**Oxnard College Academic Senate**

**MINUTES**

**Date: March 22, 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, Present |
| 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, Present  2. Cecilia Milan, Present  *3.* Gaylene Croker, Present  *- - - - - - - - - - - - - -*  *1* Robert Kornelson, Absent  *2. Pt Vacant* |
| Library | 1. Tom Stough, Present |
| Math | 1. Marlene Dean, Absent  2. *Vacant*  - - - - - - - - - - - - - -  1. Bill Greason, 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 (also carrying L. Kamaila’s proxy) 2. Linda Kamaila, Absent   - - - - - - - - - - - - - -  *1. Pt Vacant*  *2. Pt Vacant* |
| Technology/CRM | 1. *Vacant* |

Non-Voting Faculty: Gloria Guevara, Ross Fontes, Alan Hayashi, Jim Merrill, Erika Endrijonas

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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 2:35 p.m. | |  | |  | |  | |
| **Additions to the Agenda** | R. Cabral asked to add J. Merrill’s presentation regarding use of “Core Guiding Principles” to the agenda under announcements. A. Edwards asked to make an announcement with regard to the Speech Tournament. S. Hall asked to be given time to speak with regard to AFT as time had earlier been given to P. Olmsted also running for AFT President. | |  | |  | |  | |
| **Public Comments/Announcements** | —R. Cabral reported out on action item follow-ups specified in last meeting’s minutes.   * PDC Report out—R. Cabral spoke with S. Newby, chair of PDC, who had given committee members the charge of reporting personally to the Senate. This semester Committee members are in class during the Senate meeting time. Minutes were therefore distributed for review by the body. * DCAS—R. Cabral reported out that the previous Senate consensus item regarding use of the $5M unallocated reserve to mitigate budget cuts during fiscal year 2010-2011 was carried forward to DCAS. VC supported and affirmed OC’s consensus. MC is currently examining the recommendation. * Code of Ethics—R. Cabral distributed VC’s draft Code of Ethics (complete with strikethroughs) asking for direction from the Senate pertaining to recommendations to be made at Thursday’s upcoming DCAS meeting. The Senate expressed consensus on R. Cabral first asking for more time for review by the Senate. If urgency was expressed and time not given, R. Cabral was given direction to support VC’s edited version of the Code of Ethics. R. Cabral noted that fellow academic senate presidents have expressed concern over the bulk of APs and BPs needing to be processed by the Senates before the end of the Academic Year. * R. Cabral announced that he has been informed that next year there may not be a Classified Senate in place and that the issue is of great concern to him. The group agreed such representation is vital to proper functioning of participatory governance on campus. A. Valle requested that a document be created to clearly reflect the loss of personnel in all areas including classified.   —J. Merrill presented a brief history of the development of the Core Guiding Principles document originating from PEPC and adopted by PBC. Spurred by unilateral administrative action at VC in which “core” was defined without consultation with faculty, PEPC opted to create the Guiding Principles document. J. Merrill explained that if reductions to the class schedule are required, classes serving the enumerated “core” functions of (1) transfer, (2) lower division major preparation, (3) CTE, (4) transitional studies, and (5) ESL are to be avoided in terms of cuts whenever possible. Looking to our local “feeder” schools such as CSU Northridge, UCSB, CSUCI, etc., faculty in consultation with area deans determine what is required for lower division major preparation. Such an analysis might lead to some courses not being offered such as “Introduction to Fiction” or “The Bible as Literature” under application of the “Core Guiding Principles” document. J. Merrill emphasized the faculty-driven nature of this process as opposed to an administrative-driven process. R. Cabral noted that PEPC has taken a proactive role with regard to preparation for possible class schedule reductions. R. Cabral queried the group about which departments have or have not had such a dialogue. A. Valle noted that the Core Guiding Principles document was to be a referent document to which administration could turn for guidance in cutting the fall schedule when it was accepted by PBC last May in an effort for increased transparency. G. Guevara asked if cuts to multiple sections were addressed under application of the Core Guiding Principles. J. Merrill reiterated the fact that faculty in consultation with area deans should determine class cuts under the Guiding Principles. S. Hall asked that the history of the document along with an explanation of how the document was intended to be used or not used be included when distributed for use. R. Cabral stated that such recommendation would be taken back to PEPC and PBC.  —A. Edwards stated that she is struggling to find judges for the upcoming Speech Tournament. A. Edwards explained that she sent out an e-mail herself and received 15 responses and that when R. Cabral sent out the same exact e-mail, she received only 4 responses. She encouraged faculty to read e-mails distributed by R. Cabral to increase the quality of communication.  —S. Hall announced that he is running for both AFT President and Chief Negotiator. S. Hall highlighted his qualifications for said positions, reviewed endorsements given, and promises made if he is elected. | | R. Cabral to create a document reflecting losses in all areas: academic, classified staff, and administration. | |  | |  | |
| **Reading and Approval of Minutes** | M. Parker (1st); M. Jones (2nd). The Minutes were approved with minor corrections. | |  | |  | |  | |
| **Impact of Budget Cuts** |  | |  | |  | |  | |
| **DCAS** | —Previously-noted consensus was forwarded and supported by VC. | |  | |  | | #6 District and College Gov. Structures #10 Processes for Institu. Planning | |
| **Planning and Budgeting**  **Council**—  Marie Butler/Robert Cabral | —PBC adopted guiding principles and focused on potential absorption of grant-funded tenured positions into the General Fund (approximately 7 positions). | |  | |  | | #6 District and College Gov. Structures #10 Processes for Institu. Planning | |
| **Program Effectiveness and**  **Planning Committee**—  Robert Cabral | —Special meeting to be held tomorrow will focus on refining the Core Guiding Principles (if needed), the PEPC description in the *Shared Decision-Making Document*, and revisitation of prioritization list in addition to review of PEP reports. | |  | |  | | #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 $1,102.31 and that the automatic Academic Senate dues deduction will be taken from 3/31/10 paychecks. | |  | |  | | #10 Budget Development | |
| **Basic Skills Initiative**—  Jenny Redding | —J. Redding distributed Draft Minutes from Committee’s March 15th meeting highlighting discussion of the streamlined Writing Center to be supported through BSI funding. | |  | |  | | #4 Educ. Prog. Development;  #5 Policies regarding student prep. and success | |
| **Accreditation Committee**—  Steven Hall | —S. Hall stated that today’s deadline for drafts from standard co-chairs is in place and that the document should then be forwarded to the college community for review and input. | | Public review of draft Accreditation Self Study to be done during March. | |  | | #7: Faculty roles and involvement in accreditation | |
| **Technology Committee**—  Linda Kamaila | —No report given. A. Valle announced that the next meeting will be held March 25th. | | Streamlined Distance Learning Appendix will be drafted and sent to Technology Committee and Curriculum Committee for review. | |  | | #4 Educ. Prog. Development; | |
| **Professional Development**  **Committee**—  Shannon Newby | —No report given. Minutes distributed for review. | |  | |  | | #8 Policies for Faculty Prof. Development | |
| **Campus Use, Development,**  **and Safety**—  Mary Jones | —M. Jones reported in response to L. Kamaila’s concerns raised last meeting about locked classrooms that no explanation had been forthcoming. The posting of the evening dean will occur for the switchboard personnel’s convenience and R. Cabral asked that this same information be provided to him. M. Jones further stated that cameras are up and running. J. Redding asked what follow-up had occurred with regard to the principle of consultation as applied to moving faculty offices. M. Jones stated that such space usage had been unilaterally removed from CUDs charge. J. Redding asked A. Valle if faculty felt that such consultation had occurred. Both EOPS faculty present stated that adequate consultation had not occurred. R. Cabral suggested the formation of an *ad hoc* committee to investigate the matter further and report back to the Senate. J. Redding volunteered to chair such an *ad hoc* committee. R. Cabral asked faculty interested in serving on same to e-mail J. Redding.  R. Cabral raised the issue of health issues related to ambulance presence on campus of late. M. Jones stated that three ambulances were recently requested, one dealing with a profuse bleeder and two dealing with response to severe chest pain. M. Jones further stated that she had recently been informed that her position has been reduced from a 12-month position to an 11-month position and that no health center staffing would be available from May 14th through June 14th. M. Jones stated that she was gravely concerned about the lack of proper healthcare staffing especially during the six-week summer session and that this was in violation of Title 5 and Ed Code regulatory requirements. R. Cabral asked that this item be placed on the next Academic Senate meeting agenda as an action item. | | Ad Hoc Committee will begin investigating whether or not adequate faculty consultation occurred with regard to decision to move EOPS offices. Also, process used to change CUDS charge will be investigated; Facilities Master Plan and Educational Master Plan will also be consulted.  Action item regarding adequate Health Center staffing to be placed on next Academic Senate meeting agenda. | |  | | #10 Processes for Institu. Planning | |
| **Learning Outcomes Team**—  Marlene Dean/Lilia Ruvalcaba | —G. Guevara who attended last week’s meeting explained that a cluster of faculty will be trained on the *eLumen* software package recently purchased with STEM funds. A. Hayashi noted that such software has very little to do with the STEM grant itself and that faculty are under no compunction to learn such software as it relates to STEM. | |  | |  | | #4 Educ. Prog. Development | |
| **Curriculum**—  Jenny Redding | —J. Redding stated that processing of curriculum continues and that the next meeting is on Wednesday. | |  | |  | | #1: Curriculum | |
| **AFT Report—**  Mary Jones | —M. Jones explained that the variety of “endorsements” now appearing in our mailboxes have not been approved, that such contain misinformation, and the many inappropriate statements have been made. | |  | |  | |  | |
| **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 | —No report was given as the meeting will be held this Thursday, March 25th. | |  | |  | | #6 District and College Gov. Structures | |
| **DTRW—**Jenny Redding | — No report was given as the meeting will be held this Thursday, March 25th. | |  | |  | | #1: Curriculum  #2 Degree & Cert. Requirements | |
| **DCSL—**Robert Cabral | — No report was given as the meeting will be held this Thursday, March 25th. | |  | |  | | #6 District and College Gov. Structures  #10 Processes for Institu. Planning | |
| **Old Business** |  |  | |  | |  | |
| **Senate Elections Forms** | With minor edits, the Election Forms were approved (C. Mainzer (1st); A. Valle (2nd)). | To be placed in faculty mailboxes March 23, 2010. | |  | |  | |
| **Faculty Handbook—R. Cabral** | To be removed from the agenda. No volunteers have been forthcoming. | Remove item from agenda. | |  | |  | |
| **Discussion on SLOs—  J. Redding** | J. Redding distributed a report requested by the Senate Exec. from her as Curriculum Co-Chair regarding CurricuNet implementation and administration of recently-purchased *eLumen* software. A. Edwards asked that the Report be forwarded personally to R. Duran by R. Cabral. G. Guevara stated that the Social Science Dept. is asking that LOT be made into a shared governance entity. Further discussion on this item will take place at the next Senate meeting. G. Guevara further stated that 91 courses have not identified SLOs and that assessment data for all courses with identified SLOs is due mid-May. She encouraged all who have not completed their SLOs to do so immediately. | Item to be placed on the next Senate meeting agenda for further discussion. | |  | |  | |
| **Senate By-Laws Update—  R. Cabral** | No report given. |  | |  | |  | |
| **New Business** |  |  | |  | |  | |
| **For the Good of the Order–****Steve Hall** | No report given. |  | |  | |  | |
| **Adjournment** | —The meeting adjourned at 4:15 p.m. |  | |  | |  | |

Respectfully submitted,

Jeannette Redding, AS Secretary