



**Monday, September 12, 2022
Oxnard College Academic Senate**

This is our regularly scheduled Academic Senate meeting which is open to the public and takes place on 2nd and 4th Mondays of each month of the academic year from 2:00pm-4:00pm. For the Spring 2022 semester, meetings will be held using VCCCD Zoom or in the PAB-CC. We do not meet on college holidays.

"Oxnard College is a place where we seek to honor dignity in all that we do."

1. Call to Order

Subject	1.01 Call to Order
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Procedural

2. Moment of Gratitude

Subject	2.01 OC Expo
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information

The Oc Expo was a great accomplishment!

26 departments and 12 school clubs table were at the event. We also handed out 260 Check in cards and got 190 completed cards back. Here is a list of the departments and clubs that participated.

Departments:

OC ADMISSION AND RECORDS	Condor to Condor	ASG
Career Center	General Counseling	EMT
1st Step Center	Basic Needs / DRC	CalWORK's
FYE	WRTC	Health Center
OC STEM	LLRC	Dental Programs
UTC	Tutoring	Tech BAR
EAC	Health Center	
TRIO	Financial Aid	
EOPS/CARE	Campus Police	
Condor to Condor	Welcome Center	

Clubs:

Games and Hobbies Club	Children Literature Club
SHPE	EMP Club
Future Teachers Club	First Gen Club
Women in STEM	Prism Club
ALPHA Women and Allies Club	Trio Club
Chemistry Club	Art Club

We hope that next year we are able to get more participation from our different academic programs in hope to expose everything OC has to offer.

2. Moment of Gratitude

Subject

2.02 Transfer Fair

Meeting

Sep 12, 2022 - Oxnard College Academic Senate

Type

Information

3. Adoption of the Agenda

Subject	3.01 Adoption of the Agenda
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Procedural

4. Public Comments: 2-Minute Time Limit

Subject	4.01 Public Comments
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Procedural

All public comments are limited to two minutes. Please be prepared prior to sharing any public comments.

There will not be discussion following a comment.

It is possible that the content covered in the public comment may turn into new business for a *future* meeting.

For more details about public comment, please email AS President Elissa Caruth at ECaruth@vccd.edu.

5. Guests

Subject **5.01 Rosa Reyes Orduna, Basic Needs Specialist, 10 minutes maximum**

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Information

Rosa Reyes Orduna will discuss Basic Needs resources for OC students.

5. Guests

Subject **5.02 Dr. Letty Mojica, University Transfer Center, 10 minutes maximum**

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Information

Dr. Letty Mojica will share information about the University Transfer Center and how it can be helpful for students.

5. Guests

Subject **5.03 Dr. Luis Gonzalez, Accreditation Update, ISER First Read, 15 minutes maximum**

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Information, Discussion

Dr. Gonzalez will share the ISER draft for the AS first read.

Please provide feedback using the [Feedback Form](#).

File Attachments
[OC-ISER-DRAFT-PDF2-09.06.22.pdf \(10,718 KB\)](#)

5. Guests

Subject	5.04 Shannon Davis, Curriculum Updates, 15 minutes maximum
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information

6. Action Items

Subject	6.01 Approval of the Minutes - 5 minutes
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Accreditation Standard I.B., Action
Fiscal Impact	No
Budgeted	No
Approval of the Minutes from the August 22, 2022 meeting. Attached. Revised Minutes from the May 2022 meeting attached.	

File Attachments
[Academic Senate Minutes May 9, 2022.docx \(49 KB\)](#)
[Academic Senate Minutes August 22, 2022.docx \(46 KB\)](#)

7. New Business

Subject	7.01 Treasurer's Report - 5 minutes
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information

Treasurer Ishita Edwards provided an annual budget report at the 8/22/2022 Academic Senate meeting. The below report mainly updates that report. There have been no changes (expenses or revenue additions) to the Treasurer's Academic Senate Accounts, and the balance remains at **\$4846.41**.

There are a few documents attached for your review.

Checking Account Balance to date as of 9/12/2022: \$4911.41. This is an adjusted balance, after accounting for the movement of our respected dues-paying colleagues, Amy Edwards (past AS President) to administration, and the retirement of Mike Ketally (FT), Richard Williams (PT). Our colleague and Founding faculty, Tom O'Neil, also retired at the end of Spring 2022, but his name was not on the automatic AS dues payroll deductions list. Therefore, no further adjustments had to be made on account of his retirement. If you notice any other colleagues who are no longer OC faculty, please let me know. The complete list of faculty colleagues who have authorized automatic dues deductions, as it stands on 9/12/22, is attached to this report.

At the end of Spring 2022 Academic Senate meeting (5/9/2022) this balance was \$3132.22.

Since then the OCAS expended \$500.00 toward two Foundation scholarships (\$250.00 a piece, matched in full by the OC Foundation), purchase a piece of student art for \$175.00, and paid \$80.81 toward the purchase of commiserative flowers for the bereavement of an immediate member of the family of a faculty colleague. According the automatic payroll deductions commitments made by 63 full time and 13 part-time faculty colleagues, the OC AS checking account revenue should have increased by \$1,955.00 since April 2022. Of course, it is possible that a few of the listed faculty may have retired at the end of the Spring 2022 semester, or by the end of the fiscal year 2021-2022. Adjustments will have to be made for these when we have a reliable list of retirees from this list. Since Oxnard College has over 100 full-time faculty, at least 40 of them are not on automatic dues payment commitment. In the fiscal year 2021-2022 the OC AS Treasurer sent out several dues solicitation emails that were very effective in bring forth many new commitments (see comparative summary below). However, there is still more convincing to be done to encourage the remaining 40+ full-time faculty to commit to contribute \$30 a year toward the OCAS dues.

The OC AS Checking Account details (expenses and revenues) as they stand on 8/22/2022 and a complete list of Oxnard College faculty (full and part-time) who have committed to have the OCAS annual dues (\$30 a year for full time faculty and \$5 a year for part-time faculty) automatically deducted from their salaries, are attached. Prof. Alan Hayashi paid his Academic Senate dues (\$30) by check on 11/22/2021.

The fiscal year 2021-2022 was quite a good one for the OC Academic Senate treasury.

OCAS Finances at the end of 2020-2021:

Since only around 44 full time faculty (out of over 100 total) had either contributed via automatic payroll deduction or directly (via check), the total amount collected by the end of the 2020-2021 fiscal/academic year, was \$1410 from full-time faculty and another \$35 from 7 part-time faculty.

OCAS Finances in the fiscal year 2021-2022:

Obviously, we can do better. Our fresh efforts to solicit contributions in Fall 2021, yielded some additional commitments via automatic payroll deductions that will be taken out of our salaries in April 2022. These will count toward our dues contribution for the year 2021-2022. As the attached (3/29/2022) list of faculty names who have submitted automatic payroll deductions shows, despite the retirement of 7 full-time faculty on this list the number of full-time faculty who have committed to automatic payroll deductions has increased to 62 (an approximately 40% increase in the number of full-time contributors.) I should add that Professor Alan Hayashi has paid by check for the year 2020-21 and 2021-22.

This indicates that our revenue will increase from \$1380.00 (2020-2021) to \$1995.00 in 2021-2022. This is good news, indeed!

Still, we know that many of our colleagues have yet to contribute. Please check the attached list of faculty, full and part-time who have authorized the one time annual deduction from their pay-check (\$30 for FT, and \$5 for part-time), and please affirm that all your department colleagues are on the list. If they are not, then please help your Academic Senate reach out to the ones who have yet to authorize their automatic payroll deductions toward their AS contributions.

A BIG "Thank you" goes to all colleagues who have either contributed or authorized the same.

Thank you, colleagues.

Ishita Edwards, Ph.D.,
Treasurer, OC Academic Senate

File Attachments

[Academic Senate Checking Account 2022-9-12.pdf \(168 KB\)](#)

[OCAS-authorized-payroll-deductions- 842 -3-29-2022-no 900# Adjusted on 8-31-2022-IE.pdf \(136 KB\)](#)

[Fillable_OC_AS_Renewal_Form_2022-23_IE-Sept-9-2022 \(1\).pdf \(286 KB\)](#)

7. New Business

Subject **7.02 AS Goal Tracking - 10 minutes**

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Discussion

Dr. Ishita Edwards and the AS Goals Workgroup will report on the progress of the goals for the AS this academic year.

The OCAS Goals Workgroup met for the first time on Wednesday, 8/30/22, and then again, on 9/7/22.

Workgroup members: Susan MacDonald, Shannon Treft, Tim Fontenette, Lilia Ruvalcaba, Ishita Edwards (OCAS Treasurer, and Lead)

The relevant documents are attached.

1) AS Goals and Action Steps_2021-2022 are the OCAS Goals for the year 2021-2022 as approved by the OCAS in Fall 2021.

2) AS Goals and Action Steps_2021-2022- with Edits-8-30-2022.docx is the edited version of the Goals after the AS Goals Workgroups meeting #1 on 8-30-2022, and the further modified version of the AS Goals that incorporate some of the suggestions received by 9/7/2022.

3) OC AS Goals Review & Report Out#1 -8-30-2022.docx is the OCAS Goals Workgroup Report-Out after the meeting #1 on 8-30-2022.

4) Form titled "AS Goals and Action Steps_Return to ISHITA.docx" that was sent to all senators by OCAS President Caruth, with a request for feedback and suggestions by 9/2/22.

The report-out provides a brief explanation of the rationale behind the suggested deletions and modifications.

Future meeting dates:

Wednesday, 9/7, Tuesday, 9/13, Wednesday, 9/21, and, if necessary, Wednesday, 9/28.

File Attachments

[AS Goals and Action Steps_2021-2022-Review & Revise.docx \(80 KB\)](#)

[AS Goals and Action Steps_2021-2022-with Edits-8-30-2022.docx \(85 KB\)](#)

[AS Goals and Action Steps_Return to ISHITA.docx \(80 KB\)](#)

[OC AS Goals Review ReportOut #1-8-30-2022.docx \(43 KB\)](#)

[AS Goals and Action Steps_2021-2022-with Edits-9-7-2022-w.Feedbacks.docx \(86 KB\)](#)

7. New Business

Subject	7.04 All Users Emails Protocol - 5 minutes
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information, Discussion

President Caruth will discuss requests and protocol for sending All Users emails.

All Users email requests:

- College related
 - College events
 - Student clubs
 - Professional development
 - Student resources such as but not limited to the library, tutoring services
 - Support for our classified colleagues
- No personal requests
- No business related requests
- No advertisements unrelated to the college directly
- No offsite events unless directly related to the college. such as but not limited to athletics

9. AS President's Report

Subject	9.01 OC Meetings Update - 5 minutes
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Accreditation Standard I.B., Report

President Caruth will provide an update on OC meetings.

9. AS President's Report

Subject 9.03 Board of Trustee Items - 5 minutes

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.C., Information

- Do you have suggestions for the **next** OCAS Board of Trustees report? Email President Caruth: ECaruth@vcccd.edu
- Our faculty spotlight for September is Dr. Shannon Trefts (Counseling).
- Our faculty spotlight for November will be Professor Emily Zwaal (ASL).
- Our Board Report for September is attached.

File Attachments

[OC Board Report_September 2022.docx \(538 KB\)](#)

10. PG/Standing Committee - 2 minutes per report

Subject	10.01 Reporting Schedule: Fall 2022
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information

Below, find the current PG reporting schedule for Fall 2022. This will be revised to align more closely with the PG meeting schedule as proposed in *draft* meeting calendar included.

Current PG Report Schedule for Academic Senate Meeting Fall 2022

1st AS meeting of the month these committees will report-out:

1. ASG (ASG Officer)
2. Budget (Susan)
3. CUDS (Charles)
4. PRC (Lilia)
5. Sabbatical (Della)
6. CPC (Ishita)

2nd Monday of the month these committees will report-out:

1. Curriculum (Shannon Davis)
2. PDC (Cat)
3. SESC (Erin)
4. LLRC (Tom)
5. AFT (Teresa)
6. TEC (Ishita)
7. ARW (Dolores)
8. Guided Pathways (as needed)
9. Statewide Committees (as needed)

File Attachments

[OC Campus Calendar of Meetings_2021-2022_08 12 21.pdf \(198 KB\)](#)

10. PG/Standing Committee - 2 minutes per report

Subject

10.02 ASG (ASG Officer)

Meeting

Sep 12, 2022 - Oxnard College Academic Senate

Type

Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

An ASG officer will provide a report.

10. PG/Standing Committee - 2 minutes per report

Subject 10.03 Budget (Susan) - First AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

Senator McDonald has provided a written report from the most recent Budget meeting.

A few documents are **attached** for your review. They are important documents from Budget meeting.

Also included is a report from Senator Stough on one of last years Budget Committee meetings.

File Attachments

[Budget Committee Report for AS.docx \(16 KB\)](#)

[2022 Final Resource Request Ranking - Results.pdf \(137 KB\)](#)

[Budget Committee Apr. 27, 2022.docx \(20 KB\)](#)

10. PG/Standing Committee - 2 minutes per report

Subject 10.04 CUDS (Charles) - First AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

Senator Mack provided a written report from the most recent CUDS meeting. **Attached.**

10. PG/Standing Committee - 2 minutes per report

Subject **10.05 PRC (Teresa) - First AS meeting of the month**

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

Senator Lieser will provide a report from the most recent PRC meeting.

10. PG/Standing Committee - 2 minutes per report

Subject 10.06 SESC (Erin) - First AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Report

This agenda item allows someone to report-out on a PG committee off of the regular monthly schedule.
(only an item as needed)

PG Org Chart as an FYI **attached**.

10. PG/Standing Committee - 2 minutes per report

Subject 10.07 Sabbatical (Della) - First AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

Senator Newlow will provide an update.

Update: All applicants have submitted their final proposals; the votes are currently being tabulated and applicants will hear from the sabbatical chair within 24 hours of the senate meeting with their placement.

10. PG/Standing Committee - 2 minutes per report

Subject 10.08 CPC (Ishita) - First AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

OCAS Treasurer, Ishita Edwards provided a written report from the most recent CPC meeting dated 8/26/2022. See **attached**.

File Attachments
[Report-CPC-8-26-2022.pdf \(127 KB\)](#)
[CPC 2021-2022 Finalized Goals.pdf \(114 KB\)](#)

10. PG/Standing Committee - 2 minutes per report

Subject	10.09 Curriculum (Shannon Davis) - Second AS meeting of the month
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information, Report

10. PG/Standing Committee - 2 minutes per report

Subject 10.10 PDC (Cat) - Second AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Information

PDC met Aug 29, 2022, no September meeting:

- lots of events for self assigned flex, Sept 13th
- still taking proposals for Oct 26th self assigned flex day
- Faculty applications due Sept 23, 2022 for Fall and Jan 27, 2023 for Spring semesters
- all recommended applications will be required to "close the loop" via exit form, details tba
- lots and lots of professional development opportunities (listed in the agenda on BoardDocs)
- next meeting Oct 3, 2022 in PAC at 2:30pm (will be reviewing fall applications, both faculty and classified)

10. PG/Standing Committee - 2 minutes per report

Subject	10.11 SESC (Erin) - Second AS meeting of the month
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information, Report

10. PG/Standing Committee - 2 minutes per report

Subject	10.12 LLRC (Tom) - Second AS meeting of the month
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	

10. PG/Standing Committee - 2 minutes per report

Subject	10.13 AFT (Teresa) - Second AS meeting of the month
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information, Report

10. PG/Standing Committee - 2 minutes per report

Subject 10.14 TEC (Ishita) - Second AS meeting of the month

Meeting Sep 12, 2022 - Oxnard College Academic Senate

Type Accreditation Standard I.A., Accreditation Standard I.B., Accreditation Standard I.C., Report

Treasurer Edwards has provided a written report from the most recent TEC meeting. **Attached.**

10. PG/Standing Committee - 2 minutes per report

Subject	10.15 ARW (Dolores) - Second AS meeting of the month
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information, Report

This is a standing item for discussion on any anti-racist policies and practices.

10. PG/Standing Committee - 2 minutes per report

Subject	10.16 Guided Pathways or Statewide Committees (as needed) - Second AS meeting of the month
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information, Report

12. Future Meeting Dates

Subject

12.01 August 22, 2022

Meeting

Sep 12, 2022 - Oxnard College Academic Senate

Type

12. Future Meeting Dates

Subject	12.02 September 12 and 26, 2022
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	

12. Future Meeting Dates

Subject

12.03 October 10 and 24, 2022

Meeting

Sep 12, 2022 - Oxnard College Academic Senate

Type

12. Future Meeting Dates

Subject

12.04 November 14 and 28, 2022

Meeting

Sep 12, 2022 - Oxnard College Academic Senate

Type

12. Future Meeting Dates

Subject	12.05 December 12, 2022 (Tentative)
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	

13. For The Good of the Order

Subject	13.01 For the Good of the Order
Meeting	Sep 12, 2022 - Oxnard College Academic Senate
Type	Information

We will spend the last few minutes of our meeting highlighting at least one area of excellence at the college.

14. Adjournment

Subject

14.01 Adjournment

Meeting

Sep 12, 2022 - Oxnard College Academic Senate

Type

Information

Oxnard College Academic Senate (Monday, September 12, 2022)

Generated by Emily Zwaal on Friday, September 9, 2022

The Senate (2022 – 2023 AY): [Elissa Caruth \(President\)](#), [Dolores Ortiz \(Vice President\)](#), [Emily Zwaal \(Secretary\)](#), [Ishita Edwards \(Treasurer\)](#)

Senators Present: Teresa Bonham, Catalina Yang, Charles Ramirez, Chris Mainzer, Dylan Altman, Erin Lawley, Gloria Lopez, Josh Lieser, Lilia Ruvalcaba, Lois Zsarnay, Michelle Brownlee, Susan McDonald, Tom Stough, Della Newlow, Kari White, James Harber, Yong Ma, Kevin Corse, Juan Pitones (19)

Non-Voting Senator Present: Paola Lopez (ASG Rep)

Senators Absent: Tim Fontenette, Deanna McFadden (2)

Guests: Rosa Reyes Orduna, Samantha Marshall, Shannon Trefts, Letty Mojica, VP Luis Gonzalez, Diane Frehlich, Shannon Davis

1. Call to Order

Procedural: 1.01 Call to Order

- Academic Senate President Caruth called the meeting to order at 2:04. Quorum was met.

2. Moment of Gratitude

2.01 OC Expo

- 26 departments and 12 clubs were represented at the OC Expo. ASG would like to increase the number of clubs to 30. Consider advising a club if you've never done so before. Reach out to Amparo if you'd like to.

2.02 Transfer Fair

- The Transfer Fair was a success. Approximately 30 different universities were present.

3. Adoption of the Agenda

3.01 Adoption of the Agenda

- 1st motion: Christine Mainzer, 2nd motion: Yong Ma
- The Senate voted to adopt the agenda.

4. Public Comments

4.01 Public Comments

- Dr. Shannon Trefts announced there will be an Open House for the UTC and Career Center on Thursday, 9/15, from 11am-1pm. There will be light refreshments and a raffle. All students and employees are welcome!
- Senator Lawley reported that we are not in full compliance of Assembly Bill 367, which was passed last year to go into effect beginning this school year. We must have gender inclusive restrooms in central locations on campus and signs in all restrooms pointing students to their location. Currently we have two single-stall restrooms below the Administration Building. We also need to stock all bathrooms with free menstrual products, since not all who menstruate are women. This is important for the equity of all students.
- Senator Stough announced that the LLRC will be open on Flex Day. Close to normal services will be offered on this day. References will be open from 11am – 3pm and the building open until 8pm. Tutoring services will also still be in effect.
- Senator Bonham spoke on behalf of herself and Senator Ruvalcaba as AFT representatives to alert everyone they should have received an email from AFT. There has been a decline in enrollment. She asked that everyone be on the lookout for a survey that will be sent out regarding about negotiations and to complete this so they can advocate for your interests.

5. Guests

5.01 Rosa Reyes Orduna, Basic Needs Specialist

- Rosa informed us that we still have a food pantry. If you have any unexpired, non-perishable food items you can donate, please do. They are working on providing donors with receipts. Last week alone they made 20 bags. They also provide 2 free snacks per day to students. Over the summer, they did a trial run of a produce market on campus and saw a great turnout. They plan to bring this back, but not until two or three weeks from now. They will keep us posted and Rosa will provide us marketing materials for this and all Basic Needs services. We play an important role in helping spread the word to students.
- The ASG building has one gender-neutral restroom stall. They do have tampons (not pads) that are free, so let students know they are there while we're awaiting others to be stocked.
- They also provide shower kits and kits for students who are homeless (including flashlights, blankets, socks, toothbrushes/paste, shoes, diapers, wipes, baby clothing, etc.). Currently they also have two strollers available.
- Ventura County is #1 in the country for the least housing availability. They are trying to work with other services to eliminate housing insecurity. Send students Rosa's way who could use support.
- If you'd like a Basic Needs representative to come to your class, email Rosa your availability and she will work with the time you have allotted.
- Ishita asked about the program hours. The Food Pantry and Dream Resource Center are open Monday – Thursday, 8:30am – 5pm, and Fridays from 8am – 12pm. If you need to drop off donations outside of that time just let them know and someone will be there. All services are housed in the ASG building.
- Students often do not disclose they are dealing with homelessness or other issues. As a teacher, you may notice increased absences or decline in work quality and this could be an indicator that something is going on. You can file a BIT report if you're concerned or try to open a conversation with the student. You can also send their info to Rosa via email to reach out immediately. Elissa recalled a story where she noticed a decline in a student's hygiene that alerted her.

5.02 Dr. Letty Mojica, University Transfer Center

- The Transfer Fair was very successful. It was the first in-person fair in 3 years. There were 34 schools across California and out-of-state represented, and close to 300 students who attended. Dr. Mojica recognized Senator Ortiz and Senator Lawley for bringing their students to the fair and hopes to increase the numbers of students coming through in the following year.
- The UTC piloted a 3-day Transfer Information Bootcamp in the beginning of this Fall semester. If a student signed up, they were required to attend all 3 days. This helped students get a head start on applying for Spring or Fall 2023 admission and turned out great! Students surveyed reported they felt it was short and would have preferred a full week. They thought it was very informational and beneficial. The UTC is planning to offer this again next year, possibly at 2 different times and potentially dividing the UC and CSU into separate sessions.
- It's currently transfer season so the UTC is very busy. They are offering workshops. CSU applications opened Aug. 1st and closed the 31st, although many extended their deadline to Sept. 30. The UTC will continue to offer workshops through Sept (in person and via Zoom). They are also offering workshops for the TAG program. Students must apply for TAG between Sept. 1 – 30.
- Dr. Mojica submitted a request through the OC Foundation for funds to help students pay the UC/CSU application fee. It's \$70 per campus. The Foundation approved her \$5k request, which should be accessible for students submitting applications for Oct. 1 – Nov. 30. In the past, some students who learned they didn't qualify for the waiver wouldn't submit their application, so this should make a big difference.
- There is a field trip to CSUCI this Friday and to CalPoly SLO on **Nov. 3rd**? Encourage students to join if they're interested in those schools and direct them to the UTC.
- UC Berkeley will be coming to OC for the first time to meet one on one with students. CSUCI, UCLA, Sonoma State (also first time), and CSUN are other examples of schools that will be on campus. Dr. Mojica is trying to increase the numbers of schools visiting.
- You can request Gabriela Rodriguez, Dr. Mojica, or Elizabeth Vasquez to come to your class/es to share important information or bring your classes to the UTC.

5.03 Dr. Luis Gonzalez, Accreditation Update, ISER First Read

- Faculty should have received a few emails that included attachments of the Word version of the ISER. The current, full draft is now complete, and the Word doc includes hyperlinks. We are working on this for accreditation. It's been shared with ASG. We are welcome to review it all. Vice President Gonzalez shared the document and the feedback form via email and thanked those who have already provided feedback. You should complete the Accreditation Survey (feedback form) as you review the ISER. The Intro will let you know what you should see covered in each section and you can verify if a particular section did or did not cover what was intended. You are able to select a specific standard and sub-standard you are reviewing, and there is a section where you can leave general feedback. Dr. Gonzalez also sent out an Excel spreadsheet outlining which sections he would like Academic Senate to focus on, but we're welcome to review as much as we'd like. It is the same survey form but has been updated to include E-F and now gives the reviewer the ability to review different standards. The previous ISER document was not complete, but now it is. Some heavy revisions were done over summer for 1 and 2 (and 3 and 4) which is now complete.
- Dr. Caruth commended the contributing authors and readers on the ISER. It's very valuable for us to provide feedback to improve our services.
- Senator Bonham asked if senators can divide the workload. Senate President Caruth said she could parcel out the work and Senate Vice President Ortiz suggested the people assigned to certain sections last semester could cover the same sections to observe any changes. She shared the previous section assignments in the chat box.
- All feedback on the ISER is needed by Sept. 23rd to submit by the 28th. At the next Senate meeting, Vice President Gonzalez will explain the timeline of what comes after submitting. There will be an accreditation visit in March and an official visit in Fall 2023.
- Teresa Bonham noted that if this is a first reading it needs to be listed on the agenda as an action item, not as a guest speaker item.

5.04 Shannon Davis, Curriculum Updates

- AB 11-11 was signed last October, which concerns common course numbering. CID codes came from common course numbering back in 2006. By July 1st 2024, we must have common course numbering for GE and Transfer Pathway courses and these must be adopted into the course catalog so that all colleges have consistent numbering. They're looking at using CIDs as the basis for the new system but are unsure if we can keep the ones we have because there is sometimes more than one course tied to one CID. Faculty should *not* create any new courses that we'll have to change again next year because it's a long process to do so. Curriculum Committee *will* see non-credit courses, CTE courses, work study, and learning skills courses. Any courses that are local and not transferable are acceptable because they won't be impacted by the new legislation. It is also okay to modify SLOs or correct something wrong in a course but there should not be any changes to a CID course. The committee will also be working on updating the Curriculum and GE handbook. They hope to have more guidance on the new system by Spring and will keep us posted.
- Faculty should also work on including DEI (Diversity, Equity, and Inclusion) in our CORs (Course Outlines on Record). There will be some language coming down regarding how we are to proceed with that.
- Curriculum will also be happily reviewing new Math and Ethnic Studies courses for Area F that are now required by other recent legislation (so these are an exception to above).
- Senate Vice President Ortiz noted that previously we weren't permitted to use our own course numbers if they had been used before and asked if this will now be allowed. Shannon doesn't know the answer yet. There are so many numbers in the 100s so if they want numbers that have never been used before they may have to move into the 1000s.

6. Action Items

6.01 Approval of the Minutes

- 1st motion: Ishita Edwards, 2nd motion: Yong Ma,
- The Senate voted to approve, without suggestions.

6.02 Seating of the Senators, continued

- Senator Lieser noted that Juan Pitones will fill Dr. Ortiz's former Senate seat.

7. New Business

7.01 Treasurer's Report: Academic Senate Treasurer Ishita Edwards

- The Academic Senate has \$4,846 left to spend or designate for reserves. We haven't spent anything since we last met, but had to make some adjustments. Dr. Edwards (now dean) and Mike Ketaily (retired) are no longer contributing. Neither is Tom O'Neil but Treasurer Edwards wasn't able to find his contribution so didn't have to adjust. There is now \$1,890 of new money coming in. There are still many faculty who are not contributing that we can do our part to encourage.
- We need to discuss how to spend the money. We could tie this to our goals for the year. Normally, we partially fund student scholarships (\$500, matched by OCF), purchase student art up to \$250 (last year we only spent \$175), and recognize colleagues (last year \$200 was given to Deanna McFadden). We don't have to spend all of the money, but we can decide together what we'd like to do.
 - Dr. Caruth would like to spend \$20 on general occasion cards so we have them ready and easy to send out. These may be blank so we can customize them.
 - Dr. Caruth suggested using money toward a lifetime achievement award.
 - Senator Newlow reiterated her idea to bring faculty together casually by providing coffee/tea and cookies on campus twice a week. This ties to our goal of building community.
 - Treasurer Edwards suggested we might create a proposal form to track different ideas.

7.02 AS Goal Tracking: Academic Senate Treasurer Edwards

- The Goal Tracking Workgroup reviewed the 6 goals from the previous year and determined which could be removed. Goals 5 and 6 were already achieved. Senate President Caruth sent out a document eliciting senators' input for new goals. We haven't touched on Goal 3 yet. Some words were added to Goal 1 to make it more appropriate. Goal 4 had similar ideas to Goal 1, so the goal was eliminated and some of its points were added as action items under Goal 1. Action steps were added to Goal 2, which focuses on fostering an environment that is supportive and welcoming of all faculty across the college.
- Senate President Caruth recommended Senate Treasurer Edwards and Senator Newlow meet to reword the language regarding building camaraderie. Dr. Edwards said she is meeting again with the AS Goals Workgroup from 10 – 11am and asked Senator Newlow to email her before then. Their next meetings are the 21st and 28th. They should have the goals finalized by October.
- Teresa Bonham would like to start some support groups that are Union-based, such as for the tenure process, and suggested this be considered as a goal. The Union and Senate could work together. Professor Bonham will send Treasurer Edwards some of her ideas.

7.03 Lifetime Achievement Recognition

- Senator Lieser posed the idea of a retirement walkway to give retirees permanent recognition. He will discuss the costs associated with Vice President Renbarger and bring this back to Senate to see if we can support it. His idea is to put one brick in a walkway on campus and give a second brick to the retiree, instead of a plaque. He will send pictures of what a possible walkway would look like. Treasurer Edwards noted that Moorpark College has used bricks so they should have information about this. President Caruth agreed it's important to honor faculty who do not always receive recognition.

7.04 All Users Emails Protocol

- Senate President Caruth shared protocol for emails that you can send to her and request to forward and others you should not send to her:
 - College related
 - College events
 - Student clubs
 - Professional development
 - Student resources such as but not limited to the library, tutoring services

- Support for our classified colleagues
- No personal requests
- No business-related requests
- No advertisements unrelated to the college directly
- No offsite events unless directly related to the college. such as but not limited to athletics
- Teresa Bonham and Treasurer Edwards noted we used to have ‘All-User’ emails, but this was stopped by a former college president because of Board interventions. We need to find out what the District will allow and not allow.

8. Old Business

9. AS President's Report

9.01 OC Meetings Update

- President Caruth is working on revising the reporting schedule for PG Committee reports. It’s important to align these so that we are receiving them within 72 hours of our Senate meetings. Senator Ortiz noted that she believes it’s okay to add attachments to agenda items under the 72 hour mark, which President Caruth will check on to confirm. Senator Edwards concurred with Senator Ortiz having seen this done in other meetings.

9.02 District Meetings Update

- We have approximately \$70 million in District reserves. It was suggested we have 2/3 months coverage in reserves, but this may not be sufficient in certain situations, such as during the pandemic. There was a lot of discussion on this and how to replenish the reserves.
- The new compressed calendar may be initiated January 2023, however there are still many factors to be considered so this is only tentative at this point. Now that we have moved to more hybrid and online teaching since the pandemic it needs to be figured how this will impact contact hours. There is also discussion as to how this will impact classified staff and their service to students.
- OC’s off-site PACE and ESL programs have been doing great.
- There was a lot of discussion concerning how to support students who are facing being dropped for non-payment such as the grace period they should have, how this should be communicated to students, and payment plan options.
- DCCI (District Council on Curriculum & Instruction): discussion about compressed calendar and APs and BPs.
- DCHR (District Council on Human Resources): there was a lot of discussion revising Board policies and administrative policies
- DCSS (District Council on Student Services): discussed revising the language of academic probation since the term “probation” can be very triggering for some students. “Academic notification” and “academic notice” were a couple suggestions. We also need to provide guidance and support rather than admonishment.
- Title IX training on sexual harassment is required. Treasurer Edwards encouraged everyone to print out their certificate to verify it was completed.
- Teachers may not hold classes tomorrow on Flex Day (Sept. 13th).

9.03 Board of Trustee Items

- Secretary Zwaal will be the faculty spotlight for October’s Board of Trustee’s meeting, not September.

10. PG/Standing Committee

10.01 Reporting Schedule: Fall 2022

10.02 ASG (ASG Officer)

- See written report in BoardsDocs.

10.03 Budget (Susan) - First AS meeting of the month

- See written report in BoardsDocs.

10.04 CUDS (Charles) - First AS meeting of the month

- See written report in BoardsDocs.

10.05 PRC (Teresa) - First AS meeting of the month

- See written report in BoardsDocs.

10.06 SESC (Erin) - First AS meeting of the month

- See written report in BoardsDocs.

10.07 Sabbatical (Della) - First AS meeting of the month

- See written report in BoardsDocs.

10.08 CPC (Ishita) - First AS meeting of the month

- See written report in BoardsDocs.

10.09 Curriculum (Shannon Davis) - Second AS meeting of the month

10.10 PDC (Cat) - Second AS meeting of the month

10.11 SESC (Erin) - Second AS meeting of the month

10.13 AFT (Teresa) - Second AS meeting of the month

10.14 TEC (Ishita) - Second AS meeting of the month

10.15 ARW (Dolores) - Second AS meeting of the month

10.16 Guided Pathways or Statewide Committees (as needed) - Second AS meeting of the month

11. Follow-Up Items for Future Agenda

- No comments.

12. Future Meeting Dates

- ~~August 26, 2022~~
- ~~September 12, 2022~~
- September 26, 2022
- October 10, 2022
- October 24, 2022
- November 14, 2022
- November 28, 2022
- December 12, 2022

13. For The Good of the Order

13.01 For the Good of the Order

- Senate President Caruth shared that she loved being at the OC Expo and seeing the students interacting and excited to be here.
- Secretary Zwaal encouraged everyone to attend and share with their students that there will be an OC Live event on Black ASL on Wednesday, Sept. 28th
- Senate Vice President Ortiz shared that the Book Club (mentioned in our previous meeting) will start next Friday and continue for five consecutive weeks. They meet in person and have food. The location will probably be the Condor Hall Conference room. If you can't participate this time, they will have a second book after this one.

14. Adjournment

14.01 Adjournment

- Officially adjourned at 4:03.



**Monday, September 26, 2022
Oxnard College Academic Senate**

This is our regularly scheduled Academic Senate meeting which is open to the public and takes place on 2nd and 4th Mondays of each month of the academic year from 2:00pm-4:00pm. For the Spring 2022 semester, meetings will be held using VCCCD Zoom or in the PAB-CC. We do not meet on college holidays.

"Oxnard College is a place where we seek to honor dignity in all that we do."

1. Call to Order

1.01 Call to Order

2. Moment of Gratitude

2.01 UTC Career Center Grand Opening

2.02 Send gratitude

3. Adoption of the Agenda

3.01 Adoption of the Agenda

4. Public Comments: 2-Minute Time Limit

4.01 Public Comments

5. Guests

5.01 Everardo Rivera, Faculty lunch/socialization opportunity, 5-10 minutes

5.02 Imelda Fernandez, College Readiness Days - 5-10 minutes

5.03 Chris Domasin, Mental Health Services - 10 minutes

6. ASG/ Student Report

6.01 ASG/Student Report

7. Action Items

7.01 Approval of the Minutes - 5 minutes

7.02 Dr. Luis Gonzalez, Accreditation Update, ISER Second Read, 10 minutes maximum

7.03 AB 361: Remain online 30 days or meet in person - 5 minutes

8. New Business

8.01 Treasurer's Report - 5 minutes

8.02 AS Community Building - 5 minutes

9. Old Business

9.01 AS Goal Tracking - 10 minutes

9.02 Student Equity and Achievement Plan, second read only

9.03 Lifetime Achievement Recognition - 5 minutes

9.04 All Faculty Users Email Protocol - 5 minutes

9.05 Faculty Spotlight - 5 minutes

10. AS President's Report

10.01 OC Meetings Update

10.02 District Meetings Update

10.03 Board of Trustee Items

11. PG/Standing Committee Reports - First AS meeting of the month

11.01 Reporting Schedule: Fall 2022

11.02 ASG (ASG Officer)

11.03 PDC (Cat)

11.04 SESC (Erin)

11.05 CUDS (Charles)

11.06 ARW (Dolores)

12. PG/Standing Committee Reports - 2nd AS Meeting of the Month

12.01 PRC (Lilia)

12.02 TEC (Ishita)

12.03 Budget (Susan)

12.04 Curriculum (Shannon Davis)

12.05 CPC (Ishita)

13. Other College Reports

13.01 Sabbatical (Della)

13.02 AFT (Teresa)

13.03 LLRC (Tom)

13.04 University Transfer Center

13.05 Guided Pathways or Statewide Committees (as needed)

14. Follow-Up Items for Future Agenda

14.01 None

15. Future Meeting Dates

15.01 October 10 and 24, 2022

15.02 November 14 and 28, 2022

15.03 December 12, 2022 (Tentative)

16. Past Meeting Dates

16.01 August 22, 2022

16.02 September 12 and 26, 2022

17. For The Good of the Order

17.01 For the Good of the Order

18. Adjournment