

# Oxnard College Academic Senate

## MINUTES

**Date: April 9, 2012**

Members present and absent:

<b>Academic Senate Executive Board</b>	
Robert Cabral, President	Present
Linda Kamaila, Vice President	Present
Diane Eberhardy, Treasurer	Present
Amy Edwards, Secretary	Present
<b>Department</b>	<b>Senators</b>
Addictive Disorders Studies	1. Vacant
Business/CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	1. Vacant
Counseling	1. Ralph Smith, Absent
Dental Programs	1. Vacant
Fine Arts	1. Vacant
Fire Programs/T.V.	1. Vacant
Letters	1. Teresa Bonham, Present 2. Lynn Fauth, Absent 3. Cecilia Milan, Present ----- 1 Pt Vacant 2. Pt Vacant
Library	1. Tom Stough, Present
Math	1. Cat Yang, Present 2. Maria Parker, Present ----- 1 Bill Greason, Absent
Part-Time Faculty Rep. at-Large	1. Vacant
Performing Arts	1. Vacant
Physical Education/Health	1. L. Ron McClurkin, Absent
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Absent ----- 1 Pt Vacant

	2. Pt Vacant
Student Support Services (EAC, Health Center)	1. Della Newlow, Present
Social Sciences	1. Ana Maria Valle, Present
Technology/CRM	1. Marie Butler, Absent 2. Gloria Guevara, Present ----- 1. Pt. Vacant
AFT Vice-President	1. Vacant
	1. Jenny Redding, Present

Non-Voting Faculty: Mary Jones, Jim Merrill, & Gloria Lopez

Guests: Erika Endrijonas

**I. Called to Order: by R. Cabral at 2:35pm**

**II. Public Comments**

**A. Mary Jones**

- i. First she reported out for CUDS since Senate does not have a regular representative from CUDS. She reports that she fought the 30-minute parking that has officially taken effect. She reminds the Senate that if faculty has concerns, they can email Mary at any time. Further, our current Lieutenant is going to Ventura College and Lieutenant Romero will be returning to our campus. Finally, she reminds the Senate that she is looking for a graduation speaker. Please send her names of students.
- ii. She then spoke about the Health Center Bill which she is very concerned about. There are two bills going through the House. They are trying to get rid of the health fee or put it into the hands of students. They are also planning to get rid of the health mandate. Mary says OC will **not** survive without the mandate; we couldn't pay to keep our doctor or therapist. The faculty must tell students that they need to advocate for this mandate. These bill changes will hurt OC because we can't survive on the health fee only (even if that remains intact). This is a state legislation issue that we should be able to vote on soon. We have been receiving state subsidies since 1986. Since Mary is moving to VC, she won't be here to advocate for us, so she wants to make sure the Senate is well informed in advance.
- iii. She dispelled some rumors. Yes, she is leaving OC. She loves OC, but she lives right across the street from VC which keeps her closer to daughter and grandson and she has never had any steady help at OC (for example, they took away \$10,000 from her at OC, but gave VC Health Center \$25,000).

**B. Dean Karen Engelsen: Tabled**

### III. Old Business (moved to the beginning of the agenda)

#### A. Senate Elections

- i. **Shannon Newby** updated the Senate on the elections. **Ana M. Valle** spoke about the District name labeling issue. She says, “There should be a fixed list.” It was surprising to the committee that the District didn't have a correct list of full and part-time faculty. Robert spoke about a similar issue: his experience for emailing "ALL" faculty and having the correct distribution list. Shannon also reports that the ballot box is now permanent in the mailroom during election time, April 16<sup>th</sup> is the last day to vote, and today we will hear from candidates if they choose to speak.
- ii. **Linda Kamaila**, running for AS President, spoke about running unopposed and how the Senate and faculty will have to just be honest with her and tell her what she needs to hear at all times. She also complimented the current Exec. Board and told the Senate that she has been attending Board meetings and district committees this year as preparation for the President position. She wants to hear from faculty at all times and she promises to smile even when times are tough. ☺
- iii. **Amy Edwards** is happy to run again. Please vote for her. She is getting good at the minutes now.
- iv. **Diane Eberhardy** said it's been a privilege to serve as the Senate Treasurer and she would like the opportunity to serve as Treasurer again next year. She would appreciate your vote.
- v. **Gloria Guevara** read **Ishita Edwards'** statement for the Sabbatical Chair position. The entire statement appears in full at the end of these minutes. (See Document #1).
- vi. **Robert Cabral** explained why he is running for AS VP. He says this is his eighth year as a full-time faculty member. Several past AS presidents led the way for him which is the reason he will run as VP. He wants to help in the transition. He wants to use his past experience to make sure the voice remains the same and constant at the Board and District levels.
- vii. **Christina Tafoya** was not present to campaign for VP.

### IV. New Business

#### A. Discussion on Proxies

- i. This agenda item came at the request of **T. Bonham**. How do proxies work on our campus officially? Robert distributed a handout that appears at the end of these minutes. (See Document #2) The issue came up in the Curriculum Committee and the faculty co-chair asked for direction from the Academic Senate. There is nothing written in the by-laws which is why this is something to discuss at Senate.
- ii. What our campus has been doing is giving a peer a proxy when someone can't attend. It has always been on a peer to peer basis; however, there is no clear guidance so this needs to be addressed in writing. VC and MC do not allow proxies on action items.
- iii. Discussion began.
- iv. The state AS gives guidance on proxies. **Jenny Redding** commented that the State Academic Senate is very strategic in the construction of ratios for the committees. **Linda Kamaila** adds that we fall back to Robert's Rules of Order which says no proxies on action items. The group agreed that it's an issue of the by-laws which need to be reviewed and updated. The proxy

process should be clearly defined. The elections process should also be reviewed when updating by-laws.

#### B. Distance Education Definitions

1. This committee wants to standardize some definitions. **T. Bonham** spoke about the handout that was distributed. This document is at the end of the minutes. (See Document #3) The definitions include three terms “online,” “hybrid,” and “web-enhanced.” These terms need to be understood by the campus and used correctly as schedules and classes are being planned.
2. Discussion began.
3. Senators agreed that these definitions should also go out to the students maybe in the student handbook. Senators agreed that having stable definitions is very important. **T. Bonham** fielded some questions and concerns. Senators were asked to discuss these definitions with their departments so we can all communicate with more ease. If you have questions or concerns, contact **T. Bonham**. Overall, Distance Education wants to institutionalize these definitions. The definitions are already accepted by three committees: Curriculum, Technology, and Distant Ed. Senators added that this could be a great FLEX activity.

#### C. PG Committee Restructuring (an addition to the agenda)

1. **Linda Kamaila** distributed two handouts (See Document # 4 below) about current proposals for PG changes for our committees. These documents focus on adding or removing PG status to LOT, CUDS, Technology, and Student Success. Send comments and concerns to Linda before the next meeting where we will take action on these documents. Please discuss these issues with your department.
2. Some discussion began about the pros and cons of changing PG labels.
3. Some Senators were concerned with Administrative support if the PG label is removed; for example, for LOT and SLO reporting. The EVP discussed how services from her department wouldn't change. The EVP's office will still be responsible and supportive if these PG changes are in fact made. EVP adds that LOT and the department chair meetings seem to overlap.
4. There were also concerns made about the Technology committee since it doesn't have Administrative support. There is no mandated chair. **Kitty Merrill** is only a volunteer as Co-Chair. When Technology shifted to the District, we lost our voice on campus, so maybe those tech. issues need to happen in another committee? Issues about funding also play a role here.

#### **IV. Action Items**

- A. Treasurer Report: Since the last meeting, we have collected \$950.00 in dues.  
Thus, our total balance of funds is \$1,920.50.
- B. Minutes from 3-26-1012: 1<sup>st</sup> **Jenny Redding** 2<sup>nd</sup> **Linda Kamaila**  
Motion carried; 1 abstention
- C. AP 4100 graduation and AP 4225 Course Repetition
  - i. Curriculum approved both of these APs with one main change to 4100. They did not approve the change to Women's Studies from Gender Studies. It will remain Gender Studies.
  - ii. The EVP addressed the issue that at the last Senate meeting we were working with an old document. Somehow this error happened and it is not an actual issue. These have been vetted at curriculum and they have made the changes already.

- iii. AP 4100: Motion to except this document: 1<sup>st</sup> **Jenny Redding** 2<sup>nd</sup> **Ana M. Valle**. All in favor: Motion carried with no abstentions.
- iv. AP 4225: Motion to except this document: 1<sup>st</sup> **Maria Parker** 2<sup>nd</sup> **Jenny Redding**. Some further discussion and clarifications took place. All in favor: Motion carried with no abstentions.
- v. The senators were very passionate about course repetition and the effect it will have on students.

## VI. Impact of Budget cuts

### A. DCAS

- i. The budget forum has been posted to YouTube and **Robert Cabral** thanked OCTV for being present. Some editing took place; the Q and A has been removed. Senators object to this editing. It was clearly noted that none of the editing was done by the Production Team. Robert will take our objection. Most of the cuts were comments about contract and negotiations. The PowerPoint can also be found on the YouTube channel. A discussion began about who should or should not "give up" stuff during these budget cuts began. Further, a discussion about program review began here.

### B. PBC

- i. This committee discussed a 10-year spending plan. **Sue Johnson** is providing info we have the right to know. Sue explained that one of bad pieces of advice we got was when we cut 10% across the board. Senators began to discuss total cost of ownership of the new buildings. Has PBC asked for this data? Senators asked that PBC not only review the new building plans, but understand that we cut programs that would benefit from the new buildings. Thus, PBC needs to discuss how these buildings will be paid for. This is also an Accreditation issue. We need a frank discussion which began here in senate, but needs to happen in PBC next. Senators hope for a detailed report out from the next PBC meeting.

### C. PEPC

- i. **Sue Johnson** told **Robert Cabral** that she has Tom working on the specific costs to our Campus which was really appreciated by all Senators. Senators know that PEPC will have to look at the data, but senators are convinced that PBC will really be the ones in the driver's seat.
- ii. Program Discontinuance will come up again in the Fall. Senators are adamant that the new buildings need to be halted. Senators are happy that the real data is now coming out about running programs and the total cost to OC. Finally after almost a year of asking for it.
- iii. Finally, **Robert Cabral** mentioned that the PEPRs are due April 27th by all campus programs. See SharePoint for the updated form and the data.

## III. Participatory Governance Committee Reports

- Campus Use, Development, and Safety Committee: See **Mary Jones** Public Comment above
- Curriculum Committee:
  - Curriculum Report by **T. Bonham**:
    - The curriculum committee has approved AP 4100 and AP 4225. (One of them we approved, but we did *not* approve the change of gender studies to women's studies--we left that open for further discussion). The other issue is on who may be a proxy. There is nothing in the pg manual stating who may

be a proxy for absent faculty and there may be an issue with that. The curriculum committee would like senate to discuss this and advise.

- The state chancellor's office is finalizing the policy on repeatability. Email Teresa is you would like to read the latest draft version.
- Betty is out having surgery, so **all curriculum submissions, including second reading corrections** must be sent to OC Curriculum Group. Please use the subject line to distinguish first and second reading items.
- All signed hard-copies need to go to **Shannon Davis**, our articulations officer. **Shannon Davis**, has really been helping in Betty's absence, so if you see her around campus, be sure to give her a big pat on the back for all she does.
- Learning Outcomes Team Committee: Tabled
- Professional Development Committee: Tabled
- Technology Committee: Tabled

#### IV. Standing Committee Reports

- Accreditation Committee
    - This committee is moving from a standing committee to an ad hoc committee. Robert will be meeting the Accreditation team on April 16<sup>th</sup> (he has a scheduled appointment). Senators asked Robert to focus on the lack of proper channels of communication in his meeting.
  - AFT Report:
    - **J. Redding** reviewed the AFT meeting notes which are posted at the end of the minutes. (See Document #5)
  - Distance Education by **T. Bonham**
    - Bola shared information about third-party publisher materials. We are free to use these materials, but if a student is required to pay a fee to use the materials, the student must have something tangible to show for the fee; for example, materials that can be downloaded and saved.
    - Candice shared that faculty orientation videos have been created through collaboration between OC and VC and they will be up and running soon.
    - T. Bonham also adds that the distance education committee has revised the training form for all faculty new to distance ed. and we have removed the word qualified from the form.
  - Sabbatical Committee: Tabled
  - Student Success Committee: Tabled
  - Transitional Studies: Tabled
- (District Committees)
- Report on DCHR: Tabled
  - Report on DCSL: Tabled
  - Report on DTRW: Tabled
  - Report on BGOITF by T. Bonham:
    - The group met and discussed the ways in which each college is currently working on and meeting the board goals and objectives. Each member of the group has been assigned specific sections of the final report on which to work.

#### V. Adjournment at 4:42 p.m. by R. Cabral

- Next Meeting is April 23, 2012

## Supporting Documents

### Document #1:

From Ishita Edwards in support of her nomination for Sabbatical Chair in the upcoming Senate elections:  
Senate Elections, A Few Words  
Chair, Sabbatical Leave Committee:

I would like to express my gratitude to my colleagues who considered my services as Chair, Sabbatical Leave Committee last year, worthy enough to wish to nominate me to serve one more time. I agreed to accept this nomination because I believe that for us, the faculty, sabbatical leave is a valuable privilege, and that it provides faculty an opportunity to take a break from the regular humdrum of routine and teaching, to rejuvenate and recharge our energies, and to sharpen our intellectual acumen and teaching skills. The current budgetary tribulations have placed at risk all faculty benefits that are being regarded as dispensable “extras.” This search for dollars saving has attracted increasing scrutiny upon not only the process for granting sabbatical leave, but also upon sabbatical leaves themselves. My objective in serving as Sabbatical Chair for another term is to do my best to preserve the sabbatical leave for faculty as long as possible despite the heightened scrutiny. There is no monetary gain or compensatory release time for the Sabbatical Chair. But the compensation comes in the form of serving our faculty interests in difficult times. By enabling an organized and irreproachable sabbatical process, I would do what I can to preserve this important reward for all my hardworking faculty colleagues.

Thank you.- Ishita Edwards

### Document #2:

From Robert Cabral:

#### **OC Academic Senate Bylaws:**

##### SECTION 6: Designated Representatives

A representational/discipline group whose Senator cannot attend a meeting may be represented by another member of the area. This representative shall have full rights and privileges of a Senator during that Academic Senate Assembly meeting. The designee(s) must provide to the Academic Senate Secretary upon their arrival a written notice that includes the date and authorization from the Senator for the designee to act as a proxy.

#### **OC Participatory Governance Manual:**

The **Curriculum Committee** meets twice a month, on the second and fourth Wednesday. Voting members are to designate proxies in their absence. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

State Academic Senate:

The **Learning Outcomes Team Committee** meets twice a month, on the first and third Tuesday. The first meeting of the month is devoted to theoretical concerns, and the second meeting of the month is set aside to examine specific student learning outcome submissions at the course, program and institutional levels. Attendance at all meetings is expected. Voting members are to designate proxies in their absence. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

The **Transitional Studies Advisory Committee** meets once a month, usually the first Monday. Voting members are to designate proxies in their absence.

#### **State Academic Senate:**

Section 2. Delegates

Each Member Senate is entitled to designate any of its faculty members, in whatever manner it wishes, to be its one Delegate, who shall have full voting rights at each plenary session. The Delegate may transfer the responsibility for voting on resolutions, but not on elections, to a faculty member from the same district. Executive Committee members do not have the same right to transfer this

responsibility. No Delegate shall be entitled to more than one vote, and a vote cannot be cast by proxy. In the event of a challenge, the Executive Committee shall be the sole judge of the credentials of a Delegate.

### **Document #3**

From Robert Cabral:

#### ***DISTANCE EDUCATION DEFINITIONS:***

- a. **Online** – the class meets 100% via a district approved Learning Management System. Proctored exams may be required.
  
- b. **Hybrid** – the class meets in a face-to-face setting for a specific amount of hours, which are clearly expressed in the schedule of classes. To be considered a hybrid, face-to-face attendance is mandatory. There is no rule as to how many hours a class must meet in a face-to-face setting; the main idea is students will not meet with the class 100% online.
  
- c. **Web-Enhanced** courses require mandatory attendance for traditional face-to-face instruction. Web-enhanced courses may include supplemental materials such as but not limited to posted syllabi, Internet links, bulletin boards, and assignments. Exams may be administered online; students are still required to attend regularly scheduled class sessions. Final exams must be in accordance with the college's exam schedule and policies.

### **Document #4**

From Linda Kamaila

Changes to Participatory Governance Manual

#### 1. Student Success Committee

Background: The Senate already passed a resolution to make the Student Success Committee a PG Committee. The Student Success Committee, at its April 2012 meeting, passed a motion indicating that it concurred with the Senate resolution. After some discussion, it was agreed at Student Success Committee that Senate VP L. Kama'ila would present a draft of proposed membership for that Committee to the Senate, with the hope that the membership could be agreed upon and a revised PGM description be sent to all the relevant Senates in Fall Semester, 2012.

Current membership statement:

EVP of Student Learning  
Academic Senate President or Designee  
Representatives from instructional areas  
Dean of Student Services  
Representatives from Student Services areas  
Representative from Academic Support areas  
Representative from research  
Classified Senate President or designee  
ASG representation  
Other student representation

#### 2. LOT

Whereas LOT has now succeeded in its primary goal of institutionalizing SLO's throughout the campus, and all courses have SLO's, which are all in eLumens, and data in eLumens is successfully being collected, it is time that LOT cease being a PG Committee and become a Standing Committee, a subcommittee of Student Success. It is part of the mission of the Student Success Committee to report on



all measures of student success at Oxnard College, including SLO's, so LOT would report to Student Success on that matter. There would cease to be a managerial co-chair for LOT and the Committee would, instead, parallel the structure of the Distance Learning Committee and be a faculty-driven Committee. Therefore, a resolution along these lines is proposed to be taken up at the next Academic Senate meeting:

**Be it resolved that the Learning Outcomes Team no longer be a Participatory Governance Committee and that it become a standing subcommittee of the Student Success Committee, with membership to be determined after advisement by the existing LO Team.**

This resolution was recommended by the Student Success Committee and by the co-chairs of LOT.

### 3. CUDS and Technology

Whereas there is no existing Senate representation on either of these two committees, and only an occasional agenda item might concern the Senate, it is proposed that both of these committees be removed from the list of PG committees and be made standing committees. The reason for this change is largely practical. Oxnard College now has more PG committees than either Ventura or Moorpark Colleges (or most community colleges) and fewer faculty to serve upon them. In the interests of making sure that representation and focus remain on committees that are clearly 10 +1, it is practical to remove these two committees from the list. The Technology Committee, in particular, makes no decisions regarding technology on campus, but instead passes information back and forth between District Technology personnel and campus personnel. It is responsible for a Technology Plan, but that plan is largely written by the district and regards the kinds of standards for equipment that will be in effect over a particular time period. It is a technical document, and while faculty might have some interest in it and the committee would still have faculty input, there would be no actual Senate representative to Technology. Departments would still be strongly encouraged to send a faculty member to both Technology and CUDS. A request would be made to both committees to send their agenda and minutes to the AS President, for inclusion as information or discussion items at Senate Meetings and for dissemination to faculty on an as needed basis.

### **Document #5**

From Jenny Redding

#### AFT Exec Council Meeting Notes (April 6, 2012)

#### I. Items of Note

##### A. Upcoming Contract Negotiations:

1. The first survey of faculty regarding our contract negotiations will occur this spring. Watch for it!
2. Request by Moorpark College's Academic Senate President re "giving up" on sabbaticals: it was acknowledged by AFT Exec Council that this is an item being discussed nationally; however, Exec believes that if faculty were to give up sabbaticals voluntarily now, there is no guarantee that any money saved would find its way into the General Fund to reinstate any classified positions. As a matter of fact, the recent Budget Forum wherein Sue Johnson stated that \$8M would be cut from this year's budget is a case in point. It is now understood by AFT Exec that should the Progressive Tax Initiative pass (see below), only \$6M would need to be cut as Sue's figures are merely projections. Should that amount be lowered, she has stated the remaining already-cut \$2M would be placed in the RESERVES.

3. It should be noted that of the \$4M in budget increases that Sue Johnson mentioned at the recent forum in which she intimated most was due to increases in faculty's step & column payments, only \$250,000 actually accounts for step & column increases.
4. Also, if you didn't have the opportunity to attend any of the recent Budget Forums, please note that management at Oxnard College have actually cut ZERO, while both faculty and classified staff have taken huge hits under next year's budget cut proposals.

B. Political Actions

1. COPE
  - a. We need to recruit new members to represent Oxnard College on this important committee (Campaign on Political Education). This committee interviews prospective trustee candidates. In the upcoming election, we will be looking for union-friendly candidates to replace Larry Miller (in Camarillo) and possibly Bernardo Perez (in the East County). Exec Council members already will be present, so it must be people OTHER than AFT Exec Council. Any volunteers?
  - b. We need to raise more political funding for these upcoming elections (among other things). The AFT Exec Council is asking those who already belong to COPE to raise the amount of their deduction, if possible, to meet this important need.
2. New Tax Initiative: Compromise Tax Initiative endorsed by CFT/AFT and Gov. Brown now entitled the "Progressive Tax Initiative."
3. Watch for an initiative entitled "Stop Special Interest Money Now Act" which attempts to eliminate all union contributions to political campaigns leaving only unlimited corporate contributions on the other side, in other words, OUR voice.

II. Distance Education and MQs

- A. Both Oxnard College and Ventura College are currently engaging in an unfair labor practice by requiring faculty receive certain Distance Ed. pedagogical training. This is a negotiated item and must wait until the contract negotiations reopen for any training requirement to be placed on faculty. A letter from S. Hall will soon be on its way to the District explaining such position.
- B. Under the contract currently in place, if the District cannot fill a faculty's overload in his/her primary area, they MUST fill overloads in secondary areas in order of seniority. Interviews are not a factor under the contract.
- C. AFT Exec Council wishes to alert faculty that discipline assignment is under the purview of faculty when it creates curriculum outlines and approved by the campus Curriculum Committees and ultimately the Board of Trustees. Faculty should remain vigilant as to changes in discipline assignments and the resultant effect on faculty load.

III. Board Member Accountability to the Union: A discussion occurred seeking better ways to insist that Board members supported by the Union during elections be held more firmly

accountable to the Union in their voting. Among ideas raised were the ideas of a “report card” and Town Hall meetings.