the District policy?

Director Snell: The audit plan is in the policy because we're required in this book, the Red Book that I have with me, to create an audit charter, and part of that charter includes the mission goals, the objectives of audit. The audit plan is the way we do all that. I meet with OCC, Golden West, Coastline, folks at the District, and they give me project ideas. There's only two of us, a classified staff person and myself. In order for Audit to have some independence, some governance, and some semblance to show that internal audit is objective, we say in the plan what we are doing. That's in the policy so people know it's not a secret. The plan gets developed. Currently, the plan does go to the Board

of Trustees in June. Right now, the policy is being ratified. We don't know about the future, but right now things are open and transparent. And then everybody knows Internal Audit has a plan. We're not here to go after people; we're here to help. We're here to partner. We're here to talk to the people and really collaborate. I can't be successful in an audit, and just like our external auditors can't be successful in financial audits, if they don't get input from the people that are doing it and have the documentation to do the work,

Vice President Gordon: Does the plan go to the board annually, or how does that work?

Director Snell: Yes. Currently the plan goes annually. It's also accompanied by an accomplishment report. The accomplishment says all projects that I worked on this year. What was completed? What isn't completed? What's going to carry forward? Then there's the new plan of projects coming up for the next fiscal year, and as changes come, as things can fluctuate. Let's just say something happens where OCC's come to me and they have this big problem that's really, really important to them and we need internal audit to do it now. They can't wait until the next fiscal year. I have to go to the Chancellor and then take something off the plan so that I can make room to add something new. As those changes come, it gets reported to the Audit and Budget Committee and it also gets reported to the Board of Trustees. I report to both groups quarterly.

President Drew: We're out of time for this, but I will take a couple of quick questions.

Senator Neil: Thank you for coming today. Because I'm an auditor, too, I'm really interested in what you do and how you do it. Are there industry standards that you follow to do your job with our district?

Director Snell: Yes, the current board policy and administrative procedure references reference this book. You'll notice a change, though, in the language of the policy, because it used to be called the *International Professional Practices Framework*. They've now done a complete revise and now it's called the *Global Internal Audit Standards*. The standards are mostly the same, but there's some language changes in there, too, and they've renumbered them so it's quite a difference that we're moving to for next calendar year.

Motion 4: Vice President Gordon moved to add four more minutes to the current agenda item; agenda item 3C under unfinished business; motion seconded; motion approved.

Senator Neil: Is the internal audit function independently positioned with direct accountability to the Board in all situations?

Director Snell: Currently, I would say that is accurate. Just to be clear, I have established over the last ten years the ability to meet with board members, one-on-one, at my own request or at their request. But it's very important to understand that my supervisor is the Chancellor. So, technically speaking, I shouldn't be going to the Board with anything that the Chancellor doesn't know about or hasn't directed me to have those conversations. I do report to the Chancellor directly.

Senator Neil: I was reading through AP 6400. I see the term *district lawyer* who can supervise your work. How does that work?

Director Snell: That was initially put in, I think, on one of the last revisions. Dr. Serban could probably tell exactly when it was put in there. It was for fraud investigations, because sometimes I get an anonymous report, and the idea was to notify counsel, so that some of the work might be protected under attorney client privilege, because in California most things are open records. However, in the new revisions, it is proposing to

remove that. To be clear, general counsel also reports directly to the Chancellor. If he decides that internal audit needs to meet with legal counsel or decides to give legal counsel some of my work product for comment, he would be at liberty to do that. General counsel is also involved in our work in other ways, but not limited to audit. What that means for the Board Policies and Administrative Procedures Committee, for example, is that he reviews policies for audits, but he also reviews all of the policies that go through that committee. He reviews my agenda items. He could have comments to either take something off. He could decide it's open session or closed session. He makes those recommendations to the Chancellor, but he does that for all the items that would go to the board. Basically, he can do whatever the Chancellor directs him to do, and in theory directs my work.

President Drew: Thank you, Director Snell, for your time, and invited her back, but due to time, the Senate has to move to the next item.

5. New Business

A. Resolution on Lecture/Lab Parity Pay – Golden West College Academic Senate President Damien Jordan and Annamaria Crescimanno:

Golden West College Academic Senate President Damien Jordan: Thanked President Drew for hosting him and his colleague, **Anna Maria Crescimanno**. Golden West College wrote and passed a resolution in late October addressing the issue of lecture and lab parity, or the disparity in pay for lecture and lab professors.

Golden West College Biology Professor Annamaria Crescimanno: She presented the resolution on Lecture/Lab Parity Pay and highlighted several reasons why lab and lecture faculty should receive equal pay. CFE President Rob Schneiderman, spoke on behalf of the Union earlier this semester, emphasizing that with the current budget surplus, it is the right time to bring this issue forward to the District. She noted that almost every district surrounding ours, except North Orange County, pays their lab faculty at a 1:1 rate. This makes sense because, while the work may not be identical, the responsibilities and preparation for lab instructors are equivalent to those of lecture instructors. Additionally, the State reimburses the district equally for lab and lecture instructors, but lab instructors are receiving 10% less in pay. Professor Crescimanno explained that the resolution addresses the work done by a variety of lab instructors, from automotive to biology to accounting. She also mentioned that many part-time faculty are choosing to teach at neighboring districts where lab courses are paid 1:1, while full-time faculty are reluctant to teach labs due to the pay disparity. She emphasized that, despite this, she enjoys teaching labs but is effectively taking a pay cut to do so.

After discussing the issue with CFE President Rob Schneiderman and reviewing the 50% law, the resolution was drafted with input from various lab instructors and Union Representative Theresa Lavarini. The resolution was shared with the District, OCC, and Coastline, which also voted in support. Professor Crescimanno requested the opportunity to present it for feedback and potential endorsement from the senate.

Motion 5: Vice President Gordon moved that the OCC Academic Senate supports CFE, working with the Coast District to establish parity in lecture/lab pay; motion seconded; motion approved.

B. Parking Issues – Director of Public Safety Jim Rudy:

Director Rudy: Provided an overview of the revenue generated from parking permits and the number of permits issued. He highlighted that many more classes are now online, which reduces the number of people coming to campus and purchasing daily permits. The daily permit system is managed through Passport Parking, an easy-to-use app. This

year, 1,427 violations were issued, with 385 citations for staff parking in Lot H, our busiest lot, and 554 citations for staff-only parking across all lots, which is the most common violation.

Officer Joe Garcia enforces parking regulations while also managing other calls. Public safety assistants, who are full-time students, are only available in the afternoons, so officers handle unlocks, escorts, and parking enforcement during peak times.

Additionally, the campus will soon have a fully functional license plate reader (LPR) attached to a vehicle. This technology will automatically scan vehicles for parking violations, though photos of violations will still be required. With the LPR, it will take about two to five minutes to process each citation, compared to about a minute with the current handheld devices. These devices require the plate to be entered twice to ensure accuracy, which adds time, especially if the system needs to confirm that a student has a permit.

Vice President Gordon: Asked when the LPR will be installed. **Director Rudy:** They are looking at the beginning of the year. He stated that if any staff or faculty members encounter issues, they should send him a quick email, and he will forward it to the field officers. He mentioned that most issues arise from the G lot, and they have received a few emails from faculty in the Literature and Language Division. He encouraged everyone to continue sending emails. He also noted that as recently as last week he was with Officer Garcia when they issued five citations to a student for the same violation of parking in staff-only spaces, highlighting the presence of repeat violators. They are talking about this issue and may consider dealing with it via the Student Code of Conduct. **Senator Paxton:** Asked if it is \$35 for a citation every time. **Officer Joe Garcia:** Said no and stated that it increases gradually. **Vice President Gordon:** Asked where the money goes. **Director Rudy:** There is a breakdown of the fine, with approximately 20% of it going to the state and some going to the local authorities. He mentioned that he does not have the exact percentage at the moment but can provide that information if needed.

C. Multicultural Center Mission Statement - Rendell Drew: Postponed.

6. Adjournment

President Drew adjourned the meeting at 12:28 p.m.

Minutes: Approved February 4, 2025

MINUTES: First draft written by Beatriz Rodriguez Vaca, Administrative Assistant to the Senates. Revision of first draft and Senate-approved drafts written by Senate Secretary, Marilyn Kennedy, who also distributes the final Senate-approved version to the Chancellor, Board of Trustees members and secretary, union presidents, GWC and Coastline Academic Senate presidents, OCC College President, and faculty as per OCC Senate bylaws.

Senate Membership & Voting Tally Chart	Motion 1 Minutes 11/19/24	Motion 2 RSI Plan	Motion 3 Academic Standards Survey	Motion 4 Extend agenda item 4c by four minutes	Motion 5 GWC Resolution on lab parity
Ball, Jason: Part-Time Senator (2024-2025)	Absent	Absent	Absent	Absent	Absent
Barnes, Carol: Counseling Senator (2024-2027)	Aye	Aye	Aye	Aye	Aye
Becker, Lauren: Senator at-Large (2024-2027)	Absent	Absent	Absent	Absent	Absent
Blystone, Allissa: Math & Sciences Senator (2023-2026)	Aye	Aye	Aye	Aye	Aye
Budwig, Eric: Technology Senator (2023-2026)	Aye	Aye	Aye	Aye	Aye
Della Marna, Jodi: Library & Learning Senator (2023-2026)	Aye	Aye	Aye	Aye	Aye
Drew, Rendell: President, Senator-at-Large (2023-2026)	Aye	Aye	Aye	Aye	Aye
Carly Gonzalez: Senator at-Large (2024-2027)	Aye	Aye	Aye	Aye	Aye
Gordon, Lee: Vice President, Senator-at-Large (2022-2025)	Aye	Abstain	Aye	Aye	Aye
Kennedy, Marilyn: Secretary, Lit. & Lang. Senator (2022-2025)	Aye	Aye	Abstain	Aye	Aye
Legaspi, Jodie: Athletics and Kinesiology Senator (2023-2026)	Absent	Absent	Absent	Absent	Absent
Marcina, Vesna, Senator-at-Large (Fall 2024); 11:35 am	Absent	Aye	Aye	Aye	Aye
McCarroll, Kate: Senator-at-Large (2024-2027)	Aye	Aye	Aye	Aye	Aye
Naesse, Irene: Senator-at-Large (2023-2026)	Aye	Aye	Aye	Aye	Aye
Neil, Jeanne: Business and Computing Senator (2022-2025)	Aye	Aye	Aye	Aye	Aye
Paxton, Leland: Part-Time Senator (2024-2025)	Aye	Aye	Aye	Aye	Aye
Sachs, Loren: Senator-at-Large (2022-2025)	Absent	Absent	Absent	Absent	Absent
Sheehan, Katherine (2024-2027); 11:34 am	Absent	Absent	Absent	Absent	Absent
Stanton, Jordan: Social & Beh. Sciences Senator (2022-2025)	Aye	Aye	Aye	Aye	Aye
Vacant: Senator-at-Large (2023-2026)	---	---	---	---	---
Vacant, Part-Time Senator (2024-2025)	---	---	---	---	---
Vacant: Consumer Health Sciences Senator (2023-2026)	---	---	---	---	---