



Division Meeting Agenda

August 11, 2022. 1:00pm-2:00pm. LA-6

- Welcome
- Hiring: Full Time/Part Time Updates
 - Adjunct Workspaces in Condor Hall 334
- Goals for the Year
 - Celebrate and share our accomplishments
 - Alignment with local, and state initiatives
 - Efficiency and communication
- SharePoint
 - CTEOS Survey
 - Resources and Commonly used forms
 - CE Logos & Backgrounds
- Marketing
 - Websites & Videos
- PACE Updates
 - Oxnard CLU Site
- General Reminders
 - Instructional supplies budgets and Instructional Equipment (over \$5K)
 - Office Hours
 - Faculty can have online office hours
 - Dropping Students
 - Please drop inactive students by the census deadline.
 - In terms of regular and effective contact, faculty should know if a student is not active in class and if they are not and have not responded to emails, canvas messages or other correspondences then they should be dropped.
 - What if their last date of attendance was after census? Mark that as the last date of attendance. Do not back-date.
 - 2023 Spring Schedule (draft)
 - Dual Enrollment



- COVID-19 Updates
 - The District's Board of Trustees voted to remove the COVID-19 vaccine mandate for students and employees. Vaccinations, boosters (when eligible), and wearing masks while indoors and near others remain highly recommended.

- Grants Updates- Giovanni Ortega

- Department Updates
 - Automotive/Air Conditioning Services: Kevin Corse
 - Business/Information/Technology/Culinary: Tim Fontenette and Sylvia Schnopp
 - Dental: Susan McDonald
 - Law, Community, and Education: Lois Zsarnay and Evan Hess

- Career Center Updates: Dr. Shannon Trefts & Amanda Burwick
 - Workshop Calendar
 - LAEP Funds
 - Internships
 - Career Survey

- Child Development Center: Antonio Frias

- Foster Kinship Care Education: Rhonda Carlson & Bryan Salazar-Pazmino

- Fall deadlines
 - Syllabi DEADLINE August 26, 2022
 - IRSSA is December 8, 2022
 - Flex FORMS are due June 30, 2023
 - New Faculty Evaluations- process and timelines coming via email
 - ARFS for Summer 2023 and Fall 2023 are due 3rd week of September

- Division Meetings
 - September 16, 9:30am-11:00am
 - November 4, 9:30am-11:00am
 - January 6, 9:30am-11:00am
 - March 10, 9:30am-11:00am

Oxnard College Fire Academy Mission

The Oxnard College Regional Fire Academy is a cooperative program between Oxnard College and the California State Fire Marshal Office. This program and other similar programs statewide are intended to provide a trained and educated recruit base for fire departments in the state of California. This program is designed to meet the dynamic challenges of fire departments in need of pre-service recruits and to enable students to successfully become employed by fire departments throughout the state of California and within the Ventura County Community College District's Service area.

Oxnard College Fire Technology Mission

To assist the career, volunteer, and industrial fire protection and emergency services throughout our state communities to deal effectively with the social, economic, and technical aspects of fire and emergency response and to enhance their professionalism, and capabilities to protect California from the devastation of fire, environmental, natural, and man-made emergencies by providing state of the art education, training, resources, certification and leadership.

Oxnard College EMT Mission

(OC EMT & Fire Technology



Oxnard College Public Safety Division

AGENDA
February 11, 2022 (Friday)
11:30 – 12:30 PM

- I. Update on Admin Asst. (Intro to Aric)
- II. Return to in-person classes – **Steve**
 - a. Screening Procedure (Wristbands)
 - b. Parking for students
 - c. Designated areas for Fire Tech, EMT, and Academy students
 - d. EMT classes moving back to Room 113 (Jason's class will stay as originally scheduled)
 - e. Mask Mandate (We N-95 asks for all faculty and staff)
2. ARF Deadline is **Friday, February 18** for Spring 2023
3. Wireless - Apparatus Bay – Mike
4. Fall Schedule – Steve
5. Questions – Open Discussion
6. Adjournment

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OXNARD COLLEGE

Math/Science/Kinesiology/Health/Athletics Division Meeting

**MEETING AGENDA FOR September 16, 2022
11:30 am – 1:00 pm**

AGENDA ITEMS

1. Welcome
2. Elissa Caruth, Academic Senate President (10 min)
3. Department Chair Updates (5 min each ~ 20 min total)
4. OC STEM Updates (5 min)
5. Dean's Updates (25 min)
6. Reminders: ARF's will be due next week
7. Q & A

Agenda for Public Safety Division Meeting

September 16, 2022, 9:30pm – 10:30 pm

1. Update on Instructional Equipment funds and build out of South Lot training grounds. (This is exciting news).
 2. Evaluations
 3. Update on OC Accreditation Self-Study
 4. Curriculum Deadlines
 5. Apparatus Bay Dedication Ceremony postponed.
 6. Department updates.
 1. EMT
 2. Fire Academy
 3. Fire Technology
 4. Wildland
 5. Lifeguard
 7. Open Discussion: Other Issues?
-

Future Division Meetings

Friday, October 7 at 9:30am

Friday, November 4 at 9:30am



LIBERAL STUDIES DIVISION MEETING

9/16/2022

9:30am-11:00am via Zoom

Guest
America Barroso
Veterans and our Classrooms



DEPARTMENT CHAIR UPDATES

English:

Dr. Elissa Caruth

Languages & Reading:

Mati Sanchez

Social Sciences:

Dr. Josh Lieser

Visual Performance Arts:

Dr. Rainer Mack





FACULTY EVALUATIONS & TENURE UNDERWAY

- Any questions or concerns related to evaluations?
- Is your peer set?
- Are your observation dates set?
- We will set wrap-up meetings once all observation dates are set.

FACILITIES NEEDS?

- ❖ Please make note of things that are broken, old, run down, not working, etc...and keep us posted.
- ❖ We can't fix what we don't know about.



LLRC UPDATES

- ❖ OC TECH-BAR
- ❖ Buying Books
- ❖ Updating the “Front of House”
- ❖ Tutoring Shuffle
- ❖ Other?

OC HONORS PROGRAM



▪ About Us

- ❖ *Launched in Fall 2019*, the Oxnard College Honors Program consists of **specialized courses** specifically designed to develop exceptional academic ability in highly motivated students. Honors courses provide intensive instruction and challenging course work through close interaction with Honors faculty to provide students with an **enriched educational experience**. Students interested in virtually every major can participate in Honors while making progress toward graduation and transfer. The Oxnard College Honors Program also offers valuable opportunities for **leadership**, cultural and social engagement, and development of research skills. Apply today!
- ❖ **EXPERIENCE** uniquely enriched Honors courses in a variety of academic subjects
- ❖ **LEARN** essential skills in preparation for transfer to four-year universities
- ❖ **IMPROVE** your critical thinking and communication skills
- ❖ **BOOST** your transcripts and increase your chances for acceptance at top universities
- ❖ **ENJOY** the friendship and support of like-minded students

PROGRAM REVIEW: GET EXCITED!

- ❖ **Annuals Due: October 3, 2022**
- ❖ **Multis Due: November 1, 2022**
- ❖ **Do you know which one you are completing?**
- ❖ **Due one week ahead of time to your Dean and your Chair for review.**
- ❖ **On TEAMS (not eLumen)**



OTHER REMINDERS: PART I

- ❖ No CRN Notes anymore
- ❖ Cyber Security Awareness email and video from Mike A.
- ❖ Health Center Visits (Please email **Chris Domasin** to schedule)
- ❖ Spring 2023 schedule is being finalized; you will all see one more draft so triple check *everything*

OTHER REMINDERS: PART II

- ❖ Hiring two new FT Faculty to start Spring 2023: **ASL & CHST** (Oct/Nov)
- ❖ Hiring a **Library Supervisor** (Oct/Nov)
- ❖ ARFs are due by Friday, **September 23, 2022**
- ❖ There is money for **Substitutes**; If you know you will be out, please work with your chair to find a sub. Let Connie and Amy know who the sub will be.



Let's do a
check-in.

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THANK YOU!

Next Division Meeting: Nov. 4, 2022



**Division of Library
& Liberal Studies**
Oxnard College Established 1975



Division of Library & Liberal Studies

**Division Meeting during All College Day 2022
August 11, 2022**



MEET YOUR CHAIRS

English

Dr. Elissa Caruth ecaruth@vcccd.edu

Languages & Reading

Mati Sanchez msanchez@vcccd.edu

Social Sciences

Dr. Josh Lieser jlieser@vcccd.edu

Visual Performance Arts

Dr. Rainer Mack rmack@vcccd.edu



DIVISION GOALS

- Reconnect as a team: Create some **Social opportunities**
- Clean up the **Scheduling of Classes** process to add smoothness/ease for Chairs
- In-depth review of our curriculum as it relates to **DEI and Honors**
- Encourage faculty and students to use more of our resources such as:
 - **Cory's Closet**, **Test Proctoring Center**, **Lactation Station** (coming soon), **OC LIVE**, etc....
- **To Do:** Send me some other goals if there are items you want us to focus on as a team this year

MEETING LOCATIONS VIA ZOOM VS. IN-PERSON

- Division meetings: Zoom
- PT Evaluation Wrap Up: Zoom
- FT Evaluation Wrap up: In-person
- Tenure meetings: Zoom, except for wrap up meeting In-person



FALL OFFICE HOURS

**From MOU on Remote Work that was extended through the Fall 2022 semester which states:

Classroom Faculty

“For the Summer 2022 and Fall 2022 Semesters, all required instructional faculty office hours may be conducted remotely, from off-site provided the office hours:

- a) Utilize some form of technology (e.g., Zoom, live chat) that allows for real-time, synchronous interaction between the faculty member and the student.
- b) Faculty may be permitted at their discretion to conduct group office hours with more than one student, if, in the opinion of the faculty member it is pedagogically appropriate.
- c) Are regularly scheduled and clearly communicated to students in advance.”

Adjunct Office Space: In Condor Hall near Math FT faculty offices

- 7 Stations with full printing and copying access.
- **OPEN TO ALL ADJUNCTS in all disciplines!**

(To-Do: Chairs please email your part-time faculty)

OC LIBRARY: A MAGICAL PLACE

Test Proctoring Center

- Tests/Exams are proctored according to the instructor's specific parameters
- Tests/Exams can be scheduled for a full class, or for specific student(s)
- Using the testing center frees up instruction time for actual instruction
- Scheduling your tests/exams at the testing center provides flexibility to students, which may reduce any typical testing anxiety exacerbated by the external forces of a pandemic, political/social unrest, etc.
- The testing center is a quiet, socially distanced, and sanitized space
- For the Spring 2022 semester, the testing center proctored 63 tests (654 individual tests), for 14 instructors. Subjects covered were:
 - Anatomy
 - Communication Studies
 - Dental Hygiene
 - English
 - Health Education
 - Math
 - Physics
 - Let's add more to the list!



OC LIBRARY: CIRCULATION DESK

- Assist students/patrons in locating and checking out LLRC items including books, textbooks, laptops, hotspots, and MORE!
- Provide support for students to navigate through MyVCCCD portal, Canvas, Microsoft Office apps
- Printing, copying, and scanning available
- Provide free scantrons for students

OC LIBRARY: THE WRTC

Writing and Reading

- Provides student support for all writing and reading assignments. It consists of Writing & Reading, Humanities, and Language tutors.
- Come on up, Kari, to share your wisdom on the center & “Reading program” at OC

Tutoring

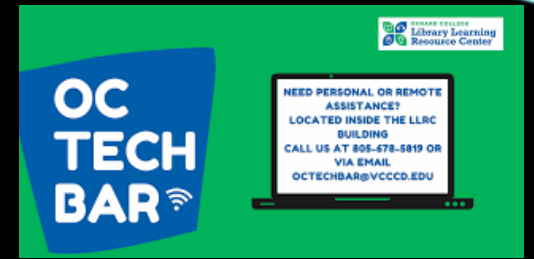
- All tutors **in-person** are also available **online**. Students are welcome to come in to the 2nd floor of the Library or jump into our online LRC Zoom Room. **No appointments are needed**, and everything functions on a first-come, first-served basis.
- **Note:** EOPS/CalWorks has a **dedicated writing and math tutor** that is housed in the LRC. The EAC students are able to request appointments with tutors; however, this has to be first cleared by their EAC Counselor.

OC LIBRARY: STEM CENTER

- STEM tutors are called “**Illumineers**” and provide the majority of Math and Science support for Oxnard students.
- STEM also provides scholarship support, connection to internships, OC ESTEEM Scholars, Club Participation, Field Trips, and participates in any relevant campus event.
- For more information, please contact Marcella Klein-Williams (mkleinwilliams@vccd.edu).



OC LIBRARY: OC TECHBAR



- The OC Tech Bar is a **student-facing** campus service provided by the IT department (But **faculty-facing** too for the quick questions!)
- Responsible for deploying **Hyflex kits** for faculty and staff
- Our primary goal is to **consult with students** who require general assistance with their devices, including campus loaned laptops and hotspot devices.
- Includes general account set up, Microsoft 365 registration, navigating canvas, other software and hardware consultation.
- Aim to mitigate the frustrations of the changing landscapes of technology

Active hours: 8am-8pm; just call Library or show up:
Thank you Anthony and Vinny!

IMPORTANT DATES

ARFs: Critical to get your classes/overload; Summer 2023/Fall 2023 ARFs will open toward the end of this month (August 2022) and due approximately 2nd week of September.

Division Meetings: 9:30am-11:00am

- September 16, 2022 – 1st fall division meeting
- November 4, 2022 – 2nd fall division meeting
- January 6, 2023 – 1st spring division meeting
- March 10, 2023 – 2nd spring division meeting

Amy weekly Office Hour: In-person: every **WED 2:00-3:00pm** beginning August 24th

Self-Assigned Flex-Days

- September 13th and October 26th (PDC is planning some great stuff!)

IRSSA due date:

- December 31st (Spring is June 30th FYI we are still waiting on some from last spring!)

Syllabus and Office Hour forms to Connie: **Due NOW!**

Campus closures/Holidays: Labor Day on **9/5**; Veteran's Day on **11/11**; Thanksgiving on **11/24-11/25**

ACTIVE SHOOTER TRAINING INFO

- We will be offering sessions for faculty and staff on flex days (9/13 and 10/26), but they would like to offer **in-class training** for faculty and students (at the instructor's request).
- Come on up **Anthony** to share your wisdom for our safety!



OTHER ITEMS TO CONSIDER

- Please consider being a Club advisor for ASG
- Always use the CRN when talking about a class
- Visit the Division Office when you need a snack
- Feel free to book a meeting with Amy or Connie anytime or just call us
- What else? Anything “other” to add?



IF TIME, DEPARTMENT CHECK-INS

Find your Chair...and then go play softball!





**Division of Library
& Liberal Studies**



Division Meeting Agenda

September 16, 2022. 9:30am-11:00am.

<https://vcccd-edu.zoom.us/j/99922716351?pwd=RldZUVVpZmFFVWhFVm81RVJiSVA2dz09>

- Welcome
- Staff updates
 - CRM ILT
 - Accounting Professor
 - ECE- Spring 2023 for Fall 2023
 - Counseling
- Spring 2023
 - Schedule
 - No Hyflex Modality
- Mental Health Classroom Visits
 - **Please schedule a time for a classroom visit, schedule a presentation for your virtual class, or access to a pre-recorded message to place in your Canvas.** Please reach Christopher Domasin directly to schedule via email at Christopher_domasin1@vcccd.edu or campus phone 805- 678-5832. I included a [video](#) related to our mental health services.
- ARFS- Due September 23
- Cyber Security Awareness
 - October is National Cyber Security Awareness month: A [quick \(2 min\) videos](#) that are filled with great information.
- EAC App
 - Check out our app by clicking on the following link: <https://app.jotform.com/222157447934158>
 - Check out the web page for these sources: <https://www.oxnardcollege.edu/departments/student-services/educational-assistance-center/eac-services/equipment-audio-recorders>
- Starfish Connect
 - Starfish Connect, [this website](#) and the attached flyer provide a general overview.
- Program Review
 - **PREPARER's Deadlines for Completing Reviews**
 - Annual Program Reviews: 10/03/22
 - Multi-Year/Comprehensive's: 11/01/22



- PACE & Dual Enrollment
 - Beatriz Ortiz
- Accreditation
 - [Feedback Form](#)
- Faculty Evaluations & Tenure Review Committees
- Syllabi- Please send any remaining to Dalia
- Grants Updates- Giovanni Ortega
- Department Updates
 - Automotive/Air Conditioning Services: Kevin Corse
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- End of Semester Posada?
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