**Oxnard College Academic Senate**

**MINUTES**

**Date: February 8, 2010**

Members present and absent:

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| **Academic Senate Executive Board** |
| Robert Cabral, President | Present |
| Steven Hall, Vice President | Present |
| Maria Parker, Treasurer | Present |
| Jeannette Redding, Secretary | Present |

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| **Department** | **Senators** |
| Addictive Disorders Studies | *1. Vacant* |
| Business/CIS/Legal Assisting | 1. Diane Eberhardy, Absent |
| Child Development | *1. Vacant* |
| Counseling | 1. Margarita Corral, Present |
| Dental Hygiene | 1. Richard Enriquez, Present  |
| Fine Arts | *1. Vacant* |
| Fire Tech/T.V. | 1. Paul Houdeshell, Absent |
| Letters | 1. Amy Edwards, Present2. Teresa Bonham, Absent *3.* Gaylene Croker, Present*- - - - - - - - - - - - - -**1* Robert Kornelson, Absent*2. Pt Vacant*  |
| Library | 1. Tom Stough, Absent |
| Math | 1. Bret Black, Absent2. Marlene Dean, Absent- - - - - - - - - - - - - -1. Bill Gleason, Present |
| Part-Time Faculty Rep. at-Large | 1. *Vacant* |
| Performing Arts | *1. Vacant* |
| Physical Education/Health | *1.* Jonas Crawford, Present |
| Natural Sciences | 1. Chris Mainzer, Present*2. Vacant**- - - - - - - - - - - - - - -**1.* Vicki Thon, Absent*2. Pt Vacant* |
| Student Support Services (EAC, Health Center) | 1. Mary Jones, Present |
| Student Support Services (EOPS) | 1. Ana Maria Valle, Present |
| Social Sciences | 1. Marie Butler, Present
2. Linda Kamaila, Present

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| Technology/CRM | 1. *Vacant* |

Non-Voting Faculty: Carolyn Dorrance, Gloria Guevara, Ishita Edwards, Judy McArthur, Erika Endrijonas, Richard Duran

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline/****Assigned to:** | **Under 10+1 (if applicable)** |
| **Call to Order** | Academic Senate (AS) President Robert Cabral called the meeting to order at 2:40 p.m. |  |  |  |
| **Additions to the Agenda** | A. Valle requested departmental reports under impact of budget cuts; C. Dorrance requested an item be discussed under the Library Advisory Committee Report; G. Guevara requested time to make two announcements; R. Cabral requested that L. Kamaila explain the new Senate Group on the portal. |  |  |  |
| **Public Comments/Announcements** | —Richard Duran discussed the following:\*The budget development process including the fact that two budgets have been prepared representing a 3% and 5% cut respectively. Budget forums are currently scheduled for Feb. 23 from 2 to 4 p.m. and Feb. 24 from 10 a.m. to Noon. C. Dorrance asked that forum times be rotated or varied to enable greater participation. R. Cabral suggested streaming the forums for greater access. R. Duran stated that follow-up budget forums will be held in April, TBD.\*A Board Policy regarding appropriate academic titles will be implemented this spring for use in each campus’ catalog. The forumla involves having tenure plus a certain number of years of service. District HR will produce a list after having applied said formula which will subsequently be shared by R. Duran with the Academic Senate. R. Duran further stated that new business cards will be given to faculty members next August costing faculty $5 for 500 cards.\*The *Shared Decision-Making* document will be brought to the Senate in March for approval. A. Valle noted that there has been some confusion about when this document was last brought through the Senate and she requested that the ad hoc shared decision-making committee meet to ensure that the process is being followed.\*R. Duran mentioned that the final Educational Master Plan will be posted soon on the website and stressed its importance for our accreditation self-study report.\*R. Duran gave an update with regard to facilities, namely, that the Performing Arts building is on track and scheduled to open in spring of 2011, that the new LRC building is also on track and scheduled to open in fall or spring of 2012, and that the Fire Tech Academy, a multi-million dollar facility shared with the Sheriff’s Academy, is scheduled to open sometime in 2011. R. Duran mentioned that several proposals for use of the old cafeteria building (now vacant) are being considered, including from CRM (hoping to establish a bakery) and from Math/Science (to create a new lab funded by STEM monies). R. Duran also mentioned a new veterans center possibly being created near EAC serving returning veterans from Iraq and Afghanistan. \*R. Duran noted that one goal is to regain classroom space, namely the larger JCC classrooms especially for use during peak hours. When L. Kamaila asked about further cuts to the schedule, R. Duran stated that the larger classrooms will help us accommodate more students and minimize the impact of class cuts. R. Duran further stated that next fall will mark the “bottom line” for Oxnard College in terms of cuts to the schedule in order to preserve the integrity of curriculum sequencing. A. Valle asked if the Facilities Master Plan were being referenced in making such plans. R. Duran stated that such was the case. A. Valle further emphasized the negative impact of cutting class sections in terms of cancelled Child Development classes as well as the cancelled ESL classes implemented this semester. A. Valle stated that when such class cancellations disrupt curricular sequences that clearly such is an “error.” She asked for the late-start offering of the two ESL classes that had been cancelled this semester. A. Valle further stated that ESL students lack adequate support to make their feelings known ever since the cancellation of the ESPIGA Program. As such, “doors are being shut” on this particular student population. R. Duran responded saying that no money is available and that we have “overspent” our budget for spring by $100,000. To bring back the two cancelled ESL classes would cost approximately $9,000 and therefore although he is empathetic, and because decisions were made at the dean level, right now it doesn’t appear possible. R. Duran stated that he trusts that such dialogue occurred at the dean level. G. Guevara asked whether off-campus courses taught through the High School Partnership Program could be brought back onto campus rather than cutting more on-campus sections. L. Kamaila mentioned that at the high school sites discipline issues exist as well as a general lack of administrative structure for problem-solving. A. Valle noted the value of such creative dialogue as was occurring right here in the Senate. E. Endrijonas stated that although it might be easy to cut such classes now, in three years we will be looking to the High School Partnership Program to help us with enrollment. She further noted that matriculated students are our first priority and that high school students have been subject to new, stricter admission policies. She stated that we need to take the long view. R. Duran stated that administration is thinking of charging high school students tuition fees. S. Hall asked when R. Duran expects to implement the budget cuts. R. Duran stated that the budget is due to the District in May and the Board of Trustees will review and approve said budget in June with July 1 being the implementation date. In terms of the schedule and class cuts, the summer cuts will be finalized by March 5th and the fall cuts will be finalized by April 5th. M. Parker inquired as to PBC’s review of administrative hiring. R. Duran stated that review of such administrative hiring is not within the purview of PBC and is strictly the Chancellor’s “choice.” The Dean of Educational Services (e.g., Carolyn Inouye’s position) has been eliminated and C. Inouye will be installed as the new math/science dean beginning July 1. The funds “saved” will go to a new position, namely, the Director of Fire Technology, who will coordinate the Fire Academy Program even though the position was previously a faculty position. R. Duran further noted that because of the District’s Full-Time Obligation, G. Morgan’s position must be replaced, just not in that same area. R. Duran stated that a few years ago the District was fined $350,000 because it failed to meet its Full-Time Obligation. Therefore, since that time a cushion of approximately eight faculty positions has been preserved to prevent such a fine from occurring again. R. Duran stated that he will be relying on the PEPC review process as well as PBC in revisiting the hiring priority list. L. Kamaila noted that since the last prioritization list was finalized by PBC a vacant history position now exists. R. Duran stated that only this year’s data is being considered. L. Kamaila stated that Oxnard College is ill-equipped to support such expensive programs such as Fire Tech and Dental Hygiene. R. Duran stated that via the allocation model, each campus is given a budget and then decides what programs it will support. E. Endrijonas noted that one should not place Fire Tech and Dental Hygiene in the same category, that Fire Tech generates a lot of FTES. L. Kamaila asked that the hiring prioritization process be placed on the next Academic Senate agenda for discussion. R. Duran stated that a full review of the PBC process will be conducted this year. A. Valle asked that planning and budgeting be closely tied together. She further asked if early registration could be delayed as counselors need to know that the classes they recommend to students will not later be cancelled. E. Endrijonas stated that her goal in working with the other EVPs, registrars, and data techs is to create the most accurate schedule possible to avoid just such kinds of cancellations. R. Duran noted further fiscal pressures such as CHA deadlines.\*R. Duran invited the Senators to attend the Board meeting tomorrow evening to be held on our campus.  —G. Guevara announced that Mark Rosenberg will be leaving as of March 1st and recommended that anyone needing assistance with their online distance educational delivery immediately contact M. Rosenberg. On a separate issue, G. Guevara noted that her wallet had recently been stolen from her office and questions the process by which people are given keys to our offices. She recommended that people not leave valuables unattended in their offices. M. Butler raised the issue of security in academic matters such as exams in our offices, etc., and stated that she objects to people coming in and out of our offices with no notice. —L. Kamaila reported on the creation of a new group, the Academic Senate Group. She instructed that one need only go to the “Groups Index” and type in “Senate” to access the new group. She will be demonstrating the use of such access at a future Senate meeting. Also, L. Kamaila recommended that the Senate Exec. determine whether or not two groups are needed, namely, one for issues of a more broad-based nature versus one group for specifically Senate-related issues. | \**Shared Decision-Making Document to be brought to Senate for review and approval in March.*\*R. Duran stated that PBC has no right to discuss administrative hires in its budget planning process.\*Senate Exec. to decide whether one or two Senate groups needed on portal, one for broader issues, one for specifically Senate issues. |  |  |
| **Reading and Approval of Minutes** | M. Jones (1st); M. Parker (2nd). The Minutes were approved with minor amendments. |  |  |  |
| **Impact of Budget Cuts** |  |  |  |  |
|  **DCAS** | No report given. | R. Cabral is to carry back to DCAS Oxnard College Senate’s consensus that the District mitigate budget cuts with reserve funds at the proposed $5 million level at a minimum. |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
|  **Planning and Budgeting**  **Council**— Marie Butler/Robert Cabral | —No report given.  |  |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
|  **Program Effectiveness and** **Planning Committee**— Robert Cabral | —No report given.  |  |  | #4 Educ. Prog. Development;#9 Program Review |
|  **Individual Departmental Reports**—  | No reports given. |  |  |  |
| **Board and Committee Reports** |  |  |  |  |
|  **Treasurer’s Report**— Maria Parker | —M. Parker noted that the current balance is $1,277.31. |  |  | #10 Budget Development |
|  **Basic Skills Initiative**— Jenny Redding | —J. Redding noted that the Committee has not met since the last Senate meeting.  |  |  | #4 Educ. Prog. Development;#5 Policies regarding student prep. and success |
|  **Accreditation Committee**— Steven Hall | —S. Hall stated that there was no report at this time.  |  |  | #7: Faculty roles and involvement in accreditation |
|  **Technology Committee**— Linda Kamaila/Bret Black | —L. Kamaila stated that although faculty have attempted to meet, there has been a failure to establish an acceptable meeting date and time even though such meetings should occur on the third Thursday of every month per the *Shared Decision-Making* document. E. Endrijonas explained that Rick Shaw will be the managerial co-chair of this group and that he is working to schedule a meeting.  | Senate Exec. to ensure that a meeting of Technology Committee occurs on Third Thursday of Month per *Shared Decision-Making* Document. |  | #4 Educ. Prog. Development; |
|  **Professional Development**  **Committee**— Shannon Newby | —No report given. L. Kamaila objected to the fact that the Committee Chair has failed to appear before the Senate at any time during this Academic Year. She asked that the Chair appear before the Senate or be replaced.  | Shannon Newby should appear in person to Senate to give a committee report. |  | #8 Policies for Faculty Prof. Development |
|  **Campus Use, Development,**  **and Safety**— Mary Jones | —M. Jones noted that G. Guevara’s announcement with regard to theft and office safety will be carried forward to CUDS. M. Jones further noted that as students are walking into the glass door of the new Student Services building, there are now “stickers” on the glass. She further inquired as to need for signage in terms of students smoking on campus. Some senators indicated that problems exist so M. Jones agreed to take this issue back to the Committee. R. Cabral asked that skateboarding safety also be addressed. M. Butler asked that bicycling safety be addressed. G. Guevara asked that students driving cars on the campus itself also be addressed. L. Kamaila noted that beer bottles are regularly being broken in Parking Lot B and that the police have heretofore failed to respond to this issue. A. Valle explained that EOPS has been asked to move into the new Student Services building but that no shared governance process occurred in such decision-making. M. Jones agreed to take all of these issues back to CUDS.   | Issues stated to be taken forward to CUDS. |  | #10 Processes for Institu. Planning |
|  **Learning Outcomes Team**— Marlene Dean/Lilia Ruvalcaba | —J. Redding explained that at the last LOT meeting only M. Dean, E. Endrijonas, and J. Redding were present. She also notified the Senate that M. Dean and L. Ruvalcaba will no longer be serving as SLO Coordinators next year, but that E. Endrijonas has asked the Senate to take more responsibility in the overall SLO effort.  |  |  | #4 Educ. Prog. Development |
|  **Curriculum**— Jenny Redding | — No report was given, but J. Redding noted that the next meeting will occur this Wed., February 10, 2010.  |  |  | #1: Curriculum |
|  **Sabbatical**— Michael Abrams | —R. Cabral stated that this item will now be removed from the Senate meeting agendas.  | Remove this item from the Senate Agenda. |  | #10 Processes for Institu. Planning |
|  **AFT Report—** Mary Jones | —M. Jones reported that at the recent Union Exec meeting, all of Oxnard’s stewards were in attendance. S. Hall explained that the “Golden Handshake” will not be brought forward by the Union in its negotiations with the District. L. Kamaila asked whether or not it were true that the Union is asking Distance Ed. courses to be capped at 35 while all regular classes be capped at 45. S. Hall explained that rising class size was an issue of concern expressed by people in the last AFT survey. S. Hall agreed to attend a Social Sciences departmental meeting to discuss the issue further.  |  |  |  |
|  **Library Advisory  Committee—** C. Dorrance | C. Dorrance explained that last Wednesday the IT staff implemented a new limitation on student PC use in the library to 1 hour per day. No shared governance process was used in arriving at this decision. There was no communication of the new policy in advance such that the Librarians or staff could inform students of the change in policy. The Committee objects to both the lack of process and in the resultant policy which is detrimental for students who need to study in the Library. R. Cabral stated that the Senate will now monitor the situation and thanked C. Dorrance for making the Senate aware. L. Kamaila stated that such a decision would most appropriately have come through the Technology Committee but that since the Technology Committee has failed to meet in December, January, or February (up to this point), it is not surprising that no communication occurred. A. Valle asked that such shared governance issues be addressed more vigorously by the Senate Exec.  | Senate to monitor how new policy occurred limiting students to 1 hour per day in the Library on PCs. Senate Exec. to more vigorously monitor and enforce shared governance per *Shared Decision-Making* Document. |  |  |
| **District Committees** | All district committees meet the fourth Thursday of each month. |  |  |  |
|  **Consultation Counsel—** Robert Cabral  | — No report was given.  |  |  | #6 District and College Gov. Structures |
|  **DCHR—** Robert Cabral | —One handout from the last DCHR meeting was distributed, namely the “new” Employee Code of Ethics. R. Cabral asked Senators to take this draft back to their constituents for review and input.  | Senators to get constituent members’ review and input on Code of Ethics. |  | #6 District and College Gov. Structures |
|  **DTRW—** Jenny Redding | —No report was given due to time constraints. |  |  | #1: Curriculum#2 Degree & Cert. Requirements |
|  **DCSL—** Robert Cabral | — One handout from the last DCSL meeting was distributed, namely, the “edited” Program Discontinuance AP 4021. R. Cabral asked Senators to take this draft back to their constituents for review and input. | Senators to get constituent members’ review and input on Discontinuance Policy. |  | #6 District and College Gov. Structures#10 Processes for Institu. Planning |

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| **Old Business** |  |  |  |  |
|  **AS Resolution** | After minor editing, the Resolution passed (with one abstension); L. Kamaila – 1st; A. Edwards – 2nd. R. Cabral stated that as the Senate did not specifically recognize its action last meeting as being part of a “relaxed rules” application of Roberts’ Rules of Order, in order to make the Resolution more official, it was brought back for a second vote under Roberts Rules’ usual two-week review requirement.  |  |  |  |
|  **Senate Elections Forms** | A. Edwards noted that no feedback came in and that she hopes the Senate will approve the forms and the timeline so that nominations can be declared “open.” The Senate Election Forms and the Timeline were approved (M. Parker – 1st; C. Mainzer – 2nd). R. Cabral then noted that the Chancellor has proposed a reduction in Senate reassigned time over the next three years as follows: next year – from 2.0 to 1.8; the following year – from 1.8 to 1.6; the following year from 1.6 to 1.4. L. Kamaila asked that the Senate Exec. present a resolution to change the By-Laws in times of such reduction in reassigned time in order to guide the Senate on how to proceed to do its business. M. Butler objected to such an effort to limit participation in shared governance through such means. A. Valle asked that the Senate make its reaction known, namely, that “This is **not** ok.” R. Cabral stated that the Exec. team has evaluated how many hours of service such reassign time enables, explaining that the current level of service is 2,000 hours annually (albeit only 600 hours is required). This item will be brought back for more extensive discussion at the next Senate meeting. | Reduction of Senate Reassigned Time to be placed on next Senate Agenda. |  |  |
| **New Business** |  |  |  |  |
|  **Update on Faculty Special  Project Funding – R. Cabral** | After giving the history of the Faculty Special Project Funding, R. Cabral explained that T. Bonham should be reimbursed for all funds she expended within the next 2 weeks. | T. Bonham to be paid within next two weeks. |  |  |
|  **Faculty Handbook—R. Cabral** | R. Cabral asked for volunteers to form an ad hoc committee to review the Faculty Hand-book. Please forward names to R. Cabral. | Volunteers for ad hoc comm. needed. |  |  |
|  **Discussion on SLOs— J. Redding** | This item was tabled to be placed on the next Senate agenda due to time constraints. | This item to be placed on the next Senate agenda. |  |  |
| **Acad. Senate Pres. Report** | R. Cabral asked for faculty names to serve on the hiring committee for Dean of Liberal Studies. Please forward names to R. Cabral. R. Cabral also stated that the State Academic Senate is looking for faculty to serve as selective reviewers to review outlines pertinent to CSU-GE courses. Areas involved are: Math, English, Communica-tions, Life Sciences, Physical Sciences, Social Sciences, Arts & Humanities. M. Butler noted that she is already serving on said committee. | Volunteers for hiring committee for Dean of Liberal Studies needed. |  |  |
| **For the Good of the Order–****Steve Hall** | No “Good of the Order” was proposed for today due to time constraints. |  |  |  |
| **Adjournment** | —The meeting adjourned at 4:25 p.m. |  |  |  |

Respectfully submitted, Jeannette Redding, AS Secretary