

**Oxnard College Academic Senate  
MINUTES  
Date: February 14, 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	1. <i>Vacant</i>
Business/CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	1. <i>Vacant</i>
Counseling	1. Ralph Smith, Absent
Dental Programs	1. Richard Enriquez, Absent
Fine Arts	1. <i>Vacant</i>
Fire Programs/T.V.	1. Paul Houdeshell, Absent
Letters	1. Jim Merrill, Present 2. Lynn Fauth, Absent 3. Elissa Caruth, Present ----- 1. <i>Pt Vacant</i> 2. <i>Pt Vacant</i>
Library	1. Absent
Math	1. Catalina Yang, Present 2. <i>Vacant</i> ----- 1. Bill Greason, Present
Part-Time Faculty Rep. at-Large	1. <i>Vacant</i>
Performing Arts	1. <i>Vacant</i>

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Physical Education/Health	1. Ron McClurkin, Present
Natural Sciences	1. James Harber, Absent 2. Chris Mainzer, Present ----- 1. Vicki Thon, Absent 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, Present

Non-Voting Faculty: Gloria Lopez, Carolyn Dorance, Richard Williams and Monica Valencia,  
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 2:35 p.m.			
<b>Additions to the Agenda</b>	R. Cabral asked for additions to the agenda:			

	None heard			
<p><b>Public Comments/Announcements</b></p>	<p>R. Cabral Announcements:</p> <ul style="list-style-type: none"> <li>— Additional handouts pertaining to previous meeting made available to group. Included are flyers with suggested language for DSPS services and a flyer for TMZ workshop webinars.</li> <li>— James Harbor and Christina Tafoya were awarded tenure.</li> <li>— S. Hall will be at the next senate session to review the faculty evaluation process.</li> <li>— Dave Crocker (Fire Academy) will now be attending senate meetings as a representative.</li> <li>— R. Cabral will be taking family leave starting 3/21/2011 to first week of April. A member of the executive board will represent R. Cabral at all DAC and/or Participatory Governance Committee meetings.</li> <li>— H. Fahs is also expecting a child May 8, 2011.</li> </ul> <p>R. Duran Announcements:</p> <ol style="list-style-type: none"> <li>1) An all campus email was sent to college faculty, staff</li> </ol>			

and students to invite campus community to budget and Accreditation information forums. Two forums will be held on Feb. 23, 2-4 in CSSC-101 and Feb. 24, 9-11 in JCC-3B. Included in the email was the Accreditation report. This information was also available via the campus portal.

- 2) 2B of the Accreditation Report stated that OC is not meeting several required standards. The TQM process will be implemented to make improvements.
- 3) The district has asked for three budgets at 3%, 5%, and 7% budget cuts. Currently, the state has a 27 billion dollar deficit. At 5% OC will be cutting 1.2 million dollars; at 7% OC will be cutting almost 2 million dollars. The administrations goal is to protect the schedule of classes, but it will be difficult with the budget cuts expected next fiscal year.

Question: Six new faculty positions had been advertised and now there is only one. Is this a savings? Answer: This reduction is a result of the new Faculty Obligation Number (FON) calculation. It was not necessary to have this number of faculty.

Comments:

- L Kamilla said we need faculty involvement in the process to show learning outcomes and campus involvement is active on the OC campus. Faculty members need to be integrated into the Accreditation Process.
- A.M. Valle: The Accreditation Team needed all the information to be pulled together to communicate to them the work being done.
- R.Cabral: The process has already started by E. Endrijonas and R. Duran.

	<p>One issue discussed is the need to include accreditation on all the agendas in any shared governance meetings.</p> <p>4) The grand opening of the Performing Arts Center will be held April 15, 2011 at 5:30. It will be a presentation and performance. Currently, the college is in negotiation with a music group. Seats for the event will be distributed in the following way: 100 district and community leaders; 100 classified; 100 students; 100 full timers. A lottery system will be used to distribute the remaining tickets.</p> <p>Question: Can we include part time faculty in the distribution of tickets? Answer: R. Cabral on behalf of Academic Senate could make a recommendation to include part time faculty.</p> <p>5) Summer school will start June 16, 2011 and be a light class schedule. The bookstore</p>			
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	and cafeteria/dining hall have reduced hours in the summer.			
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<p><b>Senate Action Items</b></p>	<ul style="list-style-type: none"> <li>— Motion to approve the January 24, 2011 minutes. Corrections: Make changes to include 1) Elissa Caruth-present 2) Catalina Yang was absent 3) Gloria Guerrero is Gloria Lopez, Erika Endrijonas will now be listed as a guest instead of non-voting faculty. The Minutes were accepted (1<sup>st</sup> Ana Maria Valle; 2<sup>nd</sup> C. Mainzer).</li>   <li>— Motion to accept the timeline for AS elections. (1<sup>st</sup> Chris Mainzer; 2<sup>nd</sup> by Mary Jones). Motion that a third person be included on the committee. Motion accepted-all in favor. No opposed. No abstention.</li>   <li>— Motion to Approve the Agenda Accepted by (1<sup>st</sup> Ana Maria Valle; 2<sup>nd</sup> C. Mainzer). Motion second and carried. No opposed. No abstention.</li> </ul>			
<p><b>IMPACT OF BUDGET CUTS</b></p>				
<p><b>DCAS</b></p>	<ul style="list-style-type: none"> <li>— Next session February 17, no report</li> </ul>			<p>#6 District and College</p>

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				Gov. Structures #10 Processes for Institu. Planning
<b>Planning and Budgeting Council—</b> Ana Maria Valle/Robert Cabral	R. Cabral: — The next meeting will be February 16, 2011. The council will discuss the planning budget model, accreditation issues, CQI and review a new Resource Request Form.			#6 District and College Gov. Structures #10 Processes for Institu. Planning
<b>Program Effectiveness and Planning Committee—</b> Robert Cabral	R. Cabral: — The next meeting will be February 22, 2011. The committee will discuss the Resource Request Form, 3-5 year program review and finalize the PEPR reports.			#4 Educ. Prog. Development; #9 Program Review
<b>Individual Departmental Reports—</b>	—No reports were given.			

<p><b>PARTICIPATORY GOVERNANCE COMMITTEE REPORTS</b></p>				
<p><b>Campus Use, Development, and Safety—</b> Mary Jones</p>	<p>M. Jones:                      — Per a presentation by W. Deits the library expansion is proceeding on time.                      — The committee discussed the parking fees for guest. It has been decided any department holding a special function will be responsible for the parking fees for guest.                      — A crises team (intervention team) has been put together. This group will help train faculty on how to handle disruptive students and/or emergencies. Contact campus police if there are strange/alerting behavior by students.</p>			<p>#10 Processes for Institu. Planning</p>
<p><b>Curriculum—</b>Jim Merrill</p>	<p>J. Merrill:                      — Three AA degrees in Sociology, Psychology and Communication were approved.                      M. Butler:                      — Serves on statewide committee for Sociology. She works with Michelle Paladdi (Academic Senate Liaison). M. Butler has</p>			<p>#1: Curriculum</p>

	<p>spent two years on this project and has extensive training on this area of curriculum.</p>			
<p><b>Learning Outcomes Team—</b> L. Kamaila</p>	<p>L. Kamaila: — The program SLO’s will be done this semester. A SLO rubric has been distributed to assist in completing this task. — E. Endrijonas and L. Kamaila are available to help. They will also be holding a training workshop to help in completing program SLO.</p>			<p>#4 Educ. Prog. Development</p>
<p><b>Professional Development Committee—</b>Robert Cabral</p>	<p>C. Yang: — The last meeting was a very long meeting because the committee was trying to fit 33K of request into a 17K budget. R. Cabral: — In the future the committee will be creating a decision rubric or matrix to help the committee make funding decisions. Currently, the committee is using an equity campaign to give everyone some portion of funding. — The decisions were made by giving priority to applicants who were presenting a paper</p>			<p>#8 Policies for Faculty Prof. Development</p>

	<p>and/or providing a significant contribution to the conference. After this was done, the committee used a funding framework.</p> <ul style="list-style-type: none"> <li>— The committee is starting to take request and/or suggestions for fall flex activities.</li> </ul>			
<p><b>Technology Committee—</b> Linda Kamaila</p>	<p>No Report – Meeting to held this week.</p>			<p>#4 Educ. Prog. Development</p>
<p><b>Standing Committee Reports</b></p>				
<p><b>Accreditation Committee—</b> Ann Maria Valle</p>	<p>J. Merrill:</p> <ul style="list-style-type: none"> <li>— Announced that B. King-Rushing made a SharePoint presentation for how it will be integrated in preparing for the 2016 Accreditation report. C. Herrera gave a presentation for the Continuous Quality Improvement (CQI) agenda.</li> </ul> <p>A. M. Valle:</p> <ul style="list-style-type: none"> <li>— Welcomed anyone to email her if there are any recommendations for the</li> </ul>			<p>#7: Faculty roles and involvement in Accreditation</p>

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	<p>committee. — Next meeting March 11, 2011</p>			
<p><b>Transitional Studies Advisory Committee—</b> Mark Bates</p>	<p>—No report was given.</p>			<p>#4 Educ. Prog. Development; #5 Policies regarding student prep. and success</p>
<p><b>AFT Report—</b>Mary Jones</p>	<p>M. Jones: — Newsletter distributed.</p>			
<p><b>Distance Education Report—</b>C. Mainzer</p>	<p>C. Mainzer: — The Technology committee has been holding High Tea Outreach Events. The first event was focused on the Early Alert Program. The second event is going to be discussing EAC requirements for online courses. The third event will be discussing the use of web streaming in classes.</p>			
<p><b>Sabbatical Committee-</b></p>	<p>—No report was given.</p>			
<p><b>Student Success Committee—</b> Linda Kamaila</p>	<p>L. Kamaila: — The instructions for the Early Alert Program have been sent</p>			

	<p>out. The meeting revealed many faculty members are not utilizing the Early Alert Program.</p> <p>— A report from L. Hopper provided an overview of the State Report Card comparing OC and other CC with similar demographic profiles.</p>			
<p><b>Transitional Studies Committee</b></p>	<p>J. Merrill:</p> <p>— D. Cooper attended the committee meeting to look at research opportunities.</p> <p>— The summer institute is coming summer 2011. Hourly pay will be provided for 30+ hours.</p>			
<p><b>Treasurer’s Report—</b> Hussein Fahs</p>	<p>— Reported that the balance for the Senate is \$814.07.</p>			<p>#10 Budget Development</p>

<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>	E. Endrijonas: — Reported Chemistry/Physics are completed and signed off for approval.			

<p><b>New Business</b></p>	<p>R. Cabral:          — The nomination forms will be reviewed for the big six awards.</p> <p>L. Kamaila:          — For all job applications the only way to have letters of recommendations read by interview committees is to have all letters scanned. Doing this will create an electronic file that can be forwarded to the hiring committee.</p>			
<p><b>Adjournment</b></p>	<p>—The meeting adjourned at 4:06 p.m.</p>			