**Oxnard College Academic Senate**

**MINUTES**

**Date: February 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. Peggy Newville, 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, Preent |
| 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, Absent |
| 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. *Vacant* |

Non-Voting Faculty: Carolyn Dorrance, Gloria Guevara, Ishita Edwards, Ross Fontes, Alan Hayashi, Erika Endrijonas, R. Shaw, K. Juarez, J. Irskin

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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** | T. Stough asked to make two announcements concerning the Library; M. Corral asked to give a Counseling Update; and P. Olmsted asked to speak with regard to his nomination for AFT. |  |  |  |
| **Public Comments/Announcements** | —Rick Shaw, Director of Technology Support Services from the District gave the following IT Update:  \*Personnel changes—D. Cronin left for an opportunity in Georgia; J. Irskin from MC has been temporarily appointed to serve at OC; two other District IT positions have been reassigned to Oxnard College at 80%; K. Juarez has been reassigned to Oxnard along with B. Akers. All of the above changes equal a net gain of one person to OC. R. Shaw admitted that there has been a shortage of IT personnel to serve OC. G. Willis has been reassigned to a District position albeit he is housed here at OC; M. Rosenberg is returning to Michigan. MC’s instructional technologist has also resigned as she will be moving to Chicago. The instructional technologist position districtwide has now been fast-tracked as a result, and the District hopes to fill such position by April 1st. For now, M. Boman is the contact person for support involving D2L. An organizational chart will be posted and available at the Technical Services website.  \*Smart Classroom Project—74 classrooms are scheduled to be upgraded. The goal is to have uniform equipment and controls in each classroom. The Project got “hung up” in purchasing but the Board approved the spending last week, so the Project should now move forward.  \*Security cameras are going up with 20 such cameras having already been installed.  \*Virtualization of servers wherein five standalone boxes run on one “blade” is underway to save space, energy, and maintenance effort. This will help move the District toward a “greener” operation.  \*Reporting on the Technology Committee meeting, R. Shaw explained that the major outcome from said meeting was the request for revision of the campus Technology Plan, which R. Shaw intends to share with the Committee next month.  G. Guevara asked about the time limits set on students in the Library raised at the last Senate meeting. R. Shaw explained that he was instructed to use the same procedure for update of Library computer software as had occurred at VC. T. Stough further explained that students can log on using a single ID in 10 two-hour timeslots. The reason such ID restrictions are now being implemented is to address complaints of students/computer users engaging in porn on the Library computers. It is hoped that with the ID requirement, such illicit computer usage will not occur.  —T. Stough announced that the Library is going “live” with the new Library databases such that students can access the databased from home. Also, T. Stough asked that suggestions concerning Library book purchases be forwarded to him immediately.    —M. Corral gave a counseling update by distributing a data sheet tracking number of student visits to counseling (not including EOPS). The number of visits has grown markedly while the number of F/T counselors has decreased by 45%. M. Corral stated that it was clear from this data that a need to hire more full-time counselors is evident.  —P. Olmsted stated that he is running for AFT President whose job it is to preside over meetings and serve on subcommittees as well as being the tiebreaking vote on the Board and being available to serve on the Negotiations Team or in grievances. Even though P. Olmsted is a part-time instructor, he is lobbying to be elected as AFT President and intends to ask for only .4 of the 1.0 release time available so that .6 release time is available for reallocation to get more people involved in time-consuming efforts such as being on the Negotiations Team, etc. | Update of Technology Plan expected in March. |  |  |
| **Reading and Approval of Minutes** | A. Valle (1st); M. Parker (2nd). The Minutes were approved as presented. A. Valle requested that a follow-up report be given with regard to Actions Required noted in the Minutes as well as Completion/Timeline specifications. R. Cabral said that such a report would be an improvement to our current process and plans to give such an update at least once a month at Senate. | R. Cabral to give update on “action” items from the Minutes on a monthly basis. |  |  |
| **Impact of Budget Cuts** |  |  |  |  |
| **DCAS** | R. Cabral distributed Minutes and a draft document entitled “Budget Assumptions.” He asked Senators to take the Budget Assumptions draft back to their departments/constituents for input and that any input should be forwarded to him. L. Kamaila asked that data be broken out by campus. G. Guevara expressed concern that with the elimination of the campus researcher the need for specific numbers would become more imperative. | Senators to get input from constituents regarding draft “Budget Assumptions” document to forward to R. Cabral. |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Planning and Budgeting**  **Council**—  Marie Butler/Robert Cabral | —One position for EMT was forwarded to the President for immediate replacement of G. Morgan’s FT position. R. Cabral reported that J. Merrill, as a visitor to the meeting asked questions with regard to accreditation pertaining to Business Services procedures as such was not articulated clearly in any documentation. R. Cabral stated that a need for clarity is apparent involving Business Services as both the instructional area (via PEPC) and the Student Services area have been forthcoming with clear data and narrative. R. Cabral reminded the Senate that Budget Forums are to be held this week, Tues., Feb. 23rd from 2 to 4 p.m. in CSSC 101 and Wed., Feb. 24th from 10 a.m. to Noon in JCC 3. C. Dorrance asked that better scheduling be considered as some faculty teach during these time slots. D. Eberhardy explained that R. Duran asked for suggestions as to scheduling and that faculty email him directly. R. Cabral recommended that the Budget Forums be streamed on OCTV for faculty viewing. | Faculty desiring different budget forum times need to email R. Duran directly. |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Program Effectiveness and**  **Planning Committee**—  Robert Cabral | —A few weeks ago PEPC met to revisit the hiring priority list from last year. The Committee opted to refine its goals and in a “blind” vote deemed EMT as OC’s top hiring priority from the instructional area. PEPC further agreed to revisit decision criteria. The Committee did refer to the previous hiring list. The Committee further agreed that it needed to be able to streamline its decision-making process so that it could move more dynamically when required. R. Cabral stated that there has been a good level of participation in the PEPC process so far this Academic Year. L. Kamaila asked if PEPC has been considering the F/T to P/T ratio in making its decisions. R. Cabral explained that the District is committed **not** to fall under penalty of falling below the required FTO, hence the need to immediately hire for any F/T faculty who retire, etc. A. Valle asked that transparency be heightened, in particular with regard to exactly how decisions are being made. She stated that because of time constraints there seems to be inadequate time for representatives to go back to their constituent groups for input thus impinging negatively on shared governance processes and data collection. R. Cabral stated that this was indeed a concern, e.g., how to make the Senate more effective, how to improve processes, and how to eradicate structural deficits. The Senate and its committees need to be more fascile to respond to stringent demands in a timlier way. C. Dorrance noted that if the administration had previously decided it was going to fill the EMT position, why did they have to “pretend” there was a process when in fact it had been predetermined? A. Valle quoted from a State Academic Senate Local Senates Handbook with regard to a caveat in relying on councils such as our Planning & Budgeting Council in decision-making, namely, “Many colleges have found coordinating councils useful, but some cautions are warranted . . . a coordinating council is not the appropriate body to make recommendations to the governing board or designee on academic and professional matters. These issues are appropriately within the purview of the academic senate. Furthermore, care should be taken in placing decision-making authority in the hands of coordinating councils. The strength of participatory governance lies in recommendations being made by those who have the necessary expertise and are most affected by the decision.”  As to the most recent calls for cuts, I. Edwards reported that a few hours ago her dean asked her to cut summer offerings by 50%. She asked how these cuts came about as she had only previously heard of the 3% to 5% cut proposals. She further queried as to whether only OC is being asked to make such drastic cuts to the schedule or if our sister campuses are also being required to take such action. R. Cabral asked E. Endrijonas to field the question. E. Endrijonas stated that such a question should more appropriately be addressed at a budget forum and should be addressed by the VP of Business Services. L. Kamaila stated that only this morning she was informed that no adjunct faculty will be teaching during summer, that full-time faculty will be limited to one class each, and that there will be no extra large classes of any kind. S. Hall stated that such action goes beyond “consolidation” and instead will lock people out of the system giving them nowhere else to go, as our population of students cannot afford to attend expensive private institutions. L. Kamaila noted that from a sociologic point of view, problems in the 18 to 25-year-old bracket resultant from a lack of education will no doubt reappear such as teen pregnancy, etc. She further suggested that the entire campus should be shut down for summer and that to make up for our budget deficit this would save money by furloughing administrative staff, classified staff, and faculty (essentially), as well as reducing building maintenance costs. A. Valle noted that our population of students cannot afford to travel from campus to campus within our District. L. Kamaila stated that cutting classes while simultaneously building new buildings looks absurd to the community and that the Board needs to consider this perception by the public. |  |  | #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 $1,337.31. |  |  | #10 Budget Development |
| **Basic Skills Initiative**—  Jenny Redding | —J. Redding noted that the Writing Center proposal is being streamlined and will not offer services as previously envisioned. She asked people to read the Minutes for the full discussion. She also noted that PDC has funded the Summer Institute and that faculty should complete the Survey recently distributed in order to ensure that offerings are of interest. Finally, she stated that some items are being forwarded to the District Research area as we will be losing our campus Researcher, items such as the validation of our assessment instrument which is overdue. | Faculty should complete Survey re Summer Institute and forward same to J. Redding. |  | #4 Educ. Prog. Development;  #5 Policies regarding student prep. and success |
| **Accreditation Committee**—  Steven Hall | —S. Hall stated a meeting with Standard Co-Chairs has been scheduled for March 4th at 2 p.m. in order to discuss the latest draft Self Study Report. E. Endrijonas stated that J. Merrill has sent out drafts to the Standard Co-Chairs asking relevant questions. It is hoped that a draft for public review will be available by mid-March and that after Spring Break the evidence gathering process can begin. Finally, E. Endrijonas stated that the Accreditation Team will be visiting our campus from October 11 through 14, 2010. | Public review of draft Accreditation Self Study to be done during March. |  | #7: Faculty roles and involvement in accreditation |
| **Technology Committee**—  Linda Kamaila/Bret Black | —L. Kamaila stated there is nothing much more to add to R. Shaw’s previous report except to note that a lot of money is being spent on technology on OC’s campus at the moment and that much of the money is coming from STEM funding. |  |  | #4 Educ. Prog. Development; |
| **Professional Development**  **Committee**—  Shannon Newby | —No report given. C. Milan explained that she had received an email explaining PDC’s most recent actions and PDC asked C. Milan to give the report as a past Committee member. R. Cabral asked that such email be forwarded to him so that he could in turn forward same to Senators for review. | Shannon Newby should appear in person to Senate to give a committee report.  R. Cabral will disseminate PDC email to Senators for their information. |  | #8 Policies for Faculty Prof. Development |
| **Campus Use, Development,**  **and Safety**—  Mary Jones | —M. Jones explained that our laundry list from last meeting had been forwarded to appropriate parties (e.g., campus police, etc.) and that she was relying on us to report back to her if appropriate action is being taken on said requests. R. Fontes raised the issue that at the last CUDS meeting it was announced that EOPS is being moved to the Student Services Building. M. Parker reported that when she brought up the idea that such moving of faculty offices usually involves consultation with the Senate, she was reprimanded by the administrative co-chair of the Committee as R. Smith had stated that counselors are not “regular” faculty and that they therefore are subject to different procedures. A lively discussion ensued and the Senate awaits a further report on this issue in particular. S. Hall asked if EOPS faculty were against the office move, but R. Fontes stated that said faculty had not position as they had not been consulted on the matter. | Feedback with regard to action taken on suggestions given to CUDS should be reported to M. Jones.  Senate awaits report of whether or not CUDS hears of consultation with the Senate involving moving of EOPS offices. |  | #10 Processes for Institu. Planning |
| **Learning Outcomes Team**—  Marlene Dean/Lilia Ruvalcaba | —J. Redding was absent from the last LOT meeting but E. Endrijonas, who also attended the last LOT meeting only briefly, stated that there will be a demonstration of elumens, software designed for tracking and recording SLOs and SLO assessment for the LOT Committee. Elumens also interfaces with CurricuNet. E. Endrijonas stated that assessment cylces need to be developed and that LOT should be the group to offer advice on SLOs. |  |  | #4 Educ. Prog. Development |
| **Curriculum**—  Jenny Redding | — No report was given, but J. Redding noted that the next meeting will occur this Wed., February 24, 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 nominations forms are now available for both F/T and P/T AFT representatives for Oxnard College. |  |  |  |
| **District Committees** | All district committees meet the fourth Thursday of each month. |  |  |  |
| **Consultation Counsel—** Robert Cabral | — No report was given as the next meeting will occur this Friday, February 25th. |  |  | #6 District and College Gov. Structures |
| **DCHR—**Robert Cabral | —No report was given as the next meeting will occur this Thursday, February 24th. |  |  | #6 District and College Gov. Structures |
| **DTRW—**Jenny Redding | — No report was given as the next meeting will occur this Thursday, February 24th. |  |  | #1: Curriculum  #2 Degree & Cert. Requirements |
| **DCSL—**Robert Cabral | — No report was given as the next meeting will occur this Thursday, February 24th. |  |  | #6 District and College Gov. Structures  #10 Processes for Institu. Planning |

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| **Old Business** |  |  |  |  |
| **Senate Elections Forms** | A. Edwards noted only two nominations forms have been received. She encouraged people to turn in forms. S. Hall announced that he will not be running for Senate V.P. M. Parker announced that she will not be running for Treasurer. J. Redding stated that she would be willing to run but that she is going on sabbatical in spring of next year. |  |  |  |
| **New Business** |  |  |  |  |
| **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 as none have yet been received. | Volunteers for ad hoc comm. needed. |  |  |
| **Discussion on SLOs—  J. Redding** | J. Redding asked that the Senate allocate time to adequately discuss plans and proposals to prepare for the discontinuation of the two SLO Coordinator positions. She asked that Senators get input from their constituents to discuss at the next Academic Senate meeting (item to be placed under Old Business entitled LOT/SLOs). E. Endrijonas suggested that the EVP’s office might take over the clerical function undergirding the SLO effort and that LOT could provide the “train the trainer” model such that each department had an “in-house” expert who could field specific questions and concerns. | This item to be placed on the next Senate agenda under Old Business for more thorough discussion. |  |  |
| **Senate By-Laws Update—  R. Cabral** | R. Cabral explained that he had met with L. Kamaila who is drafting a new version of the Senate By-Laws for eventual presentation to the Senate as a whole. L. Kamaila stated that our practice does not align with what is reflected in the By-Laws and that such was not surprising as the last time the By-Laws were updated was in 2001. Discussion of release time was raised. L. Kamaila stated that as release time is being reduced from 2.0 to 1.8 this next year that the .2 could come from discontinuing release time for tech reviewers. J. Redding explained that tech review is being shifted to the department chairs and deans and that no release time is proposed to be offered to tech reviewers starting next fall. She also explained that this topic is on the Curriculum Committee agenda for discussion this coming Wednesday. | First draft of new By-Laws should be presented to the Senate as a whole when ready. |  |  |
| **Hiring Priority List and   Process—  L. Kamaila/M. Butler** | Due to time constraints, this topic was tabled until the next Senate meeting. |  |  |  |
| **For the Good of the Order–****Steve Hall** | R. Cabral noted the following items for Good of the Order:  \*Congratulations to the newly-tenured faculty, 15 for the whole District, and 4 for Oxnard College, namely, T. Bonham, C. Yang, S. Ordonez, and P. Houdeshell;  \*Passage of BP 3503 detailing when animals are allowed on campus, specifically, when approved by the college president as being of educational value or in regard to serving people with disabilities; and  \*Senate office has now received a laptop computer for its use. |  |  |  |
| **Adjournment** | —The meeting adjourned at 4:20 p.m. |  |  |  |

Respectfully submitted,

Jeannette Redding, AS Secretary