

**Oxnard College Academic Senate  
MINUTES  
Date: January 24, 2011**

Members present and absent:

<b>Academic Senate Executive Board</b>	
Robert Cabral, President	Present
Linda Kamaila, Vice President	Present
Hussein Fahs, Treasurer	Present
Josepha Baca, Secretary	Present

<b>Department</b>	<b>Senators</b>
Addictive Disorders Studies	<i>1. Vacant</i>
Business/CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	<i>1. Vacant</i>
Counseling	1. Ralph Smith, Present
Dental Programs	1. Richard Enriquez, Present
Fine Arts	<i>1. Vacant</i>
Fire Programs/T.V.	1. Paul Houdeshell, Absent
Letters	1. Jim Merrill, Present 2. Lynn Fauth, Present 3. Elissa Caruth, Absent ----- <i>1 Pt Vacant</i> <i>2. Pt Vacant</i>
Library	1. Absent
Math	1. Catalina Yang, Absent 2. <i>Vacant</i> ----- 1. Bill Greason, Present
Part-Time Faculty Rep. at-Large	1. <i>Vacant</i>
Performing Arts	<i>1. Vacant</i>

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Physical Education/Health	1. Ron McClurkin, Absent
Natural Sciences	1. James Harber, Present 2. Chris Mainzer, Present ----- 2. <i>Pt Vacant</i>
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. ----- 1. <i>Pt Vacant</i> 2. <i>Pt Vacant</i>
Technology/CRM	1. Andrew Cawelti, Absent

Non-Voting Faculty: Gloria Lopez, and Carolyn Dorrance.  
Guest: Erika Endrijonas

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline/ Assigned to:</b>	<b>Under 10+1 (if applicable)</b>
<b>Call to Order</b>	Academic Senate (AS) President Robert Cabral called the meeting to order at 2:36 p.m.			
<b>Additions to the Agenda</b>	R. Cabral asked for additions to the agenda: K.Engelsen requested an Early Alert discussion.			

	<p>R. Cabral added under New Business an item for the Academic Senate nomination draft timeline. A.M. Valle request time to discuss lending library/book cost for students. Agenda Accepted by 1) Chris Mainzer, Second A.M. Valle. No opposed. No abstention.</p>			
<p><b>Public Comments/Announcements</b></p>	<p>—L. Orange attended a conference in San Francisco and discussed the state of higher education in the area of LD/EAC with Paul Grossman. Issues to be concerned with are accommodation (institutions being sued) &amp; confidentiality. Provided group state chancellor fact sheet:</p> <ul style="list-style-type: none"> <li>• Distributed the document titled “Disabled Student Program and Services Ventura County Community College District Mandated Services.”</li> <li>• Reminded the Senate that there is legal liability with regard to ensuring accommodations for student who self identify as</li> </ul>			

needing LD/EAC services.

- Faculty members are responsible for ensuring these accommodations are made available to students.
- Suggestion to include a EAC clause indicating the availability of services through EAC. Proposed EAC statement will be provided at next senate meeting by L. Orange.
- Students must self identify as needing accommodations.

—K. Engelsen provided information on Early Alert Program being promoted by the District Committee on Student Learning (DCSL). Currently, DCSL is attempting to gather data on the Early Alert Program. K. Engelsen request that faculty use Early Alert to help assess any the program.

- Provided a flyer “The Benefits of Early Alerts on a

Community College Campus:  
Taking Student Success to a  
New Level.”

- Will be surveying Early Alert users on 1) how easy was early alert to use 2) what impact did it have on student who were identified with Early Alert.
- A letter is sent to students who have been identified with Early Alert.
- The letter was updated recently.
- A.M. Valle added that the Counseling faculty have reviewed and provided input into the general letter used by Early Alert.
- The senate brought up several concerns regarding Early Alert; 1) Timing is a problem “Early” is usually too early 2) The letter used previously caused concern

among faculty and students.  
The letter seemed to stigmatize student sent the letter.

—A.M. Valle reminded the Senate that the costs of books are becoming prohibitive for students. A.M. Valle suggest look at best practice at other campus. A.M. Valle discussed the possibility of creating a loan library where students can loan books to students.

- Additional discussion regarding electronic book options was suggested.
- A.M. Valle highlighted three possible solutions by the senate; electronic book, readers and lending library/bookstore.

<p><b>Senate Action Items</b></p>	<p>— December 6, 2010 meeting minutes: The Minutes were accepted (1<sup>st</sup> J. Merrill; 2<sup>nd</sup> L. Kamaila). — Academic Senate Secretary Position (Jenny Redding resigned due to her sabbatical): — R. Cabral: No nominations received in fall. Section Six of Academic Senate Bylaws states that if there is vacancy in the Senate Executive Board a replacement can be nominated and appointed with 2/3 vote. Motion to nominate Josepha Baca for Academic Senate Secretary until the end of the 2010-2011 academic year (1<sup>st</sup> R. Cabral; 2<sup>nd</sup> L. Kamialla, abstain: D. Eberhardy)</p>			
<p><b>IMPACT OF BUDGET CUTS</b></p>				
<p><b>DCAS</b></p>	<p>— A single page handout for the preliminary FY11 budget and cost projection was provided to the group. A 400 million dollar cut to the CCC system is expected. This translates to the district as a 6.5</p>			<p>#6 District and College Gov. Structures #10 Processes for</p>

	<p>million dollar reduction in revenue. In addition a 2.8 million dollar growth in revenue FY11 is expected. The total deficit anticipated is 3.7 million.</p>			<p>Institu. Planning</p>
<p><b>Planning and Budgeting Council—</b> Marie Butler/Robert Cabral</p>	<ul style="list-style-type: none"> <li>— R. Cabal indicated that at the last PBC meeting, J. Alamin, announced he is requiring departments to prepare for a 3.7 % budget reduction for 2011/2012. DAC is preparing for a 5% reduction. Anything beyond 5% will be filled by the district reserve. A 4.5 million dollar revenue shortfall is available to carry over to next year FY11. Budget Forums will be held soon. Mission Statement was finalized. The Academic Senate was only group who provided input.</li> <li>— J. Merrill: many of the cost for the campus are fixed. Therefore disproportionately the hourly instruction feels the cuts.</li> <li>— A.M. Valle: take into account those faculty members on Sabbatical (release time) and the need to ensure that we maintain programs even if faculty are on</li> </ul>			<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>

	<p>Sabbatical and cannot advocate for their program.</p> <ul style="list-style-type: none"> <li>— R. Cabral reminded the group that the budget reduction is making it more difficult hand backfill cost.</li> <li>— E. Endrijonas: backfield funds are provided, but often the people who get hire to backfill are a higher cost. The result is a net reduction.</li> </ul>			
<p><b>Program Effectiveness and Planning Committee—</b> Robert Cabral</p>	<ul style="list-style-type: none"> <li>— Standardized Resource Request Form is being presented to PBC used to ask for additional dollars when doing a program request forms.</li> </ul>			<p>#4 Educ. Prog. Development; #9 Program Review</p>
<p><b>Individual Departmental Reports—</b></p>	<ul style="list-style-type: none"> <li>—No reports given.</li> </ul>			
<p><b>PARTICIPATORY GOVERNANCE COMMITTEE REPORTS</b></p>				
<p><b>Campus Use, Development, and Safety—</b> Mary Jones</p>	<ul style="list-style-type: none"> <li>—No reports given.</li> </ul>			<p>#10 Processes for Institu. Planning</p>
<p><b>Curriculum—</b>Jim Merrill</p>	<ul style="list-style-type: none"> <li>—No reports given.</li> </ul>			<p>#1:</p>

				Curriculum
<b>Learning Outcomes Team—</b> L. Kamaila	— The only contact with LOT is through your department representative. Each department must identify a process for making sure SLO are complete. Program SLO must be done this semester (GE, Program). Program SLO ask what do you expect your program to accomplish/teach after two years. Program SLO's will be discussed at the next Academic Senate meeting for further discussion. Next LOT meeting is the second Tuesday in February.			#4 Educ. Prog. Development
<b>Professional Development Committee—</b> Robert Cabral	— Next Meeting February 10. February 8 is deadline for funding application.			#8 Policies for Faculty Prof. Development
<b>Technology Committee—</b> Linda Kamaila	— Lunchtime training session dealing with different technical issues will be starting soon. Training announcements will be delivered through Academic Senate. Starting in February think pads (similar to laptops) will begin to replace computers in the student computer			#4 Educ. Prog. Development

	<p>labs. The district server will also be providing a virtual desktop. The technology will roll out 1) faculty 2) Staff 3) labs. Several resources are available to faculty such as merlow.org (two million online textbooks) and JStor.</p>			
<p><b>Standing Committee Reports</b></p>				
<p><b>Accreditation Committee—</b> Jim Merrill</p>	<p>— Committee met first week of January. R.Cabral could not attend. E. Endrijonas provided an oral report. A senate designee is needed to attend the Accreditation Committee. This is an advisory group. The committee is currently reviewing a sample-planning matrix to plan for accreditation. It is known that the Accreditation Board has seven recommendations for the campus. The visiting team had provided a verbal report in a positive tone (October); the draft of the report had a more negative tone. There is a high likelihood of sanctions. However, the campus is ready and able to address all issues included in the draft. The</p>			<p>#7: Faculty roles and involvement in accreditation</p>

	<p>accreditation report is expected in a week or two. It is a public document that will be made available to the campus. Through the consent of the Senate. A.M. Valle will serve as Academic Senate representative at the Accreditation Committee.</p>			
<p><b>Transitional Studies Advisory Committee</b>— Mark Bates</p>	<p>— M. Bates (Math Faculty) provided an overview of services and mission of Transition Studies Advisory Committee. The goal of the committee is to look at how to enhance basic skills in Math and English ESL. Also look at orientation and assessment testing. The goal is for students to be ready to transfer. Darla Copper helped the committee brainstorm on how to gather data to see how to best serve students in the basic skills area for affective academic progress. Success academy, tutoring, writing center. A grant funds many of the goals for this committee. Funding is used for positions in Math and English, tutoring and other sustainable programs throughout the campus.</p>			<p>#4 Educ. Prog. Development; #5 Policies regarding student prep. and success</p>

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	<p>Outreach discussion was brought up by G. Lopez brought forward a discussion about the impact of this committee on outreach. Next Meeting February 10, 2011 at 2:30.</p>			
<p><b>AFT Report</b>—Mary Jones</p>	<p>—No report was given.</p>			
<p><b>Distance Education Report</b>—C. Mainzer</p> <p><b>Sabbatical Committee-</b> Chris Horrock</p>	<p>— Meeting early February- No report given.</p> <p>— C. Horrock: The VCCCD Board of Trustee approved twelve Sabbaticals and two alternates district-wide. Five are from Oxnard College. HR found that a clerical issue occurred in the Sabbatical Selection Process. Two of the alternates put forward for Sabbatical had their names switched. Documents certifying the sabbatical process had already been printed VCCCD Trustee Board approved. Therefore a grievance is now ongoing to resolve the situation. R. Cabral added District HR made the</p>			

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	decision to allow this problem to be worked out through the grievance process.			
<b>Student Success Committee—</b> Linda Kamaila	— Has not met this semester-No report was given.			
<b>Transitional Studies Committee</b>	— M. Bates –see Transitional Studies Advisory Committee.			
<b>Treasurer’s Report—</b> Hussein Fahs	— H. Fahs reported that the balance for the Senate is \$814.07.			#10 Budget Development

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<b>DISTRICT COMMITTEES</b>	<i>All district committees meet the fourth Thursday of each month.</i>			
<b>Consultation Council</b> —Robert Cabral	— No report was given.			#6 District and College Gov. Structures
<b>DCHR</b> —Robert Cabral	—No report was given.			#6 District and College Gov. Structures
<b>DCSL</b> —Robert Cabral	—No report was given.			#6 District and College Gov. Structures #10 Processes for Institu. Planning
<b>DTRW</b>	—No report was given.			#1: Curriculum #2 Degree & Cert. Requirements
<b>Old Business</b>	None			
<b>New Business</b>	— The Academic Senate Elections			

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	<p>for 2011/2012 must be started according to Senate Bylaws. It was decided that Amy London will chair the Academic Senate Elections Committee. A final timeline for elections process will be an action item for approval at 2/14 meeting.</p> <ul style="list-style-type: none"> <li>— Committee starts on February 14, 2011 Terminates April 5, 2011.</li> <li>— Chris Mainzer will participate in the committee</li> </ul>			
<p><b>Adjournment</b></p>	<p>—The meeting adjourned at 4:00 p.m.</p>			

Respectfully submitted,  
 Josepha Baca, AS Secretary