**Oxnard College Academic Senate**

**MINUTES**

**Date: December 7, 2009**

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. Gary W. Morgan, Absent |
| Letters | 1. Amy Edwards, (proxy given to J. Redding)  2. Teresa Bonham, Absent  *3.* *Vacant*  *- - - - - - - - - - - - - -*  *1* Robert Kornelson, Absent  *2. Pt Vacant* |
| Library | 1. Tom Stough, Present |
| Math | 1. Bret Black, Present  2. Lilia Ruvalcaba, Present  - - - - - - - - - - - - - -  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Part-Time Faculty Rep. at-Large | 1. *Vacant* |
| Performing Arts | *1. Vacant* |
| Physical Education/Health | *1.* Jonas Crawford (proxy given to Ron McClurken) |
| 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   - - - - - - - - - - - - - -  *1. Pt Vacant*  *2. Pt Vacant* |
| Technology/CRM | 1. Richard Williams, Present |

Non-Voting Faculty: Carolyn Dorrance, Ron McClurkin, Gloria Guevara, Erika Endrijonas, Richard Duran, Karen Engelsen, Amber Macaulay, Anna Vander Stowe, and Celene Ambriz

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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** | Announcements from ASG representatives; discussion re Distance Education Committee |  |  |  |
| **Public Comments/Announcements** | —Richard Duran made the following points:  \*Introduced Karen Engelsen, new Dean of Students Services;  \*Reminded all of President’s Holiday Luncheon on Dec. 10th from 12 to 1:30 p.m. (funded by Oxnard College Foundation);  \*Enrollment for Spring = up 52% from this time last year; also noted that faculty will receive only 5 add codes per section in spring;  \*Spring schedule will be further trimmed so that budget matches schedule;  \*Budget: pre-planning for next year occurring early. Even though budget is not due until April, the summer and fall schedules will be completed by February entailing pre-planning on the budget to be completed earlier than April. R. Duran noted that further class cuts for next fall’s schedule may also occur and that summer offerings will also be trimmed (possibly by as much as 50%). Finally, budget cuts for categorical programs are also expected to occur.  \*Oxnard College is applying for two new Trio Student Services grants, one to serve first generation, low-income students (involving approximately 140 students) and one to serve disabled veterans (involving approximately 100 students). The grants, if obtained, would take effect next fall. Also, the College is applying for a one-year no-cost extension of the STEM grant.  \*Final Educational Master Plan (EMP) input is being sought by Dec. 16th such that the final draft can be presented to the Board of Trustees at its January 2010 meeting. The EMP is a 5-year plan.  \*The revision of the *Shared Decision-Making and Collegial Consultation* document is being reviewed and will be presented to the Senate in January, hopefully.  \*The drafts of the Standards are due to the Accreditation Steering Committee by Friday, Dec. 11th. Spring semester will be used to finalize the Self-Study Report as well as to begin gathering evidence. The College community will have one month to review the draft in February 2010.  \*Oxnard College’s first Phi Theta Kappa nominee for a national competition was forwarded by Carolyn Dorrance (and others) which would cover the student (Justin Bricker) tuition and book costs through the Bachelor’s degree.  \*A successful speech tournament was held.  \*A successful GeoBowl was held involving over 200 students (the most ever).  \*The Art Department is sponsoring a mural program on campus with three new murals having been selected and which will hopefully be completed by semester’s end. It is hoped to expand the program to include sculptures eventually.  \*A groundbreaking ceremony occurred on Dec. 3rd for the new Learning Resources Center attended by the Mayor of Oxnard, local dignitaries, and President Rush of CSUCI. This will be our last ground-breaking; however, a dedication for the Performing Arts Building will occur in January of 2011 as well as a dedication for the completed Learning Resources Center in January of 2012. R. Duran also noted that a new building housing the Fire Academy will be completed by January 2011. R. Duran further announced the Fire Academy’s graduation is to occur next Sunday.  \*”Table top exercises” to plan for emergen-cies occur regularly including a planning session held last Thursday to run a scenario about handling a “pandemic” and the innoculation of thousands of people.  \*Finally, R. Duran wishes everyone Happy Holidays.  K. Engelsen announced the upcoming Youth Conference planned for April 3, 2010 as well as reminding faculty how critical it is to submit grades in a timely fashion, especially since UC students cannot get paperwork processed if final grades for Oxnard College have not been posted.  C. Dorrance asked about the dismantling of the English portion of the Success Academy and the possible creation of a revamped Writing Center. J. Redding noted such a proposal is being processed but could not speak to the issue further.  ASG President Ana Vander Stowe and Vice President Amber Macauley announced that a program asking for donations of recylables, toys, and cans of food is being sponsored by ASG and asked that faculty consider giving students extra credit for participation; the goal is to provide Christmas dinner and toys to 130 low-income families; the two ASG representa-tives also announced an “E-Waste” event in which old electronic devices will be collected and recycled during a “Green Week,” culminating on Jan. 30, 2010. D. Eberhardy stated that CIS would like to actively participate in this event.  C. Mainzer took the opportunity to announce that a scholarship directory has now been posted online and that applications will be due in February. R. Cabral asked that the Senate recognize R. Williams at this time, as he will no longer be able to be the representative for technology on the Senate due to scheduling conflicts. Finally, R. Cabral announced that the District Sabbatical Committee met and approved sabbaticals, 5 for MC, 4 for VC, and 4 for OC. The following faculty sabbaticals were approved by the district committee: (1) J. Redding; (2) L. Orange; (3) C. Morla, (4) I. Edwards, and (5) as a district alternate, T. Stough. R. Cabral further noted that next year Oxnard College will be eligible for up to 5 sabbaticals. |  |  |  |
| **Reading and Approval of Minutes** | A. Valle noted that J. Vega attended in her stead and asked that the attendance list be corrected. The Minutes were passed as amended (1st, C. Mainzer; 2nd, A. Valle, Passed). M. Jones asked if P. Hodeshall will be taking G. Morgan’s place on Senate for the Fire Academy beginning in spring due to G. Morgan’s expected retirement. R. Cabral stated that in January, the Senate Exec will take an inventory of which senators have not been in attendance and attempt to recruit to cover the gaps in representation. |  |  |  |
| **Impact of Budget Cuts** |  |  |  |  |
| **DCAS** | No report; next scheduled meeting 12/17/09 |  |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Planning and Budgeting**  **Council**—  Marie Butler/Robert Cabral | No report; next scheduled meeting 1/20/2010. |  |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Program Effectiveness and**  **Planning Committee**—  Robert Cabral | — R. Cabral reported that the PEP process is proceeding apace and that PEPRs are due Dec. 8, 2009. R. Cabral expects to update the PEP website and to create a flowchart to reflect current processes. A. Valle inquired whether the Program Discontinuance Policy will be reviewed by PEPC and by PBC. R. Cabral noted that such a review is expected. | Input sought from faculty constituency groups re Program Discontinuance Policy. |  | #4 Educ. Prog.  Development;  #9 Program Review |
| **Board and Committee Reports** |  |  |  |  |
| **Treasurer’s Report**—  Maria Parker | —M. Parker noted that the current balance is $1,714.51 and that dues announcements will go out in January. |  |  | #10 Budget Development |
| **Basic Skills Initiative**—  Jenny Redding | —J. Redding distributed Minutes from the Nov. 30 Transitional Studies Advisory Committee calling attention to the discussion with regard to whether or not said Committee should be a shared governance entity or remain advisory in nature. J. Redding also noted the entry and exit skill alignment activities occurring in English, ESL, and Mathematics. Finally, as C. Dorrance had asked about the revamped Writing Center proposal, J. Redding pointed to the Minutes reflecting a discussion of same on page 3. |  |  | #4 Educ. Prog. Development;  #5 Policies regarding student prep. and success |
| **Accreditation Committee**—  Steven Hall | —S. Hall stated that comments made during Public Announcements covered the Accreditation Committee report. |  |  | #7: Faculty roles and involvement in accreditation |
| **Technology Committee**—  Linda Kamaila/Bret Black | —B. Black presented a handout for the Senate’s review pertaining to the creation of a Distance Education Committee separate from the Technology Committee. A. Valle noted that it might be helpful to have the history of why this Committee is being created under “Purpose.” E. Endrijonas emphasized that such a committee is neither strictly a Technology Committee offshoot nor a Curriculum Committee offshoot but rather is broader in scope meant to address how to better serve the distance education student as well as professional development and pedagogical issues pertaining to distance education faculty. G. Guevara recommended that the Committee consult MC’s committee structure with regard to distance education. L. Kamaila noted that such a review had occurred and that albeit the training model portion of MC’s committee structure was attractive to committee members, the hierarchical nature of the process proved less so. L. Kamaila further noted that transition from “on the ground” teaching to the Desire2Learn platform is complex and training might best be accomplished on a one-on-one basis, among other approaches. B. Black noted that faculty at Oxnard College were more attracted to a self-imposed credentialing process than that used by MC although the mission statement might be adopted. R. Cabral recommended that as there is no urgency for the passage of the presented draft of the proposed committee’s description today, it might be best to bring the perfected description incorporating today’s suggestions (among others) back during the first Senate meeting in January 2010. A generalized discussion occurred with regard to e-mailing classes and use of the new tab, “My Courses,” on the VCCCD portal. | Perfected draft on Distance Education Committee description for *Shared Decision-Making and Collegial Consultation* document to be presented at next Senate meeting. |  | #4 Educ. Prog. Development; |
| **Professional Development**  **Committee**—  Shannon Newby | —No report given as the next meeting is Thursday, December 9th at 2 p.m. |  |  | #8 Policies for Faculty Prof. Development |
| **Campus Use, Development,**  **and Safety**—  Mary Jones | —M. Jones explained that as no report was given at the last Senate meeting, she would like to report that the cafeteria has lowered prices. In addition, more drivers for the evening escort services are being sought. L. Kamaila asked that cloze captioning be put in place in LS-8 as the projector does not have the capacity. She stressed that this has been a source of frustration to her hearing impaired students. |  |  | #10 Processes for Institu. Planning |
| **Learning Outcomes Team**—  Marlene Dean/Lilia Ruvalcaba | —L. Ruvalcaba reported that of the 25 degree and/or certificate programs, 23 have identified program SLOs. From the 23, 17 have completed the Program SLO Form for this semester. From this 17, 7 have data for course-level SLOs. A. Valle asked that K. Engelsen be asked about PG and EAC course-level SLOs as well as Student Services program-level SLOs. |  |  | #4 Educ. Prog. Development |
| **Curriculum**—  Jenny Redding | — J. Redding distributed the draft of the Substantive Change Proposal to be processed by the Curriculum Committee at its upcoming Wed., Dec. 9th meeting. E. Endrijonas explained that when a program is more than 50% offered online such a form must be completed and submitted to the ACCJC. E. Endrijonas further noted that such paperwork must be completed six months in advance of an accreditation team visit thus explaining the tight timeline in processing this particular paperwork. She asked that any corrections be sent to C. Guerrero with E. Endrijonas being copied on such e-mails. | Corrections to draft Substantive Change Proposal to be forwarded to Carmen Guerero and Erika Endrijonas. |  | #1: Curriculum |
| **Sabbatical**—  Michael Abrams | —R. Cabral stated that the Sabbatical Committee report was covered under Public Announcements. |  |  | #10 Processes for Institu. Planning |
| **AFT Report—**  Mary Jones | —M. Jones reported that the Union representatives are meeting with the Chancellor today. In addition, M. Jones reiterated that Union leadership is encouraging the Oxnard College Senate to invite Trustees to the campus for discussion pertaining to key issues. | Trustees to be invited to Academic Senate meetings in spring semester for discussion on key issues. |  |  |
| **Shared Governance Ad Hoc—**  R. Cabral | R. Cabral reported that upon receiving updates of committee descriptions to be included in the *Shared Decision-Making and Collegial Consultation* document, review by Ad Hoc members will occur. After input by the College President and the Ad Hoc Committee members, the revised document in its entirety will be presented for the Senate’s review early in the spring semester. The Senate’s ecommendations will then be forwarded to the College President. | Ad Hoc Committee review of latest draft of *Shared Decision-Making* document. |  |  |
| **District Committees** | All district committees meet the fourth Thursday of each month. |  |  |  |
| **Consultation Counsel—** Robert Cabral | — A Board meeting is occurring tomorrow, Dec. 8, 2009, with nothing from Consultation Council being of note. |  |  | #6 District and College Gov. Structures |
| **DCHR—**Robert Cabral | — DCHR will be meeting this Thursday, Dec. 10th with the Equivalency Policies to be the key item on the agenda. L. Kamaila also explained that she is the campus faculty representative on the Code of Ethics Committee, a district-wide representational entity. She will report back on the discussion that occurs at the next Senate meeting. | L. Kamaila to report out on Code of Ethics Committee next Senate meeting. |  | #6 District and College Gov. Structures |
| **DTRW—**Jenny Redding | — No meeting has occurred since the last Senate meeting. |  |  | #1: Curriculum  #2 Degree & Cert. Requirements |
| **DCSL—**Robert Cabral | — J. Redding noted that input with regard to the draft Program Discontinuance Policy is being sought. R. Cabral stressed that such input should be forwarded as soon as possible. | R. Cabral will report back from DCSL information gained with regard to Program Discontinuance Procedure and status of said AP. |  | #6 District and College Gov. Structures  #10 Processes for Institu. Planning |

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| **Old Business** | G. Guevara asked if the block-scheduling discussion has now been placed on the “back burner.” R. Cabral stated that the Senate has forwarded its discussion to the Deans’ Council and the College President and that no action on such scheduling is pending at this time. |  |  |  |
| **New Business** |  |  |  |  |
| **Acad. Senate Pres. Report** | No report was given at this time. |  |  |  |
| **For the Good of the Order–****Steve Hall** | —A. Valle wanted to thank people for dona-tions to EOPS for creation of holiday baskets.  —L. Kamaila wanted to remind people to use their groups tab to communicate with fellow faculty in, for instance, wishing them a happy holiday.  —M. Jones reminded all that there is now plenty of H1N1 vaccine available and that the age restriction has been removed as well as family-member restrictions. She noted that the vaccine is free.  —A. Valle further recommended that faculty review the State EMP, the link to which she will forward to R. Cabral for distribution.  —L. Kamaila asked that a donation for Jeri Lupton from this body be placed on the next Senate agenda for action.  —R. Cabral wished everyone a Happy Holiday. |  |  |  |
| **Adjournment** | —The meeting adjourned at 4:15 p.m. |  |  |  |

Respectfully submitted, Jeannette Redding, AS Secretary