

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.