

# Oxnard College Academic Senate

## MINUTES

**Date: February 27, 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, Present                                                                                                  |
| Dental Programs                               | 1. Vacant                                                                                                                |
| Fine Arts                                     | 1. Vacant                                                                                                                |
| Fire Programs/T.V.                            | 1. Vacant                                                                                                                |
| Letters                                       | 1. Teresa Bonham, Present<br>2. Lynn Fauth, Present<br>3. Cecilia Milan, Present<br>-----<br>1 Pt Vacant<br>2. Pt Vacant |
| Library                                       | 1. Tom Stough, Present                                                                                                   |
| Math                                          | 1. Cat Yang, Present<br>2. Maria Parker, Present<br>-----<br>1 Bill Greason, Absent                                      |
| Part-Time Faculty Rep. at-Large               | 1. Vacant                                                                                                                |
| Performing Arts                               | 1. Vacant                                                                                                                |
| Physical Education/Health                     | 1. L. Ron McClurkin, Present                                                                                             |
| Natural Sciences                              | 1. Shannon Newby, Present<br>2. James Harber, Absent<br>-----<br>1 Pt Vacant<br>2. Pt Vacant                             |
| Student Support Services (EAC, Health Center) | 1. Della Newlow, Proxy: Judy MacArthur                                                                                   |
| Student Support Services (EOPS)               | 1. Ana Maria Valle, Present                                                                                              |

|                    |                                                                                  |
|--------------------|----------------------------------------------------------------------------------|
|                    |                                                                                  |
| Social Sciences    | 1. Marie Butler, Present<br>2. Gloria Guevara, Present<br>-----<br>1. Pt. Vacant |
| Technology/CRM     | 1. Vacant                                                                        |
| AFT Vice-President | 1. Jenny Redding, Present                                                        |

Non-Voting Faculty: Ishita Edwards, Chris Horrock, Gloria E. Lopez  
Guests: Erika Endrijonas, Karen Engelsen

I. Called to Order: by **R. Cabral** at 2:38pm

**II. Public Comments/Announcements**

**A. Robert Cabral:**

1. Provided Barbara Beano document: ACCJC- there is a need for faculty member representation. See Robert for more details.
2. At the last BOT special meeting, the AS Presidents gave a PowerPoint presentation. This PowerPoint was provided at this Senate meeting. **Robert Cabral** also provided the outcome of the BOT commitment. **Secretary Edwards** has copies of the supporting documents in her office.

**B. Dean Karen Engelsen**

1. She began by thanking the Senate for their collaboration with student services.
2. She discussed the new Vet Center. She highlighted that there are some extra benefits coming out of the center such as peer advisors helping with writing and speaking. She also noted the Veterans Club/Center is having a fund raiser coming up April 12<sup>th</sup>. Please see posted flyers.
3. She provided Senate with the new “Classroom Rubric” that explains student behavior in the college classroom. She notes that it is not always true that students know how to act in college, so she asked the Senate to provide input on this rubric because it will be used for student orientation. Please email **Dean Engelsen** your feedback.
4. Student handbook- **Dean Engelsen** said that the first student handbook was their initial attempt to document OC life for students. They are getting ready to reprint this handbook and would like some feedback. Please send **Dean Engelsen** your feedback.
5. Repeat changes with Title V: Changes are coming. Handouts are currently being developed that will be shared with Senate shortly. Also, the information will be put on the portal for students to see.
6. Thus, a discussion about the VCCCD portal began as an extension of the course repetition announcement. **Dean Engelsen** reminded faculty that all student information is posted in the portal. Some senators then made comments about other forms of communication such as texting students. **Dean Engelsen** explained that dialogue is happening exploring options for new communication strategies. Other comments from Senators included creating an App for the student handbook. This led to a discussion about drop and withdrawal concerns. **EVP Endrijonas** said that as of summer 2012, the drop date will be the day before census. Thus, if students drop after census, that will count as one of their possible repetitions. More documents will be provided shortly to faculty to help them inform students of these changes.

C. **Amy Edwards** made two student centered announcements.

1. The Theatre Club will perform their first Showcase “Life, Love, and Everything in Between” on Friday, March 30<sup>th</sup> at 8:00. Tickets are only \$5.00 and can be purchased at the Bookstore. It is a fund raiser for the campus clubs involved. Please support the performers and buy tickets.
2. The Literature, Arts, and Lecture Series is underway and happens every Wednesday from 1:00-2:00pm in the OCPAC. See coordinator **Amy Edwards** for more information.

D. **Gloria Guevara** reminded the Senate of the upcoming ASG elections.

E. **Ana M. Valle** announced that the EOPS Honors Night took place last week and was a great success. It was an impressive night that encouraged students to do well. This event essentially acknowledges students who are doing well.

F. **R. Cabral** reminded Senate that the 2011-2012 Service Awards deadline is April 20<sup>th</sup>. The forms can be found on the Senate website. Please complete the forms and email to **Robert Cabral**.

### III. Senate Action Items

- Treasurer's Report: **Diane Eberhardy** states we have \$1,002.82 in the account.
- February 20, 2012 Meeting Minutes: 1st **Diane Eberhardy**; 2nd **Linda Kamaila**; 1 abstention Motion carried.
- Senate Nomination Forms & Timelines: **Shannon Newby** agreed to chair the committee since **Amy Edwards**, the typical Senate Elections chair, is running for Senate office. **Carolyn Dorrance** and **Ana M. Valle** have agreed to sit on the committee as well and **Shannon Newby** took nominations from floor.
- Resolution: Student Success Committee: **Robert Cabral** explained that if this resolution is approved, it will go to **Dr. Duran** and to the ASG. Motion called: 1st **Linda Kamaila**; 2nd **Ana M. Valle**.
  - Discussion began about PG committees overall as a result of bringing forth this resolution. Highlights/concerns raised include:
    1. Technology is out of compliance with the governance model. No one is receiving any minutes. A short discussion continued about the representatives on this committee.
    2. If Student Success becomes a PG committee that means OC goes to eight PG committees which is double the amount at MC.
    3. Senators agreed that we might need a small group to analyze the current shared governance model. Senators agreed that we need to be proactive and look at attendance and minutes.
- Resolution: Board Strategic & Planning Goals
  - i. Senate reviewed the documents titled "Vision Statement" and "Objectives Implementation Task Force"
  - ii. **R. Cabral** identified OC stakeholders through Senate research on what we are already doing in relation to these Board Objectives.
  - iii. The Implementation Task Force is revamping now that they lost the hired consultant.
  - iv. Updates/Changes of task force: **EVP Endrijonas** said there were six goals with multiple objectives; now there are three goals and now the consultant is gone; thus, the task force is not continuing to discuss the information that didn't come from actual task force originally. She continued to clarify some actions of the task force and discussed how they are making movement in the Board Goal area. She also added that the task force is simply trying to decide *how to implement* and explained that if anything requires consultation, then “of course it will go through our PG structure.” She continued that the task force will provide a *blue print* and although they were side tracked for a semester, they are back on track. She then reiterated that this task force is “Chancellor appointed” who is meant to study and report back to the BOT. **EVP Endrijonas** continued and said the "original tension was from objectives that *were* listed under Board goals, but now there is less tension with the changes and current status of the task force.

- v. Senators made it very clear that they want to make sure all decisions are going through actual PG committee processes. There were some concerns raised and Senators were reassured that faculty and students are being represented at this task force. Senators reminded the group, that a task force doesn't have the same rules which is why there are concerns. There is no control on task forces. Senators look forward to reading the 2/23/12 minutes of the task force.
- vi. Senators spoke about how the Board goals step on all of the 10 + 1 items, and there might be a need to recommend dissolving the task force and have the chancellor go through the regular channels.
- vii. Some Senators felt that this task force might be an opportunity to give OC a voice as we plan for a new chancellor.
- viii. **Robert Cabral** and **Teresa Bonham** will voice the senate concerns at next task force meeting in March. Senators provided them with feedback on the Vision Statement. Essentially they wanted feedback on this document and by the end of discussion they did in fact receive some.
- ix. A larger discussion about program discontinuance, athletics, ASG, and classified senate began.
- x. **Robert Cabral** asked Senators to take the "Vision" document back to their departments and email him feedback by March 8.
- xi. Thus, the resolution has now been tabled.

#### IV. Impact of Budget Cuts

##### A. General Comments and Discussions about Budget Cuts

- i. Committee reports are being skipped at Senate meetings because of the lack of representation at the Senate meetings or people are not staying until the end of the meetings. Thus, Senators asked that reps please write their reports and send them to **Amy Edwards** before the meeting so she can present them or at least include in the minutes.
- ii. Senators reported that in a different meeting **Sue Johnson** gave a report on the best and worst cases of the budget cuts. Senators were surprised that instruction stayed at a 3 million dollar shortfall in all scenarios. It was noted that **Dean Price** pointed out that this is the same amount of money we spend on overload for part time instruction.
- iii. Senators highlighted that most of the cuts are coming from classified staff and Senators commented that OC is already at bare medium for classified so we don't know how we can absorb another hit! Senators are very worried about what these cuts will do to the campus.
- iv. In CA, it seems there will be another 140 million dollar cut for *this* year. Thus, that means 4 million for Ventura County so OC will take an 18% cut which is close to 1 million for 2011-2012. However, Senators seemed to think that reserves would be used for this shortfall.
- v. **Sue Johnson** will chair PBC for OC.
- vi. Administration seems to be identifying what courses we will be teaching for summer 2012, so Fall 2012 hasn't been planned yet. Senators expressed concerns about scheduling and class set up being conducted by administration only.

##### B. Program Effectiveness and Planning Committee

- i. PEPC meets Tuesday, February 28, 2012. They will introduce a slightly revised PEPR.
- ii. Senators asked for the gender and ethnicity impact data be put back into the PEPR.

## V. Participatory Governance Committee Reports

- Campus Use, Development, and Safety Committee: no report
- Curriculum Committee: **T. Bonham** wrote a report and brought documents which are pasted at end of minutes. She reports that there are still courses in limbo. She told Senators to go to SharePoint to see the list of course that need revision. She also reported that the 5 yr. review folder is still up and posted in Share point. Further, she notes “Please check on courses which still in revision by going to SharePoint and looking in the folders titled, first reading revisions needed and second reading revisions needed. These folders contain courses which are in need of revision before they move to the next curriculum stage. Also please go to SharePoint to check and see which of your courses may need to be revised due to the need for a five year review--the list is housed in the folder titled five year review active course list.”
- Learning Outcomes Team Committee: **Linda Kamaila** reports that the program coordinators must report by May 5th in eLumen.
- Professional Development Committee: **Robert Cabral** reports that there are still a few dollars left for spring travel applications through March 19.
- Technology Committee: **Linda Kamaila** report, although she not the rep, that they did create a district wide user agreement. **Ana M. Valle** also comments that the IT homepage page has updated information on the status of the campus inventory.

## VI. Standing Committee Reports

- Accreditation Committee: no report
- AFT Report: **Jenny Redding** reports that:
  - she has the signatures for the millionaire taxes are in her office.
  - she is concerned with representation for stewards in areas of PE and Counseling.
  - we are at 97% full-time faculty on the OC campus in the union.
  - to her knowledge there has been no news about pink slips.
- Distance Education: see **T. Bonham’s** Curriculum report documents
- Sabbatical Committee: No report
- Student Success Committee: No report
- Transitional Studies: **Jenny Redding** reports that Darla Cooper came to their meeting to report out on a data request which was a study that involved articulation success of our students through the basic skills sequences. The Transitional Studies committee began to analyze this report at their last meeting.

### (District Committees): Tabled

- Report on DCHR
- Report on DCSL
- Report on DTRW

## VII. Old Business: None formally conducted. See above for discussions.

## VIII. New Business: Conducted during announcements main point

- 2011-2012 Excellence in Service Nomination Forms

## IX. Adjournment

- Next Meeting is March 26, 2012 which will be run by **Vice President Linda Kamaila** because **President Cabral** will be sitting on the Chancellor’s Hiring committee meeting.

Supporting Documents Follow

## Curriculum and Distance Education Supporting Document from Teresa Bonham

### ***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.

Approved DEC: 2-2-12

Approved CC: 2-22-12

Approved Senate:

The LRC classrooms will be off-line as soon as June 2012. There are 5 classrooms with 40 or more seats, which are considered large classrooms. If you are instructor who often teaches in LRC and you have to accommodate 40 or more students in your class, you may wish to explore the option of teaching online. Even if you are not in the LRC, but you have a large classroom, you still may want to think about teaching online. For information about teaching online, contact Bola. [bking@vccd.edu](mailto:bking@vccd.edu)

The DEC has been discussing recertification for seasoned online instructors. One of the suggestions is that every instructor who presently teaches web classes will be expected to provide proof of having completed some professional development within a 2-year period to maintain their status in teaching online courses. The committee will research WASC guidelines and present information to curriculum committee and technology committee for feedback.

The Distance Education Committee is pleased to offer up to 10 faculty members, both full time and adjunct, from Oxnard College the opportunity to receive professional development from <http://www.onefortraining.org/online-courses>. February 29, 2012 is the deadline to apply for funding reimbursement from the Distance Ed Committee--this is an early deadline because many courses with @One fill up fast.

To apply for funding reimbursement, the committee asks applicants to briefly respond to the following questions:

- a. what is your experience with online instruction?
- b. what is your rationale for taking the online training course?
- c. what are the projected uses and your professional expectations for outcomes as a result of taking the course?

At the conclusion of your training, the committee requests a report back to the DE committee on what you learned, and how you will apply it. This is open to all faculty members, including those who have never taught online before and those who are seasoned online instructors. Please email your application to [TBonham@vccd.edu](mailto:TBonham@vccd.edu) before midnight on February 29, 2012.

### High-T(echnology) Workshops

The Distance Ed Committee is pleased to announce the start of the High-T workshops. We would like to encourage all to attend, regardless of technology skills. So bring your lunch and appetite for technology to the workshop and join us.

February 9 from 12:30-1:30 in the Faculty Resource Center

Facilitator: Candice Moss

Topic: D2L Rubric Tool

March 8 from 12:30-1:30 in the Faculty Resource Center

Facilitator: Dean Marji Price

Topic: Issues with Students Online and Best Practices for Resolution

Plus a mystery guest

April 12 from 12:30-1:30 in the Faculty Resource Center

Facilitator: Elissa Caruth

Topic: Online Pedagogy for Beginners