

Oxnard College Academic Senate
MINUTES
February 10, 2020

Academic Senate Executive Board	
Amy Edwards, President	Absent
Kevin Corse, Vice President	Present, presiding
Lois Zsarnay, Treasurer	Present
Linda Kama'ila, Secretary	Present
Department	Senators
AFT Vice-President	1. Everardo Rivera, Present
Automotive Services	1. Kevin Corse, Present
Business Information	1. Tim Fontenette, Absent
Child Development	1. Simon Salem, Present
Counseling	1. Jose Vega, Present
Dental Programs	1. Armine Derdarian, Absent
Hospitality	1. Vacant
Law and Community	1. Lois Zsarnay, Present
Letters	1. Teresa Bonham, Present 2. Emily Zwaal, Absent, Proxy to Teresa Bonham ----- 1 Constantino Lopez, Absent 2. PT Vacant
Library	1. Tom Stough, Present
Math	1. Mark Bates, Present 2. Lilia Ruvalcaba, Absent ----- 1. PT Vacant
Natural Sciences	1. Shannon Newby, Present 2. Vacant ----- 1. PT Vacant 2. PT Vacant
Part-Time Faculty Rep. at-Large	1. Vacant
Physical Education/Health	1. Erin Lawley, Present
Public Safety	1. Robert Morris, Present
Student Support Services (EAC)	1. Della Newlow, Present

Student Support Services (Health Center)	1. Deanna McFadden, Present
Student Support Services (EOPS)	1. Gloria Lopez, Present
Social Sciences	1. Ishita Edwards, Present 2. Josh Lieser, Present ----- 1. PT Vacant
Technology	1. Vacant
Transitional Studies	1. Kari Tudman, Present
Visual and Performing Arts	1. Marcia Fulkerson, Present
Non-Voting ASG Officer	1. Fabian Garcia, Absent

Non-voting faculty: Mike Ketaily

- I. Welcome / Call to Order: Called to order at 2:02
- II. Adoption of Agenda: 1st Everardo Rivera. 2nd Ishita Edwards Unanimous
- III. Public Comments

Kevin Corse: Read out names of the recently tenured. Congratulations and happiness all around.

Steve Hall: Next mediation is upcoming Friday at DO. Everyone has been noticed on this. We need people to turn out. 8:45 am-9:45.

- IV. Review of Meeting Minutes (from 2/10/20)
Motion to Accept: 1. Ishita Edwards. 2. Rob Williams
Emily and Deanna were present. Typo: Undocually.
Motion passed: Unanimous.
- V. Treasurer's Report: L. Zsarnay
 - A. Financial Update
Balance: \$3596.80
 - B. Faculty Luncheon Motion (Everardo Rivera)
Everardo Rivera: Catering Estimate from an already approved vendor. \$7 a plate for approximately 250 people. Everardo described the menu. It includes a vegetarian option. \$1750. **Della Newlow:** Does that include tips and taxes? Everardo will check. Everardo also checked on BBQ and is waiting on an estimate. **Erin Lawley:** Can culinary arts do it? Everardo: Too expensive. Della:

We can't afford two times. **Ishita Edwards**: Moorpark College does it once a semester. People do contribute to it, though.

C. Faculty Projects Update

Lois Zsarnay passed around a form created in the past. **Teresa Bonham**: Senate used to do something like this. When Teresa applied and there was no money.

Lois: We need an actual formal process. Della: Perhaps we could designate a percentage. Linda: We need deadlines. We need to put the criteria on the form. J

VI. Committee Reports

A. PEPC: Armine Derdarian - tabled

B. PBC: Jose Vega - no report. Ishita: Meeting on the 19th of February. They went over the resource request form. They looked at the PDC form. There should be a narrative. Rob: It is already a lot of work. Could it be electronic? Ishita: Lots of budget discussion. State allocation goes to the 70-20-10 (best model for us is 60-20-20) Ventura wins in every allocation. This goes live in 2021-22. All three colleges have to agree. Enrollment-financial aid -performance.

C. PDC: Tim Fontenette – report tabled. Josh: has asked Social Science PDC rep for additional funds.

D. DE: Scott Wolf – next week.

E. Curriculum: Armine Derdarian No report

F. Student Success: Kevin Corse . Data will be incorporated into the Student Success Committee in order to send that information to other relevant parties. Shannon: Is the focus of the Student Success committee shifting? Maybe a little. Have they done membership revisions? Unknown.

G. CUDS: Lois Zsarnay Emergency alert system. We're supposed to download an app. Condor Hall Mezzanine is still under discussion. No water. Career center doesn't want it, because not enough privacy. A wellness center was discussed. Facilities request ranking is next month. Feminine hygiene product discussion. Gender neutral bathrooms is on agenda for next month. We need to know where they are with this issue. Deanna: CUDS also talked about the pull tags. It's a serious issue at the Health Center. Mike Alexander is going to do a cost analysis of keeping the pull tags. Mike Ketaily: Revolution doesn't notify anyone in the immediate area of the alert. It also doesn't work at other colleges in our district. Lois: CUDS was told that it worked everywhere, but Mike Ketaily asked in training and she said no. The new system has medical and emergency, but the message only gets pushed out to a few personnel, so that if Health Center personnel are unavailable, there is no medical response. Massive training will be needed. This app is coming from the District.

Library personnel also want to keep the pull tags. The pull tags are discrete.

Two separate systems may be a problem. Lois: there's an Add On that District could purchase. Mike: They have an improvised "panic button" which just rings a bell. Rob: we don't want too many layers of response; 911 is often the fastest. 911 can still be called. Deanna: We need to respond to all the training by having a campus wide meeting where we all can discuss our concerns. We would probably have to pay for the pull tags from OC's budget. Shannon: It's really nice to have something discrete and not screen-dependent.

H. LLR: Tom Stough and/or Kari Tudman There are still ongoing tasks with the quiet zone. Furniture is still rudimentary, but it's getting more. One search system is working well. There is no funding for that system in the next budget, funds run out January 2021. Tom is using PD funds to go to Sacramento for this discussion. Kari: Share that tutoring is upstairs in the library. Students are going to the old spaces. Kari is taking 25 students to UCLA for training. Ron Laxin and Marcella Klein are the managers of the tutorial center.

I. AFT: Everardo Rivera AFT Exec is coming to OC on March 6, 10-1. Part time caucus at 10-1; Condor Hall 302; it's a Friday.

J. Tech Task Force: Mark Bates – tabled.

K. Sabbatical: Mark Bates – finished for the year.

L. Guided Pathways – they have changed the meeting time to a time when some faculty cannot attend. We do not know when that is.

M. Statewide Committees – Kevin: CTE is running a Credit/non-Credit Institute, Kevin is presenting.

VII. Resource Ranking Discussion: K. Corse

- Creation of Rubric/Criteria Discussion. Draft rubric was distributed. Kari: Is this replacing someone who is retired? (Needs to be on there). Rob: Add whether someone is working over 1.5. Asked Art to weigh in. Fire Tech person was working 1.8 per year for 3 years. Rob wants to add a question about those with excessive load. How about FTES/FTEF? Linda: Get the IE people to provide that. Teresa: calculations of how many classes? Jose: Would this increase completion rates? A full time vs part time completion rate dashboard would be great. Josh: Data should be on the screen in the room. Everardo: Retirement issue. Linda: The hard money vs soft money issue (this can go under Budget and change the word to Sustainability). Wording change about the word "high demand." Shannon: maybe remove 3 and 5.

VIII. CourseLeaf Syllabus Zoom: Time Certain 2:30 pm

Art Sandford called in to start the demo. Organizer; Tracy Hilbert from Courseleaf. It is very difficult to locate syllabi when a transfer institution needs it, especially after passage of time. So the goal was creating an archive so that syllabi are easy to find. Compliance can be judged. Classes.Oregon.Edu. Faculty and students are directed to go to a page where they can sign up for courses. There's a search function so that a student can look by several criteria. Catalog description comes up. Student must click on the right course to get the right syllabus. Tracy demonstrated the editing function. Information can come in from Banner or Canvas or bookstore. The goal is to get the information without the instructor re-entering. If we had a faculty database, they could use that.

Canvas integration: Evaluation instruments can be brought in. The points and description can come in from Canvas. Captures the Canvas to do section. They tried for an easy to use Calendar interface. Days and dates cannot be edited. Dates are automatically updated if schedule changes. Holidays are automatically added. Grading rubrics are also in the syllabus.

There are privacy options. Each item can be toggled.

To get the Canvas important, instructors have to log in and grant permission to bring in all of the content. It can be customized per institution. Some colleges want due dates and times, others just want descriptions.

Questions: Where does it live in Canvas? A: We must use a pdf (generated by CourseLeaf) or a link. Does it import Excel spreadsheets? A No. The calendar must be in Canvas natively, not in a word document. Q. Who owns the intellectual property? A. CourseLeaf does not. Q. Can the final exam schedule be incorporated? A. Probably not, as we do it internally. The answer is "only if in Banner." Q. What about publishers' learning sites? A. Not sure. Q. Would instructors have to publish syllabi before the schedule is published? A. Unknown. What if we abandon Courseleaf? We would have to do it again.

Adoption of Courseleaf syllabus software would have to be district-wide.

VP Sandford assured us **that would not *have to do it***.

We would have to import our own syllabi into html or pdf to use them in other contexts.

IX. Action Items:

- A. Midterm Accreditation Report: First reading
 - 1. Teresa and 2. Everardo

Art Sandford: It's a working document. District does the fiscal piece. Emily Day is I charge. Goes to the Board in June. But we need it for Board Prep by May.

Teresa: Why is DO doing the financial part? Unanimous

X. AS Vice President's Report - tabled

XI. Follow-up Items for Next Meeting - Rubric

XII. Future Meeting Dates

March 9, 2020

March 23, 2020

XIII. For the Good of The Order

XIV. Adjournment. 3:52