

**Oxnard College Academic Senate**

**MINUTES**

**Date: August 26, 2013**

Members present and absent:

<b>Academic Senate Executive Board</b>	
Linda Kamaila, President	Present
Robert Cabral, Vice President	Present
Diane Eberhardy, Treasurer	Present
Amy Edwards, Secretary	Present
<b>Department</b>	<b>Senators</b>
Addictive Disorders Studies	1. Vacant
CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	1. Vacant
Counseling	1. Graciela Tortorelli, Present
Dental Programs	1. Armine Derdarian, Present
Fine Arts and Performing Arts	1. Vacant
Fire Programs	1. Vacant
Letters	1. Teresa Bonham, Present 2. Gaylene Croker, Present ----- 1 PT Vacant 2. PT Vacant
Library	1. Tom Stough, Present
Math	1. Cat Yang, Present 2. Mark Bates, Present ----- 1 PT Vacant
Part-Time Faculty Rep. at-Large	1. Vacant
Physical Education/Health	1. L. Ron McClurkin, Present
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Present ----- 1 PT Vacant 2. PT Vacant
Student Support Services (EAC, Health Center)	1. Della Newlow, Absent

Student Support Services (EOPS)	1. Gloria Lopez, Present
Social Sciences	1. Marie Butler, Present 2. Gloria Guevara, Present ----- 1. PT Vacant
Business/CRM	1. Robert Cabral, Present
AFT Vice-President	1. Jenny Redding, Present

Non-Voting Faculty: Jim Merrill, Kevin Hughes, Jonas Crawford, Chris Mainzer, and Ishita Edwards

Guests: Karen Engelsen, Erica Endrijonas, Keenan Kubrick, and Richard Duran

- I. Called to Order by **President Kamaila** at 2:10 pm
- II. Agenda Adoption 1<sup>st</sup> **Cat Yang** and 2<sup>nd</sup> **Robert Cabral** Motion Carried
- III. Public Comments
  - A. **Dr. Duran** comments:
    1. He began by thanking faculty for participating in All College Day.
    2. Congratulations to the Classified Staff for winning the softball game.
    3. Thank you to **President Kamaila** for her summer leadership. She was on campus for a lot for meetings and represented us well during the summer.
    4. Enrollment Updates: “We are good.” Goal was 400 FTES for the summer and we ended with 396 FTES. Goal for Fall was 2230 FTES and today we are at 2251 FTES. For Spring 2014, the goal is 2230 FTES so we need to continue to grow. For 2014-2015, we will get an increase of about 1 million new funds if we continue to hit these goals. That means PBC will begin discussing how to prioritize that money.
    5. Student Updates: average units a student is currently taking is 8.01 compared to 7.94 last year.
    6. Our current productivity is measured at 577. The goal was set at 565 so we have already surpassed that. This speaks to the positive enrollment management. Thank you to the Deans, Chairs, and Staff.
    7. September 11<sup>th</sup> we will have a memorial ceremony. Please tell students to join.
    8. Communication Plan: we need to complete this plan for our midterm report. It was distributed at All College Day. Please get him feedback on that. A new council will be created on campus revolving around this issue.
    9. Accreditation: We have completed our midterm report. At the Board meeting on September 10<sup>th</sup>, the Board will have the first reading and then back to final approval in October. We are well on our way.
    10. We will be aligning our EMP to the Board goals timeline. Although it is not supposed to be revised until 2015, we will be rewriting it now to adapt to the Board process. September 25<sup>th</sup> and 26<sup>th</sup> there will be presentations about the changes open to the entire campus. Then we will be on a 6-year cycle that aligns with the Board goals process.
    11. Our next OC Newsletter will be out soon with more voices from the campus including Senate. This will also go out to the community.
    12. Welcome **Caesar** as our new EOPS coordinator.
    13. A new Student Activities Specialist position is in the works as well the addition of some sports teams and instructional lab assistants to help in the classes.

14. We will have an open house on Wednesday, September 4<sup>th</sup>

**B. Dean Karen Engelsen:**

1. The Scholarship Banquet is on Thursday, September 5<sup>th</sup> and she would like faculty to attend. Also, that day is University Transfer Day. The day before is Condor Day to learn about services. Please point out the flyers that are posted in your classrooms.
2. In addition, she needs our support for student success. It requires cooperation. She shared information about academic alert; it's even better than before! Please use it. Some directions were provided at the meeting that should make the process very easy. We now even have a follow-up piece. When you refer students to tutoring or counseling, we can now follow the student and keep track of why they did or did not follow through.

**C. Jim Merrill:**

1. First, he would like to offer some public gratitude to **Mati Sanchez** who reconnected our campus with our local ESL community. She worked long volunteer hours, along with student helpers, to build bridges and put some new processes in place.
2. Second, he wanted to point out that there were some real problems with registration and Banner this semester that impacted ESL. If you are just looking at the numbers in classes, please note that we turned away 66 students who were unable to register because of problems with Banner and Registration. He says, we will try to recapture some of them, but we won't be able to get all of them. We need to learn from this situation and move forward. We must continue to work to bring down the barriers to access.

**D. Keenan Kubrick**

1. Over the summer, we acquired a new program called "Read and Write Gold 11" which is a new computer program for all of our students to assist them in reading, writing, and research. This is a great program for students!

**E. President Linda Kamaila:**

1. Yes, we have lots of tutors. Be aware that the email is coming and please tell your departments to look at the tutor schedules.
2. The Master Calendar is up on SharePoint.
3. In September some of the campus leaders are going to the Student Success Summit in Sacramento to do the roll out of the Student Success Act. OC will be sending the EVP, ASP, Dean of SS, and Dean of Counseling.

**F. Gloria Lopez:**

1. Welcomes **Caesar** to the department.

**G. Tom Stough:**

1. Tutoring began officially today 9am-2pm and 5pm-8pm Monday-Friday
2. Library is now open on Saturdays.
3. Proquest is 70% back. Plus Biology journals are available.
4. For years he has used ALA forms, but now we are full members of OCLC online.

IV. Approval of minutes : **Cat Yang** 1<sup>st</sup> and **Robert Cabral** 2<sup>nd</sup> Motion Carried

V. Treasurers report: \$2,150.40

VI. AS President's Report : She provided a PowerPoint with the following details:

A. **Dr. Duran** proposed a Communication Council.

B. **Deanna Flanagan** and **Will Dietz** & Company built a walking trail. It starts next to Bookstore and it loops 3 miles throughout the campus.

C. Now, each campus gets to decide who gets to email ALL USERS.

D. A lot of offices have moved. Everyone seems happy as of now.

E. Our Speaker Series got author Maxine Hong Kingston. See **Shelley Savren** for more details.

- F. **Alex Lynch** stepped down from his co-chair duties. There are open slots.
  - G. **Linda** sat on 3 District Hiring Committees over the summer and one still continues now.
  - H. Changes in District Leadership: EVP at Ventura, New President at VC, MC has interim President for the entire year, EVP at MC, Art Sandford and Mary Reese are the new AS Presidents at VC and MC.
  - I. Board Professional Development is in progress.
  - J. Money from Reserves: 6 million taken from reserves to cover shortfall in allocations from the State of CA. The model was built to handle this kind of action.
  - K. EMP is under draft. To be continued.
  - L. PBC serves the Senate not departmental representation.
  - M. Last year some changes to the By-Laws took place and will be added to the Senate web pages soon.
- VII. Action Items:
- A. Resolution re: Need for more flexible hiring procedures
    - 1. We currently have no process for emergency hiring. We aren't discussing what the process should be here, but we are making an argument that we need a process.
    - 2. Resolution is:
      - a. "Let it be resolved that the OC Academic Senate believes the VCCC District needs an emergency hiring process that is comparable to that of other districts.
      - b. All in favor: 16: Yes (unanimous today)
  - B. Resolution re: Academic Matters & AFT
    - 1. Some discussion took place about Distant Education, Online Education, and some 10 + 1 issues.
    - 2. Some discussion about working conditions took place.
  - C. Accreditation Midterm Report: No Report
  - D. Ongoing Policy Review: No Report
- VIII. Study Sessions
- A. FTES and money: In a PowerPoint, **President Kamaila** discussed OCs chance to grow in 2013-2014, how it came about, and how we need to sustain it. Some discussion took place about these topics.
  - B. Enrollment Management: Essentially we are staying out of operations; however, we are giving advice. Advise tabled at this time.
  - C. Educational Master Plan: Tabled
  - D. Senate Goals for 2013-2014: a few for now include
    - 1. Hire a writing center specialist with the general fund.
    - 2. Extend resources for students to ensure success.
    - 3. Emergency hire procedures
    - 4. More Outreach
- IX. Old Business: Tabled
- X. New Business: Tabled
- XI. Senate Subcommittee reports: No formal reports at this time
- A. **President Kamaila** quickly announced a few things for these committees. See **President Kamaila** for details.
  - B. AFT announcement by **Jenny Redding**:
    - 1. If negotiations don't go well with the new negotiations officer, we will need faculty to come to the next Board meeting which is September 10<sup>th</sup> at the District Office to add to the AFT voice.

XII. Adjourned at 3:58 pm

Respectfully submitted,                      Amy Edwards, Secretary