**Oxnard College Academic Senate**

**MINUTES**

**Date: March 8, 2010**

Members present and absent:

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| **Academic Senate Executive Board** | |
| Robert Cabral, President | Present |
| Steven Hall, Vice President | Absent |
| 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, Absent  2. Cecilia Milan, Present  *3.* Gaylene Croker, Present (also holding A. Edward’s proxy)  *- - - - - - - - - - - - - -*  *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, Absent 2. Linda Kamaila, Present (also carrying M. Butler’s proxy)   - - - - - - - - - - - - - -  *1. Pt Vacant*  *2. Pt Vacant* |
| Technology/CRM | 1. *Vacant* |

Non-Voting Faculty: Christina Tafoya, Gloria Guevara, Ishita Edwards, Ross Fontes, Alan Hayashi, Erika Endrijonas, Cynthia Herrera

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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 2:33 p.m. |  |  |  |
| **Additions to the Agenda** | A. Valle asked to make an announcement regarding a planned student protest march and M. Parker asked to have an item added to New Business regarding formation of the Scholarship Committee. |  |  |  |
| **Public Comments/Announcements** | —R. Duran was unable to appear at today’s meeting, so his visit will be rescheduled.  —A. Valle reported that a student protest march is planned for March 22nd to occur in Sacramento and that students will be seeking funding from ASG (at our campus as well as our sister campuses) of $2,000. EOPS counselors will also attend the event.  —R. Cabral reported out on a meeting he had with department chairs in an effort to increase transparency. The department chairs requested the following: (1) fewer e-mails sent out by R. Cabral; (2) provide final Senate minutes via e-mail; and (3) a re-examination by the Senate Exec. Team with regard to Senate representation (ala eight faculty receive one Senate representative especially with regard to single-person disciplines). R. Cabral further shared the status of revision of the Shared Decision-Making Document stating that he had relied on the committees themselves to send in accurate descriptions of each committee’s membership, goals, activities, etc. All of this information is being funneled through K. Banks who will also be addressing uniformity of format. R. Cabral and R. Duran ask that the format be made consistent, that under each committee’s purpose reference to the 10+1 be made, and that committees consider implementation of staggered membership and term limits. A. Valle noted that the *ad hoc* committee established to review the *Shared Decision-Making Document* had not yet met and that she was concerned about the Senate releasing too much of its authority. R. Cabral reiterated that committee chairs have been the key sources for content contained in the document, and that the *ad hoc* committee will review the document shortly (within a week). M. Jones expressed concern over the recommendation to implement staggered membership or term limits as many committee positions are established by virtue of position (e.g., Fire Tech, police department, etc.). A. Valle emphasized that such term limits should not preclude anyone’s involvement and that the Senate carefully selects its representation by virtue of faculty interest, such as representation on PBC.  —R. Cabral further reported that PDC’s email (referenced in Feb. 22 Minutes) had been sent. Follow-up regarding possible relocation of EOPS offices was also completed with R. Duran stating that the discussion of the move had occurred during the last six months during “Best Practices” meetings. EOPS faculty present respectfully disagreed and asked that minutes of said meetings be referenced. A meeting among R. Duran and EOPS faculty was recommended by R. Cabral to sort out differences of opinion. R. Cabral further stated that he has had difficulty in uploading Academic Senate minutes from this academic year to the Senate website. | Update of Technology Plan expected in March. |  |  |
| **Reading and Approval of Minutes** | C. Mainzer (1st); M. Jones (2nd). The Minutes were approved with numerous corrections having been given to J. Redding. |  |  |  |
| **Impact of Budget Cuts** |  |  |  |  |
| **DCAS** | —No report was given. A meeting will be held in two weeks. |  |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Planning and Budgeting**  **Council**—  Marie Butler/Robert Cabral | —No report was given. A meeting will be held next week. |  |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Program Effectiveness and**  **Planning Committee**—  Robert Cabral | —No report given. A special meeting will be held tomorrow in order to discuss ranking of program resources request forms. |  |  | #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 $1,407.31. She distributed a list reflecting who had paid their Senate dues and asked representatives to remind their constituents to pay their dues as soon as possible. | Senators to remind constituents to pay their Senate dues. |  | #10 Budget Development |
| **Basic Skills Initiative**—  Jenny Redding | —J. Redding stated that no meeting of the Committee had occurred since the last Senate meeting, but that Harold Sanders, a professional student tutor is available to assist students with their writing needs. A Writing Referral Menu was also distributed for use by faculty across the disciplines. |  |  | #4 Educ. Prog. Development;  #5 Policies regarding student prep. and success |
| **Accreditation Committee**—  Steven Hall | —No formal report was given. However, March 22 is the next deadline for the third draft of the Self-Study Report. Members of the Committee had further been charged with gathering evidence. Such evidence will be stored in an empty office near the College President’s office. | Public review of draft Accreditation Self Study to be done during March. |  | #7: Faculty roles and involvement in accreditation |
| **Technology Committee**—  Linda Kamaila | —L. Kamaila stated that the Technology Committee had not met but that the Distance Education Committee had met. The Committee hopes to streamline the Distance Learning Appendix and submit same to both the Technology and Curriculum Committees for their review. L. Kamaila also asked that faculty forward any problems they might be experiencing in terms of technology to the Committee representatives. | 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. L. Kamaila again asked that a formal Committee report be given to the Senate by the Committee chair. R. Cabral stated that he would personally contact the chair and bring back results of said conversation to the Senate at its next meeting. | R. Cabral will bring back results of conversation with S. Newby to the next Senate meeting. |  | #8 Policies for Faculty Prof. Development |
| **Campus Use, Development,**  **and Safety**—  Mary Jones | —M. Jones stated that the Committee will be meeting tomorrow. L. Kamaila reported that last Thursday all campus classrooms had been locked by 4:30 p.m. and that no emergency phones were being answered (namely, the police phones, the switchboard, etc.). The switchboard was unaware of which dean was on evening duty. L. Kamaila stated that the police were having to unlock classrooms one-by-one. M. Jones stated that she would bring up this issue at tomorrow’s meeting. | Report expected next meeting by M. Jones regarding how to address lack of communica-tion described by L. Kamaila. |  | #10 Processes for Institu. Planning |
| **Learning Outcomes Team**—  Marlene Dean/Lilia Ruvalcaba | —J. Redding explained that the last Committee meeting was spent viewing a demonstration of *eLumen* software. |  |  | #4 Educ. Prog. Development |
| **Curriculum**—  Jenny Redding | —J. Redding conveyed the Committee’s consensus that continuation of .2 release time for tech review continue. The next meeting is on Wednesday. |  |  | #1: Curriculum |
| **AFT Report—**  Mary Jones | —No report was given. |  |  |  |
| **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 | —Minutes were distributed and R. Cabral asked Senators to read the minutes focusing on information concerning (1) equivalency and (2) the ethics statement. | Both equivalency and the ethics statement will be discussed at the next Senate meeting. |  | #6 District and College Gov. Structures |
| **DTRW—**Jenny Redding | — Minutes were distributed for perusal by the Senators. |  |  | #1: Curriculum  #2 Degree & Cert. Requirements |
| **DCSL—**Robert Cabral | — Minutes were distributed for perusal by the Senators. |  |  | #6 District and College Gov. Structures  #10 Processes for Institu. Planning |

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| **Old Business** |  |  |  |  |
| **Senate Elections Forms** | No report was given. |  |  |  |
| **Faculty Handbook—R. Cabral** | R. Cabral said that he has yet to receive any names from volunteers to form an *ad hoc* committee to review the Faculty Handbook. |  |  |  |
| **Discussion on SLOs—  J. Redding** | J. Redding distributed e-mails from M. Panec (MC’s Curriculum Co-Chair), P. Johnson (VC’s Curriculum Co-Chair and CurricuNet point person), P. Sezzi (VC’s Academic Senate President), and L. Putnam (MC’s faculty researcher). J. Redding explained that VC’s curriculum co-chair receives .4 reassigned time and that MC’s curriculum co-chair receives .4 reassigned time while OC’s curriculum co-chair receives .2 reassigned time. Also, VC allocates .6 of P. Johnson’s time to addressing issues involving implementation of CurricuNet. M. Panec explained in her e-mail that she spends approximately 15 hours per week on CurricuNet implementation issues. J. Redding asked how OC should address the issue of CurricuNet implementation. I. Edwards noted that MC has been using CurricuNet for the past year and that processing of curriculum is considerably easier. M. Parker asked about whether SLO coordination should rather be a focus of the Senate’s efforts.  J. Redding explained that MC allocates between .25 and .45 reassigned time for SLO coordination and that at VC, the College President takes care of such coordination efforts. J. Redding also applauded the *eLumen* software package, but noted that all California community colleges currently using *eLumen* have a point person dedicated to said software’s administration. With reassigned time for SLO coordination being reduced from .4 to zero, J. Redding asked if and how the Academic Senate should assist with such coordination at OC. R. Cabral gave the history of the decision to reduce Senate reassigned time over the next three years from 2.0 to 1.4. A. Hayashi asked what the philosophy behind such reduction might be as the Senate is being asked to do more with less reassigned time. R. Cabral explained that the administration views Senate reassigned time as time spent away from the classroom which is our core function. L. Kamaila suggested that perhaps the duties of the Senate Exec officers should be increased to include such duties as CurricuNet implementation or SLO coordination. E. Endrijonas expressed that these issues were being discussed prematurely as the curriculum process had yet to be finalized and input into the CurricuNet system. Likewise, she stated that discussion of SLO coordination should rest with the LOT Committee. L. Kamaila asked who exactly has been serving on LOT and why no formal Senate report had been given in months. J. Redding explained that M. Dean, L. Ruvalcaba, and E. Endrijonas currently serve on LOT. L. Kamaila asked J. Redding if she represents the Senate on LOT. J. Redding said “no,” that the Committee was simply of interest to her personally. A. Valle expressed her view that such discussion on Curriculum and SLOs was not premature as the Senate needs time to decide upon its core function and how to allocate its 1.8 reassigned time for next year. R. Cabral likewise stated that there is some urgency to these issues as the Senate Exec Team will need to propose allocation of Senate reassigned time shortly as there are only four Senate meetings left in which to make such decisions final. |  |  |  |
| **Senate By-Laws Update—  R. Cabral** | R. Cabral opined that the discussion on SLOs and curriculum pointed out that the Senate needs to clearly define how it views its core function. A. Hayashi explained that SLOs, *per se*, are not an internally motivated initiative but rather initially came from an external entity, namely, accreditation. R. Cabral stated that our By-Laws update should reflect how the Senate views addressing its core issues in times of economic duress. |  |  |  |
| **New Business** |  |  |  |  |
| **Library Report—  T. Stough** | T. Stough distributed a 1 ½ page report giving background on how the current library hours came to be decided upon. T. Stough concluded that closing the library at 8:30 p.m. instead of 9 p.m. is indeed a hardship for both students and instructors alike. A. Valle asked if funding were an issue in terms of providing staffing coverage. T. Stough explained that in the evening there is one part-time librarian and one student assistant as well as the student assistants who work in the Learning Center. A. Valle suggested that this topic be referred to CUDS for discussion. C. Mainzer asked if in the new facility the various units will have separate entrances, etc., and thus can accommodate varying schedules. T. Stough said the most recent architectural plans reveal that the various units had a common entrance. He explained that in VC’s library facility, each unit did indeed have separate entrances and could therefore accommodate varying schedules. MC, however, is in the same predicament as OC. C. Mainzer asked if the Success Academy were affected by Library hours of operation. T. Stough said “Yes, they are.” | Library hours of operation should be referred to CUDS for discussion. |  |  |
| **New Faculty STEM Lounge—  C. Herrera** | C. Herrera distributed a diagram of the new Faculty Resource Center funded by STEM. She explained that both full-time and part-time faculty are welcome and that the facilities are designed to assist faculty in developing new media delivery of educational materials, to enhance faculty use of technology, and to provide faculty with conference and meeting space. All of this was designed to promote team building, sharing of information, and best practices. Supplemental Instruction and workshops will also be accommodated by the space. Hours of access to the facility will be given through a keypad with coded entry. Currently hours are 8 a.m. to 5 p.m. but those hours are expected to increase shortly. In addition, the STEM Center will be having an open house at the beginning of April. The Faculty Resource Center will be having an open house once painting has been completed satisfactorily.  C. Herrera also reminded the Senate that on April 23rd Oxnard College will be hosting a Youth Conference with 800 students expected to visit the campus at that time. |  |  |  |
| **Scholarship Committee—  M. Parker** | M. Parker explained that scholarship applications were due to the Foundation last week and that a committee needed to be formed in order to review applications and select the scholarship winner for leadership. M. Parker volunteered to chair said Committee (with enthusiastic consensus being expressed by the Senate) and C. Mainzer and C. Milan volunteered to serve as well. |  |  |  |
| **For the Good of the Order–****Steve Hall** | R. Cabral gave enthusiastic kudos to J. Merrill for his work in editing the Accreditation Self-Study Report and for asking such great questions useful to all in increasing the good quality of the Report. All agreed that such kudos were well deserved. |  |  |  |
| **Adjournment** | —The meeting adjourned at 4:15 p.m. |  |  |  |

Respectfully submitted,

Jeannette Redding, AS Secretary