

ORANGE COAST COLLEGE

Academic Senate Meeting | May 06, 2025 | 11:30 am - 12:30 pm | Student Union 214/Zoom Link: <https://cccd-edu.zoom.us/j/86541330812>

Academic Senate Member Attendance

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

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

Guests (Optional & Voluntary Sign-In): John Fawcett, Dr. Kelly Holt, Dean of Visual and Performing Arts Larissa Nazarenko.

1. Preliminary Matters

- A. **Call to Order:** President Drew called the meeting to order at 11:30 A.M.
- B. **Public Comments (per announcement here or during agenda item discussion):** Angelica Suarez, Andreea Serban, Laura Reese.
- C. **Approval of the Minutes:** Motion 1; Secretary Kennedy moved to approve the April 29, 2025, minutes with minor changes; motion seconded; approved.
- D. **For the Good of the Order:**

Senator Sachs: Wanted to recognize the 70th graduating class of the Radiologic Technologist program at OCC. He thought the school would like to honor this achievement by recognizing the graduates with a special logo for their pinning ceremonies.

Senator Legaspi Kiaha: Apologized for having to attend Senate meetings virtually due to her coaching obligations to the OCC women's softball team that just won the Orange Empire conference for the first time in 33 years. The team is making a post season run in Super Regionals on Friday at 2 pm and Saturday at 12 pm, both home games, for a chance to compete in the State Championship for the first time in OCC history.

Senator Becker: Announced that on May 7th there is a Board meeting if anyone would like to make a public comment regarding the suggested changes to financial aid. She will be there to discuss how this is going to dramatically affect the CTE program. It's at 5 pm at the District, and she wishes to discuss this next week. This is in response to students receiving an email on May 2 regarding how their financial aid would be impacted for fall 2025. With registration beginning on Monday, the timing did not give them much opportunity to devise a plan. The

letter stated that to receive financial aid, students must have a designated program of study. Funding will only cover courses that are part of this program; any courses outside the approved program will not be eligible for financial aid.

Senator Kennedy: Asked for what the District specifically means by a "program of study." Does it imply that students can only take classes within their specific discipline, or does it mean they are limited to a certain number of electives that fall within the scope of their program in order to earn an Associate of Arts (AA) degree?

Senator Barnes: Students need to have a single goal. If they plan to transfer with a specific major, they cannot pursue a certificate at Coastline College, a transfer major at Orange Coast College, and another program at Golden West College simultaneously. They will have to select one program for their academic or financial aid period, such as a semester.

Vice President Gordon: In his division they have *overlapping certificates*. They have a marketing certificate, a business certificate, and their requirements overlap. If this change is going to require students to do one or the other, we're going to lose students who currently are getting, let's call it the core, and they take a couple of classes in each. They're making themselves more employable. We strongly encourage them to do this. This is going to unwind the whole thing.

CFE President Rob Schneiderman: We're going to have the Dean of the School of Business at Cal State Fullerton come to the meeting and explain to the Board that students, for example, who get an accounting degree and transfer to Cal State Fullerton, if they take our business class, Accounting 110, Excel in Accounting, when they get to Cal State Fullerton, they can get internships and better jobs in the Big Five accounting firms. However, this new program or policy, or whatever it is that has not been vetted with faculty, or the union, or students, will deprive them of federal financial aid for that class. We're literally knee-capping our students because, as Vice President Gordon just said, they cannot overlap this Certificate in Accounting when they're transferring into an accounting program, and they will lose career opportunities. It is shocking that our community college is depriving students of opportunities.

Vice President Gordon: We're not talking about one or two students; we encourage as many of our students as possible to do this, because it makes them more employable to have a certificate in business and a certificate in marketing. I can't figure out who came up with this.

Senator Becker: This is absolutely the same problem that's going to happen in the fashion program. Many of our students stack certificates for employability. I have a three-course certificate program that would be decimated. But it is an advanced skill that applies on top of every single one of our other certificates. It was listed as only 7% of students have it as their major, but 87% of students in the program are fashion students. I believe it's happening too quickly without consultation as to how our programs will be affected by this.

Senator Boogar: Would it be possible to have someone give a presentation to the Senate who can outline what exactly is mandated by the Chancellor's office guidance and Title 5? I want us to make the most effective argument possible and understand what we have a choice over.

OCC President Angelica Suarez: With regards to the stackable degrees, I know as a part of their program they would be covered. I know that the federal regulations require a designated program of study, but then we also have the California financial assistance. We still take that. So, I think it'd be important to get all of that information. *[Vice Chancellor Andreea Serban (via Zoom chat): A program of study is a degree or certificate. Students have always had to declare a program of study to receive federal financial aid. Please note that this is about federal financial aid only. State financial aid applies to any course, even if not part of the declared program of study. I am happy to come to the Academic*

Senate to explain. The information that was cited does not accurately reflect what is being implemented.] **Financial Aid Counselor Laura Reese:** I am in both the Counseling and Financial Aid Office, at the intersection between these two areas. I had not been involved in this conversation until March, when they brought this to the Counseling Department. Whenever anyone earlier brought up CPOS (Course Program of Study), I expressed my concerns, but they were ignored. I asked to be included in District meetings; those requests were ignored. I was not part of those conversations. These policies have existed for a long time, and I don't understand why they're being forced and rolled out now. I've asked that question, and the answer is that the system will now monitor for that. Given the seven pages of guidance that Counseling has received on how to make the system work, it's not the system working. I'm encouraging everybody to go to the Board meeting and encourage the Board of Trustees to slow this down so we can be more intentional on how this is being rolled out. **President Drew:** You did send an email on May 2nd to Curriculum and the Academic Senate, and I read through your email. I'd like to invite the Vice Chancellor, Dr. Serban, and Laura Reese as well next week, because you seem to be very knowledgeable about the topic. **Senator Ball:** I'm almost uncomfortable with the language of slowing. If every other community college is simply enforcing the basic guideline that students must have something declared, and they need to be making progress towards it, and they need to achieve 67% passing grades in their coursework, I don't understand why we would do more. I believe the public interest is served by allowing the public to attend classes here for any reason they choose. We're called *community college* for a reason. I want the administration and the district to do everything they can to expand access to higher education, not just for jobs, but because I'd rather live in a society where people can decide to take history classes for fun or fashion classes for fun or for their own enrichment. **Senator Naesse:** I had a conversation with colleagues at Saddleback College, and they are not moving forward with this yet. They are, in fact, happy to have our Coast Community College District students come and take courses and finish their certificates at their campuses in the future. **Senator Kennedy:** There seems to be a pattern in the last few months where faculty are not included in the dialogue until very late or last minute and changes are not vetted thoroughly. If faculty are included, it is often cursory or late or where we are told things will change and we have little to no input about it.

2. Consent Agenda:

3. Officer, Senator, & Committee Reports

4. New Business

A. Recognition of Loren Sachs Years of Service in Academic Senate – Kelly Holt & Others:

Dr. Kelly Holt: I've been asked to share a short biography about my close colleague, friend, and occasional partner in crime, Professor Loren Sachs.

After high school, Loren set his sights on a career in nursing, but as many quickly discover, there's a long waitlist for nursing programs. Fortunately, the field of radiologic technology, the Rad Tech program, had no waitlist. Loren enrolled and successfully graduated from the Harbor UCLA Radiologic Technology program in July of 1985. He passed the ARRT certification exam and launched his professional career at Harbor UCLA Medical Center.

Loren has always been drawn to innovation and technology. You should see our lab. You should see his garage at home. He's got all the toys thanks to Perkins and the strong workforce.

Early in his career, magnetic resonance imaging was just emerging as a new diagnostic tool. Loren was eager to master it. He quickly became proficient in both CT and MRI procedures. To date, he has earned five national certifications. Four certifications in Radiologic Technology, which is the most I've ever seen. Very impressive.

In 1995, Loren began teaching at Daniel Freeman Medical Center, a hospital-based Radiologic Technology Program. Around that same time, the industry began requiring directors of Rad Tech programs to hold a master's degree. His work in functional MRI sparked a deep interest in behavioral sciences, leading him to pursue a sociology degree. He has both a bachelor's and a master's in sociology. He is recognized with two discipline credentials in both Radiologic Technology and sociology here at OCC.

While he's set to retire at the end of this calendar year, perhaps he will return to the classroom and teach sociology once his retirement gets a little too quiet. However, I don't think that's going to happen anytime soon because his wife and two grown daughters keep him very busy. The Sachs family loves to travel and recently celebrated the arrival of Loren's first grandson, Benjamin.

Loren is also a prolific author and presenter. He has published sixteen articles in national radiology journals. He's presented at more than thirty conferences, including some poster presentations.

Loren left Daniel Freeman to become the Director and Interim Chief Technologist, administrator, and clinical coordinator back at Harbor UCLA, where he started his career. In 2004, he was recruited by Professor Lorraine Henry to become program director for OCC's Radiologic Technology Program.

He joined the Academic Senate in 2009. He has served as Vice President from 2015 to 2018 and President of the Academic Senate from 2018 to 2021. As Senate President, Loren helped lead OCC faculty through the days of the COVID-19 pandemic when we suddenly shifted to remote instruction around campus. Loren is widely respected for his inclusiveness, no-nonsense approach to leadership. It has been an honor to work alongside him. I know I speak for many of us when we say that Loren's impact on this college has been deep and lasting.

OCC President Angelica Suarez: I met Loren in July of 2019, and I remember meeting him at Long Beach State. I thought he was so quiet, and so serious. And then I got to know Loren. We got to know each other well during the pandemic; I must tell you, I could not have asked for a better Senate president and partner during that time. We were constantly texting. Our students were not allowed to do their internships at UCI Medical. I remember Loren, I think you were driving, trying to get COVID riders. We're trying to get our students back on campus. We had to work together to create a plan that showed where students would come in, walk out, and not interact with any other student. You had all sorts of plans. I want you to know that over the years I've known you, I've very much appreciated it. Your leadership, your friendship, your professionalism, your dry sense of humor, and just generally, your service to Orange Coast College. I know that we will continue to get together, because we'll go out and have that meatball sandwich. Congratulations on your retirement.

OCC VPI Emeritus Kevin Ballinger: Loren, when you were Senate President, you helped us navigate through a lot. You helped us bring on a new President. We had the prerequisite thing that happened during that period. We can't sit still around due to the state, the

Federal Government, and all the requirements, and we try to respond. I'm glad you're still doing that. When I was CHS dean, I recall when you first started becoming active in the Senate, and I could almost set my clock to when the Senate meeting was over. You'd come by my office to steal candy out of my candy jar, pacing back and forth, and be talking about something that must have bothered you from the Senate in those days. It was always fun that you were so engaged all the time. You did so well, representing the division, the college, at District meetings, where you were following budget items when they were changing the budget model. So, Loren, you're just amazing. I know you're going to enjoy your grandbabies and retirement. I highly recommend it. You are one of my inspirations. Thank you very much for that.

Vice President Gordon: I have a unique perspective on Loren because we were each other's Vice Presidents. I want to agree with what President Suarez said because of the deadpan when he's running meetings. People have no idea how funny he is, Loren, really. He's like Dan Aykroyd; he's one of the funniest people that I know, and yet was a magnificent President of the Senate, very organized, very detail-oriented, very disciplined, and very committed. You don't see that on the surface of the meetings, the amount of preparation that went into them during a difficult time. It was a lot of fun serving with you, and I wish you well in retirement, and being a grandfather is the adventure of a lifetime. So, all the best.

Senator Kennedy: Loren, I just saw a photo of your grandchild, so congratulations! I know what you'll be doing when you retire. Getting to know you as a person behind the scenes, as a human being, I enjoyed that immensely. Loren and I would talk a lot after the meetings. There's a lot that he doesn't show in the meetings because he's very committed. I really respected that. He also brought the focus to faculty, which we fought hard to get with Lee and with Eduardo, and continued on with that, which was so important. I thought he had a very personal, accessible style. I think your style gave a lot of people comfort in how we worked in the Senate. I remember in those early Covid days that your daughter was getting married, and it turned into a circus of restrictions and trying to find a place for the ceremony. You were trying to get out in the middle of nowhere to get your daughter married. I know you have a grandchild now, so I know it all worked out. I wish you and your family well. Congratulations and well earned.

Senator Sachs: Just for context on that. Alyssa got married on March 20, 2020. My wife was born and raised in Hawaii, bringing her family over for the wedding in Tucson, where Alyssa lives. The Sunday before the wedding, everything's in place; the venue's all set. On Monday, we're going to have to limit it to 100 people. On Wednesday, we can do it for 25 people? Ok, we'll bring the Hawaii people over, and then we'll do something at somebody's place over the weekend for everybody else. Thursday, at noon, at the hotel, waiting to get married on Friday, waiting to go to the rehearsal, she calls, crying and distraught. They just canceled the wedding. We were doing the reception and the ceremony at the same venue. Because they're active in their church there in Tucson, the folks at the church were able to put together a backyard 50-person wedding in literally 24 hours. It was impressive. It was one of those things. When you see your adult children able to pull their friends together and accomplish something like that, you go, you did a good job. It was a really cool feeling that they were able to get us through it; they managed to utilize their resources and find a way through. Obviously, Ben is proof that it's working for them.

Senate President Emeritus Eduardo Arismendi-Pardi: I wanted to share with you one of the most important lessons that I learned from him, which I still carry with me every day. He taught me the meaning of equilibrium: to exercise restraint until clarity emerges. The need to maintain balance between the left hemisphere of my brain, which is logic and

reason, and the right hemisphere of my brain, which is intuition, emotion, and things that are not measurable. When I met him, that's what he brought to the Senate. He brought equilibrium. And it was frustrating for me, but it was a great lesson, because I am very left-brain wired, and I see things in terms of logic and reason. And Loren navigated the seas of ambiguity with great excellence. I went on a bike ride this morning, and when I was riding my bike, I thought about balance and equilibrium, and an image of Loren came to my mind. I realized that if one of the spokes of my bicycle is off, if it's not properly true, my ride is going to be very rough. And Loren brought balance; that's what I learned from him. I still use balance and equilibrium so that I can find inner peace in my own journey of life. And for that, I am grateful to Loren for stretching that, and the image I have of him is the scales of justice. Justice is blind, and the scales are balanced. That is what Loren taught me when I was Senate President, and I am eternally grateful for that. Congratulations, Loren! You will probably be busier than you are now while you are still employed, because I am so busy; I don't know that there are enough hours in the day to do everything I want to do. Congratulations to you, my dear friend. Farewell. Thank you.

Senator Becker: I just wanted to say it's been an honor and a pleasure to share my name with you. I really appreciate the straightforward way in which you have always shared information. You've always been open with your knowledge, and you've been really supportive of all the faculty in CHS and Allied Health, a true advocate for instruction and for our goals of serving students. I look forward to following in your footsteps on my own Senate journey, and I have always appreciated speaking with you. Thank you!

Senator Sachs: Thank you to everybody who shared. It's a very different journey than I thought when I started Senate. I had no idea what I was getting into. The fact that the Senate allowed me to certainly grow and develop numerous relationships. I can remember conversations with Kevin. I needed to understand how the college works. Go to the Academic Senate, see what that's about. I took that opportunity, and it worked out well. All the friendships. Everybody who shared has been phenomenal. It certainly is interesting, right?

When Kelly and I presented just a couple of months ago, one of the things that I tried to impress upon that audience is that you, as faculty members, have to be involved in your campuses. Get outside of your box. Obviously, Kelly's journey now is as dean, but you know she was active in ID (institutional development) forever, even before she got to OCC. Get out there, meet people, and network because you want to be at the table when decisions are made. I think if there's anything to take away from my journey, it's that all new faculty, and even new senators, should get out there and be willing to learn. Put yourself in a weird space because it's going to make you a better person. I know I'm a much better person from the time that I've served in the Senate, and if nothing, I'm certainly a more informed person.

I think parting, I feel like we have a relationship. We've talked about a presence for us, President Suarez talked about it, Rob Schneiderman talked about it. We have a really good relationship. From comments today it sounds dysfunctional and broken. Administration's doing this and that. But we have always been able to call BS on the BS and have a conversation. As much as people didn't want to have it, it led to an area where maybe not everybody won, but everybody can live with the result. That is something we don't want to lose.

Senator Ball has recently brought up other states and how they do things. Faculty do not realize the power we have in California. Go to a professional meeting with people outside of California. They're told everything to do by their Admins. There's no consultation. There's no collegiality. If we look at how much power we have, use it, engage. Don't be afraid to have ideas.

I'm going to give a little nugget to Senator Gordon. It was fun; we had this sort of Abbott and Costello approach when we led, especially when we started. We had a lot of different administrators that we worked with, and it was really cute because there were times when Lee would be the serious one, the front person, and I would have to bring in the comedic relief. Otherwise, the room is going to go nuts. We were able to kind of switch those roles back and forth, depending on the personality, the day, the topic, whatever.

We focused on the pandemic, but frankly, from the first election of the current President and others, there's been a lot of drama and trauma on this campus over the last six years, well eight years, for that matter, and the campus has survived really well. That's not just me or Lee or President Suarez. It's everybody, and I think we need to practice that. I think there is a tremendous power in our unity, and I think at times we don't appreciate this last couple of years. I think we've gotten away from sort of those combined activities, social events where the Union and the Senate had town halls. People can come together. And obviously, this thing here, maybe that's an opportunity to bring things back.

One of the things I'd like to leave with is that we need opportunities for faculty to come together. I know Flex Day has a lot of social activity around lunch hour, and there's a lot of mandates. We need a place where people can be humans and enjoy those moments because we are humans. We are doing the most human of all things, and that's education.

The other thing that I like to do, and this is a direct shout-out for Vice President Gordon, I'd like to give you a project for faculty hiring. We need to figure out a mechanism. I had a student two weeks ago, Ashley. She asked, what's going to happen when you retire in December to the program next year? Now she's a second-year student, so she graduates. It doesn't matter to her in the grand scheme of things, but it does because she cares about the legacy. There is no mechanism in place for me to mentor anyone until I'm gone, which I won't be available to do for six months.

We have a program that has accreditation. Every CTE program, and half the CTE programs, are well represented here in the Senate, and have one or two faculty running the whole thing. What happens to our program? I said at the very beginning, the 70th graduating class, the first community college program in the United States was here at OCC. And right now, there's not a person to replace me in January of 2026. I'll leave it with that.

Thank you for the comments and for sharing. It was awesome. I've enjoyed the experience, but I will tell you a little aside. On Friday, we drove to Tucson to see Ben. I've been to Tucson more in the last six months, literally, than I have in the last ten years. So yeah, it changes your life completely. I'm sitting there, we're getting ready to eat, and I'm holding Ben, and he's looking at me, and I get this cute little smile, and I'm like, you know what, just retire. This is everything! I am here. It is the right decision.

What you don't realize, this doesn't define me, but it is surely a huge part of who I am. I saw the photo of Dr. AP at the Miyajima gate. I have been there and seen that on my travels. My bucket list is all seven continents. I've got four down, three to go, and that is definitely in the next three years. So, I've got plans. It's going to be fun. Thank you all, I appreciate it.

President Drew: I want to thank you very much for your service to this college and serving as a previous Academic Senate president. I think you have left a legacy that's hard to match, but we all have our ways of moving things forward. You have been an exemplary

example for all of us to observe. I heard that there's someone who wants to institute a Faculty Senate Emeritus Institute.

Senator Sachs: I think one of the things we need to foster is what Lee and I discussed a couple of months ago. We need to encourage faculty to come together as a community. For instance, Kevin jokes about coming back, but there's an institutional knowledge that all of us benefit from every time he rolls up. If somebody leaves and completely disappears, that's a massive hole to fill. I think we need to encourage people, with ties into that social component, to come together. I define social interaction as simply coming together as a community. That's where that knowledge and those opportunities can be shared. Dr. AP has literally laid the foundation for that, as he has come back. He's had very targeted presentations to address particular issues since the time he retired. Just codifying that.

5. Unfinished Business

A. Plenary Report – Rendell Drew:

Tabled due to time.

B. Executive Orders on Accreditation – Lee Gordon:

Tabled due to time.

C. BP/AP Revisions – Senator Kennedy:

AP 3436 Hazing Policy: There's a hazing policy that Madjid Nourimand is working on, which they have to update because of the Cleary Act that's moving forward in accordance with legal changes. However, it may come back in the fall.

AP 3903 Safe, Responsible, and Ethical Use of Artificial Intelligence [See Appendix of these minutes for the full text of the draft.]: Senator Kennedy showed the draft proposal from the District about artificial intelligence, and provided a very quick overview, explaining that it is exploring different aspects of AI use, one issue is that of security and data in Section 1. The district is also focused on mitigating misinformation and bias and maintaining copyright and academic integrity. She highlighted sections 4 and 5 and asked faculty to review them:

4. Upholding Copyright and Academic Integrity

4.1 Copyright and Fair Use

- Users must evaluate AI-generated outputs for copyright compliance and ensure that they do not infringe upon intellectual property rights.
- AI tools must not replace peer-reviewed research, original academic work, or professional expertise in coursework, institutional decision-making, or research publications.

4.2 Avoiding Plagiarism

- The applicable plagiarism Board Policies and Administrative Procedures apply to AI-generated content, and students and faculty must ensure that all submissions, including AI-assisted work, are original or properly cited.
- Faculty should integrate AI use policies into academic integrity statements in course syllabi.

4.3 Faculty Requirements

- Faculty are required to provide clear instructions on acceptable and unacceptable AI use in coursework in their class syllabi.

- When applicable, faculty should define AI tool restrictions for assignments, exams, and research projects, including whether AI-generated work is permitted and how it must be cited.

5. Compliance and Institutional Support

5.1 Promoting Compliance through Education

- The Colleges and the District Office will develop training programs, resources, and guidelines for AI compliance.
- Employees and students will be encouraged to participate in workshops, webinars, and educational sessions on the ethical and responsible use of AI tools.

5.2 Addressing Non-Compliance

- Unintentional non-compliance will focus on education and corrective action rather than punitive measures.
 - Faculty and staff who inadvertently misuse AI tools will receive guidance or coaching to ensure compliance.
 - Students will be referred to academic support services to better understand appropriate AI use.
- Intentional or persistent violations will be addressed through existing Board Policies and Administrative Procedures.

She explained that faculty will have the academic freedom to do what they want in their own classrooms and also have the right to set artificial intelligence use and academic integrity for their classrooms. Sections 2, 3, and 4 discuss these topics for the classroom. One of the things she thought might be of interest to the faculty is Section 5.2, which addresses noncompliance, specifically defining unintentional misuse from intentional misuse of AI. She requested that the Dean of Students and the Student Conduct Officer discuss this, as it's not clear exactly how this will be determined, or if it's just reiterating what we're doing already

She requested that senators bring back next week any suggestions, comments, or concerns they have on this. Final decisions will not be made until the fall, but this is the time for us to look at the language, to tweak it, to make sure it encompasses all of our needs, but doesn't tell us what to do or what not to do as per teaching. I think that's the most important thing.

D. Faculty House Update – Rendell Drew:

Tabled due to time.

6. Adjournment

President Drew adjourned the meeting at 12:30 p.m.

Minutes: Approved May 13, 2025

MINUTES: First draft written by Senate Staff Support. 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.

Senators & Voting Tally Chart	Motion 1 Minutes 4-29-25	Motion 2 Reorganize agenda by moving up item 5A under New Business to right after CFE report			
Ball, Jason: Part-Time Senator (2024-2025);	Aye	Aye			
Barnes, Carol: Counseling Senator (2024-2027)	Aye	Aye			
Becker, Lauren: Consumer Health Sciences Senator (2024-2027)	Aye	Aye			
Blystone, Allissa: Math & Sciences Senator (2023-2026)	Aye	Aye			
Boogar, Tyler: Senator at Large (2023-2026)	Aye	Aye			
Budwig, Eric: Technology Senator (2023-2026)	Absent	Absent			
Della Marna, Jodi: Library & Learning Senator (2023-2026)	Aye	Aye			
Drew, Rendell: President, Senator-at-Large (2023-2026)	Aye	Aye			
Carly Gonzalez: Senator at-Large (2024-2027)	Aye	Aye			
Gordon, Lee: Vice President, Senator-at-Large (2022-2025)	Aye	Aye			
Kennedy, Marilyn: Secretary, Lit. & Lang. Senator (2025-2028)	Aye	Aye			
Legaspi, Jodie: Athletics and Kinesiology Senator (2023-2026)	Aye	Aye			
McCarroll, Kate: Senator-at-Large (2024-2027)	Aye	Aye			
Naesse, Irene: Senator-at-Large (2023-2026)	Aye	Aye			
Neil, Jeanne: Business and Computing Senator (2022-2025)	Aye	Aye			
Paxton, Leland: Part-Time Senator (2024-2025)	Aye	Aye			
Sachs, Loren: Senator-at-Large (2022-2025)	Aye	Aye			
Sheehan, Katherine (2024-2027)	Aye	Aye			
Stanton, Jordan: Social & Beh. Sciences Senator (2025-2028)	Aye	Aye			
Vacant: Senator-at-Large (2023-2026)	Vacant	Vacant			
Vacant: Senator-at-Large (2024-2027)	Vacant	Vacant			
Vacant, Part-Time Senator (2024-2025)	Vacant	Vacant			

Appendix

Coast Community College District

ADMINISTRATIVE PROCEDURE

Chapter 3

General Institution

AP 3903 Safe, Responsible, and Ethical Use of Artificial Intelligence

New

References:

[California Consumer Privacy Act \(CCPA\);](#)

[Education Code Sections 76240–76246;](#)

[California Confidentiality of Medical Information Act;](#)

[California Assembly Bill 1008;](#)

[Family Educational Rights and Privacy Act;](#)

[HIPAA Security and Data Rules](#)

This Procedure establishes specific guidelines, processes, and responsibilities for implementing the Board Policy on the safe and ethical use of Artificial Intelligence (AI) tools, including generative AI, meeting assistants, and writing aids. It ensures compliance with federal and state laws, protects data security, mitigates risks of bias and misinformation, and upholds academic and professional integrity. This Procedure applies to all District employees and students.

1. Safeguarding Privacy and Data Security

1.1 Prohibited Data Types

Users must not input sensitive or restricted data into AI tools unless formally approved by District IT. Prohibited data types include but are not limited to:

- Personally Identifiable Information (PII) as defined by the California Consumer Privacy Act (“CCPA”) and FERPA.
- Protected Health Information (PHI) as governed by HIPAA.
- Financial records, proprietary business information, research data, and confidential district or institutional data.

1.2 Secure Use of AI Tools

- Public AI tools (e.g., ChatGPT, Google Bard) may only be used for non-sensitive, general-purpose activities unless explicitly reviewed and approved by District IT.
- District-approved AI tools with integrated security and compliance features may be used for District or College operations based on approval from District IT and legal review.
- Employees and students are responsible for ensuring that AI tools do not store, transmit, or analyze confidential or restricted data without District approval.

1.3 Training and Awareness

- District IT will develop and distribute guidelines on recognizing restricted data and securely using AI tools.
- Students and faculty will have access to educational materials on AI compliance through the District’s learning management system (LMS), College orientations, and workshops.

2. Mitigating Misinformation

2.1 Verification of AI Outputs

- Users must validate AI-generated outputs against credible sources before using them in:
 - Coursework, publications, or presentations.
 - Official District or College communications or documentation.
- AI-generated content must not be presented as authoritative or factual without independent verification by human reviewers.

2.2 Citation of AI-Generated Content

- AI-generated content must be properly cited.
- Faculty must include AI use expectations and citation requirements in course syllabi to ensure consistency.

3. Addressing Bias in AI Output

3.1 Reviewing AI Content for Bias

- Users are responsible for critically reviewing AI-generated content for bias, stereotypes, or discriminatory language before use.
- Employees and students will have access to training resources on identifying and mitigating AI bias.

3.2 Collaboration Across Colleges

- The Colleges and District Office will collaborate to create consistent AI guidelines and share best practices.

4. Upholding Copyright and Academic Integrity

4.1 Copyright and Fair Use

- Users must evaluate AI-generated outputs for copyright compliance and ensure that they do not infringe upon intellectual property rights.
- AI tools must not replace peer-reviewed research, original academic work, or professional expertise in coursework, institutional decision-making, or research publications.

4.2 Avoiding Plagiarism

- The applicable plagiarism Board Policies and Administrative Procedures apply to AI-generated content, and students and faculty must ensure that all submissions, including AI-assisted work, are original or properly cited.

- Faculty should integrate AI use policies into academic integrity statements in course syllabi.

4.3 Faculty Requirements

- Faculty are required to provide clear instructions on acceptable and unacceptable AI use in coursework in their class syllabi.
- When applicable, faculty should define AI tool restrictions for assignments, exams, and research projects, including whether AI-generated work is permitted and how it must be cited.

5. Compliance and Institutional Support

5.1 Promoting Compliance through Education

- The Colleges and the District Office will develop training programs, resources, and guidelines for AI compliance.
- Employees and students will be encouraged to participate in workshops, webinars, and educational sessions on the ethical and responsible use of AI tools.

5.2 Addressing Non-Compliance

- Unintentional non-compliance will focus on education and corrective action rather than punitive measures.
 - Faculty and staff who inadvertently misuse AI tools will receive guidance or coaching to ensure compliance.
 - Students will be referred to academic support services to better understand appropriate AI use.
- Intentional or persistent violations will be addressed through existing Board Policies and Administrative Procedures.

5.3 Continuous Improvement

- The District will periodically update its AI guidelines to align with new technologies, evolving ethical considerations, and regulatory changes.

Ratified DATE