**Oxnard College Academic Senate**

**MINUTES**

**Date: April 26, 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 (with proxy having been given to Larry Kennedy, Present) |
| Child Development | *1. Vacant* |
| Counseling | 1. Margarita Corral, Present |
| Dental Hygiene | 1. Margaret Newville, 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  *- - - - - - - - - - - - - -*  *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 2. Linda Kamaila, Present   - - - - - - - - - - - - - -  *1. Pt Vacant*  *2. Pt Vacant* |
| Technology/CRM | 1. *Vacant* |

Non-Voting Faculty: Gloria Guevara, Carolyn Dorrance, Christopher Horrock, Ishita Edwards, Ross Fontes, and Ron McClurkin

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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 2:38 p.m. | |  |  |  |
| **Additions to the Agenda** | R. Cabral asked to add the Big Five Awards under announcements as well as the Academic Senate Committee Calendar for 2010-2011. J. Redding also asked to make an announcement regarding faculty possessions in the LS faculty offices. | |  |  |  |
| **Public Comments/Announcements** | —R. Cabral announced as part of the report out on Action Items that he has yet to create a list of positions impacted by budget cuts but will present such as the next Senate meeting.  —J. Redding announced at the behest of S. Savren that recently papers are being removed from faculty shelves immediately outside faculty offices and that students should be instructed to leave such papers with F. Lewis, administrative assistant present in that building.  —R. Cabral announced that he needs assistance in locating the electronic version of the Big 5 Award Applications. L. Kamaila noted that there is a decided lack of coordination between the Big 5 Awards and the Student Scholarship Awards ceremonies. L. Kennedy, who serves on Oxnard College Foundation’s nominations committee, will carry the Senate’s concerns back to the Foundation. A. Valle asked that an ad hoc committee be formed to address all issues being raised. M. Jones stated that at the recent Student Awards Banquet, there was no representation from Letters and none from Business and that student attendance, particularly students who have received awards, was somewhat low. M. Jones noted that presenters are concerned about this lack of students attending to receive their awards in person. C. Dorrance emphasized that there has been a breakdown of communication and that e-mails from R. Cabral have become ineffective. C. Owens’ request for academic excellence nominees provided only a 24-hour notice to faculty which was obviously not enough time. C. Horrock expressed concern that logistics are falling squarely on C. Owens’ shoulders. L. Kamaila also noted that the ASG currently has no faculty advisor to help keep them informed of issues from the instructional side of the house.  —R. Cabral distributed the Academic Senate Committee meeting calendar for AY 2010-2011. He is forwarding this information to the administration in the hopes that administration will calendar such events so as not to conflict with previously-scheduled participatory governance meetings (e.g., as in the conflict with the upcoming budget forums and the PEPC meeting scheduled for next Tuesday). C. Dorrance noted that in spite of advance requests to consider changing budget forum times that the scheduled budget forums for next week are occurring in exactly the same time/date slots as last time.  —M. Parker and R. Cabral reported out on their attendance at the State Academic Senate Spring Plenary session. M. Parker distributed a written summary of Plenary highlights focusing on the potential shift in the statewide mission of the California community colleges, namely to offer bachlaureatte degrees and high school diplomas while moving transitional studies courses to the high school level. Further, the minimum qualifications for CTE instructors were a hot topic at the state level. R. Cabral stated that there was no discussion whatsoever of SLOs at the state level and no breakouts on that topic either. As to how campuses are handling the budget situation varies from campus to campus and a new phrase was coined at the Plenary, e.g., “Shared sacrifice.” At a breakout led by L.A. Community College District, it was noted that full-time faculty and full-time administrators have not lost the same proportion of positions at classified staff or part-time faculty. R. Cabral stated that various furlough scenarios were being considered by other districts. S. Hall questioned the need to consider such scenarios in light of the over $21 million reserve in the General Fund alone in our District and emphasized that the Ventura County Community College District is in a more financially robust situation than many other districts. | | R. Cabral to create a document reflecting losses in all areas: academic, classified staff, and administration.  An Ad Hoc Committee needs to be formed at the next Senate meeting to address concerns regarding lack of coordination between the student awards and the Big 5 Awards, etc. as well as improving communication of logistics (e.g., identifying award candidates) and time/place of said events. |  |  |
| **Reading and Approval of Minutes** | M. Parker (1st); C. Milan (2nd). The Minutes were approved with minor corrections. | |  |  |  |
| **Impact of Budget Cuts** |  | |  |  |  |
| **DCAS** | —No report given as the next meeting is scheduled for May 20th. | |  |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Planning and Budgeting**  **Council**—  Marie Butler/Robert Cabral | —R. Cabral reported out that PBC used its last meeting to “preview” the PowerPoint for the upcoming budget forums. In addition, a second May meeting was calendared in order to receive budget recommendation input from the Student Services and Business Administration sectors. Also, the faculty representatives on PBC requested that faculty be involved in any summer decision-making that might occur. Although the administrative co-chair of PBC stated that no such meetings would be necessary as anything over the 5% cuts currently being vetted would be covered by the District reserve funds, R. Cabral asked that faculty interested in being “on call” during the summer forward him willingness to serve and dates available along with blocked out dates so that a ready list for faculty representation can be available should any such budget meeting be necessary. M. Butler also noted that six classified faculty positions had been cut. A. Valle stressed that although for instruction the PEPC process is occurring with thoroughness and regularity, no such correlative process is being conducted for either Student Services or for Business Administrative Services. PBC therefore recommended that both Student Services and Business Administrative Services review “core” as applied to their areas before submitting resource allocation requests to PBC. R. Cabral noted that because no such parallel PEPC processes are occurring, the decision-making process overall is being slowed. J. Redding recommended the Senate consider reinserting language from the 2006 *Collegial Consultation and Decision-Making* document wherein student services and business administrative services are brought into the PEPC review process. On a tangential issue, R. Cabral asked for guidance from the Senate to be given to the Exec. Team with regard to closer communication and strategizing with other constituent groups, e.g., Classified Senate, ASG, Categoricals, etc. | | Faculty interested in being “on call” during the summer months for any potential “budget” decision-making meeting forward such willingness to so serve along with their summer schedules to R. Cabral. |  | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| **Program Effectiveness and**  **Planning Committee**—  Robert Cabral | —No report was 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 $1,972.31. | |  |  | #10 Budget Development |
| **Transitional Studies Advisory  Committee**—  Jenny Redding | —J. Redding announced that the Summer Institute has been set for Monday, May 24 and Tuesday, May 25th and that applications are available at the MyVCCCD portal. She also noted from the April 19th Minutes that creation of the Writing Center is being monitored closely by the Committee. Also of great concern to the Committee are the reduction and/or elimination of the “research” element at both the campus level (with C. Inouye being moved to a dean position over Mathematics, etc.) and with the complete elimination of the District Researcher position. J. Redding noted the Committee’s concern in not being able to adequately evaluate the impact of its intervention strategies if no data is forthcoming. | |  |  | #4 Educ. Prog. Development;  #5 Policies regarding student prep. and success |
| **Accreditation Committee**—  Steven Hall | —S. Hall stated that J. Merrill has distributed feedback from the campus community’s initial review to Standard Co-Chairs for integration into a second draft to be completed by May 1, 2010. L. Kamaila noted that thus far there has been insufficient time for review given to faculty and that such feedback will come forward albeit ***after*** the supposed deadline has passed. S. Hall asked about the lack of Standard IVB and asked how review could occur if no draft for this standard has yet been submitted. J. Redding asked that R. Cabral take this issue to the Board at its next meeting. L. Kamaila asked who faculty co-chair was for the Accreditation Committee. It was discovered that no one knew who is currently serving in this position. J. Redding asked that R. Cabral bring a list of all key Standard co-chairs as well as the identification of the faculty co-chair to the Senate at its next meeting for perusal by the body. | | R. Cabral to bring list of key Accreditation Self-Study participants, namely, Standard Co-Chairs as well as Faculty Co-Chair of Accreditation Committee. |  | #7: Faculty roles and involvement in accreditation |
| **Technology Committee**—  Linda Kamaila | —L. Kamaila stated that the Technology Committee will not be meeting this month but noted that email glitches with D2L are occurring on a regular basis. G. Guevara stated that D2L is not user-friendly and that its glitches and malfunctioning are affecting retention rates as well as SLO data. C. Milan stated that she, too, is losing students due to D2L’s lack of functionality. I. Edwards also observed that D2L is laborious and asked if there were any plans to survey both students and faculty with regard to the platform. R. Cabral will take this question regarding a survey to the EVP. L. Kamaila asked that faculty email her with regard to complaints about D2L so that she can present these emails at the next Technology Committee meeting. | | R. Cabral at behest of Senate to request survey on D2L from students as well as faculty.  L. Kamaila asked faculty to email her with regard to D2L complaints.  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 | —C. Horrock noted that travel fund requests for summer are due by May 11. C. Horrock also observed that faculty may only receive professional development funding once a year and that first-time travellers will be given special consideration. Funding for attendance at flex day events also appears not to be forthcoming (same as last year). | | Faculty should file PDC requests for Summer Travel by May 11, 2010. |  | #8 Policies for Faculty Prof. Development |
| **Campus Use, Development,**  **and Safety**—  Mary Jones | —M. Jones reported that beginning in fall, two cadets will function as “no smoking enforcers.” Cameras around campus are working well with the grafitti vandal having been caught along with those who run the stop sign near the Child Development facility. | |  |  | #10 Processes for Institu. Planning |
| **Learning Outcomes Team**—  Marlene Dean/Lilia Ruvalcaba | —L. Kamaila stated that she and G. Guevara attended the last LOT meeting. L. Kamaila observed that the LOT procedures appear to be “in flux” at this time but that each course should be on a two-year assessement cycle. She further noted that with the *eLumen* software that individual student data is indeed accessible to some *eLumen* users and that FERPA concerns are indeed an issue. Using SLO data, cohorts of students can be tracked down to how a particular individual performed on a given SLO. G. Guevara stated that such SLO performance could even trigger referral to support entities such as The Writing Center. An *eLumen* training is now scheduled for Friday, May 7th, with a general overview/ training being given from 10 a.m. to Noon, and a more specific one-on-one session with specific questions occurring in the afternoon. G. Guevara reminded faculty that SLO reports are due on May 15th (for inclusion in the Accreditation Self Study Report) or on Sept. 15th at the very latest. L. Kamaila also raised the issue of the completion of SLO input into *eLumen* being a faculty evaluation issue. | | Sept. 15th is the deadline to submit Course SLO Reports, although LOT requests such be submitted by May 15th for inclusion in the Accreditation Self Study Report.  May 7th an *eLumen* training is scheduled to occur and is open to all faculty. |  | #4 Educ. Prog. Development |
| **Curriculum**—  Jenny Redding | —J. Redding stated that processing of curriculum continues and that the next meeting is on Wednesday. She further noted that there is a decided lack of curriculum to be processed at this upcoming meeting and expressed concern that such is the case. | |  |  | #1: Curriculum |
| **AFT Report—**  Mary Jones | —S. Hall reported out that he has been elected and takes office on June 1st. His board consists of both experienced faculty and “new” faces. The Board is now in the process of reviewing the District’s finalized “first proposal” as it was only recently received. In response to the attempt by the District to convert certain faculty positions to managerial positions, AFT has 20 days to respond and will first meet with affected faculty members. M. Jones also asked faculty to forward part-time faculty names for the P/T AFT faculty position as G. Villalpando is stepping down. The representative would have to be available one Friday per month. | | M. Jones asked that faculty forward part-time faculty names interested in being P/T AFT representative. |  |  |
| **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 | —The DCHR minutes (plus attachments) were distributed for perusal by the body. Extensive discussion occurred on the proposed Code of Ethics. L. Kamaila noted that on bullet three, “Employees of the District will use appropriate channels of communication within the District,” that such channels have never been clearly defined. A. Valle noted that on bullet two, “Employees of the District will abide by the District’s policies and procedures,” that such policies and procedures are not communicated widely or effectively and that she therefore questions how employees could be expected to abide by such. As to bullet six, “Employees of the District will avoid conduct which is or appears to be in violation of the public trust,” L. Kamaila objected on the ground that such “appearance” of behavior could easily be misinterpreted and is also ill-defined. A. Valle stated that such a requirement would violate First Amendment rights. J. Redding asked that this item be brought back at the next Senate meeting for a vote and that R. Cabral take the results of said vote to the next DCHR meeting. | | Re-agendize this item under action items and take a vote at the next Senate meeting. Results of said vote should be taken to the next DCHR meeting. |  | #6 District and College Gov. Structures |
| **DTRW—**Jenny Redding | — J. Redding stated that curriculum was processed and commentary brought back to course authors. | |  |  | #1: Curriculum  #2 Degree & Cert. Requirements |
| **DCSL—**Robert Cabral | — R. Cabral distributed a packet of APs for review by the Senate and requested that comments and input be forwarded to him by the end of this week, e.g., Friday, April 30th. | | R. Cabral requested faculty input on packet of APs be forwarded to him by Fri., April 30th. |  | #6 District and College Gov. Structures  #10 Processes for Institu. Planning |
| **Old Business** |  |  | |  |  |
| **Senate By-Laws Update** | No report was given. |  | |  |  |
| **OC Participatory Governance   Manual – R. Cabral** | Five main concerns were raised by the Ad Hoc Committee, according to R. Cabral, namely: (1) the need to remove the 2-year membership limitation on committees; (2) the need to retain the term “Council” for PBC; (3) the need to change faculty membership on PBC to “nine” instead of “six” in order to maintain the proper faculty ratio; (4) the fact that there is no description of the LOT committee currently included in the draft; and (5) the need to re-insert original wording from the 2006 *Collegial Consultation* document into description of PEPC in order to include student services and business administrative services in program review. R. Cabral will take these concerns to R. Duran at his next meeting with the College President as well as  forwarding said edits to current committee co-chairs/chairs for their review. |  | |  |  |
| **New Business** |  |  | |  |  |
| **Faculty Awards – R. Cabral** | This item was previously discussed under Announcements, above. |  | |  |  |
| **Senate Reassign Time  – R. Cabral** | R. Cabral noted the reassign time specified in the current Senate By-Laws and wrote this information on the whiteboard and stated that at the next meeting the Senate will discuss the matter and take action. | Place this item under Action Items to be voted upon at the next Senate meeting. | |  |  |
| **Senate Election Results –   R. Cabral** | R. Cabral read the Senate election results to the body. Congratulations were given to those who will serve on next year’s Exec. Team. |  | |  |  |
| **For the Good of the Order–****Steve Hall** | No report given. |  | |  |  |
| **Adjournment** | —The meeting adjourned at 4:25 p.m. |  | |  |  |

Respectfully submitted,

Jeannette Redding, AS Secretary