

Oxnard College Academic Senate Minutes from January 25, 2016

Academic Senate Executive Board	
Linda Kamaila, President	Present
Della Newlow, Interim Vice President	Present
Tom Stough, Treasurer	Present
Amy Fara Edwards, Secretary	Present
Department	Senators
ADS/Paralegal	1. Becca Porter, Present
AFT Vice-President	1. Everardo Rivera, Present
Child Development	1. Vacant
CIS/Office Technology	1. Diane Eberhardy, Absent On Sabbatical
Counseling	1. Letty Mojica, Present
Dental Programs	1. Armine Derdarian, Present
Fire Programs	1. Tami Crudo, Absent
Letters	1. Teresa Bonham, Present 2. Gaylene McPherson, Present ----- 1 PT Vacant 2. PT Vacant
Library	1. Tom Stough, Present
Management	1. Robert Cabral, Absent
Math	1. Mark Bates, Absent 2. Vacant ----- 1 Carey Smith, Absent
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Present ----- 1. PT Vacant 2. PT Vacant
Part-Time Faculty Rep. at-Large	1. Vacant
Physical Education/Health	1. L. Ron McClurkin, Absent
Student Support Services (EAC)	1. Vacant
Student Support Services (Health Center)	1. Deanna Flanagan, Absent
Student Support Services (EOPS)	1. Gloria Lopez, Present
Social Sciences	1. Marie Butler, Present 2. Tomas Salinas, Absent ----- 1. PT Vacant

Technology	1. Vacant
Transitional Studies	1. Della Newlow, Present
Visual and Performing Arts	1. Amy Fara Edwards, Present
Non-Voting ASG Officer	1. Mario Ramirez: Absent

Non-Voting Faculty: Chris Horrock, Rainer Mack

Guests: Dean Cynthia Herrera, Lisa Hopper

- I. Called to order at 2:10 by **President Kamaila**
- II. Adoption of Agenda: 1st **Everardo Rivera** 2nd **Teresa Bonham**
 - *Added agenda item approved
- III. Public Comment
 - A. **President Limbaugh**
 - Provided a six-month update on the three things he wanted to accomplish this year: Enrollment, Accreditation, and Safety
 - Enrollment: We are less than 1% behind units this time last year, but we will still not meet our growth target. He asked his leadership team to create a big summer schedule, which may help us get closer to our growth target. He continued to discuss how we position ourselves for the future in order for OC to maximize its enrollment. He discussed adding more performing arts programs. A marketing specialist was approved for our campus. They will focus on website and social media which is really needed. He provided a handout that showed the planning relationships for Oxnard College which was approved by PBC. Email **Karla Banks** for a copy of this handout. We need more community outreach and we need programs that meet the needs of the community.
 - Accreditation: We are moving along in the process. He recommends that we keep an ongoing Accreditation committee each and every year.
 - Safety: FT employees will all get safety emergency necklace; adjunct faculty can check one out from police, and Mike Ketaily will continue doing training.

IV. Announcements

A. **Shannon Newby** announced Project ALAS:

Project ALAS is a Cal-State Channel Islands grant to bring faculty across disciplines and campuses together to promote student success and transfer. It began in late Fall 2014 and involves faculty from Oxnard College, Moorpark College, Ventura College, Santa Barbara City College, and CSU-CI.

There are three main ways for faculty to be involved in the grant. The first, is to apply to be an ALAS Fellow. Fellows apply and work with faculty from the other campuses in groups to find ways to promote student success and transfer. For example, last year the fellow from Oxnard College were involved in aligning curriculum, bringing AGORA to all the campuses then bringing students together at CSU-CI for a multi-campus AGORA event, and involved students in the CSU-CI Reading Celebration. Being a Fellow is a year-long commitment and has a stipend paid to the Fellow by CSU-CI.

The second way for faculty to be involved is to attend the Project ALAS Regional Summit. This event occurs each fall and will be held at different campuses over the course of the grant. The Summit is where the Fellows present their projects and there are several speakers discussing topics related to student success and transfer. The Summit provides an opportunity to meet faculty from other campuses and to find out about activities and ideas taking place at Oxnard College. There are also workshops being held at the participating campuses that are open to all faculty and staff.

The final way is to apply for a Project ALAS Mini-grant. CSU-CI has provided each community college involved with funds to support small projects and opportunities for faculty to branch out and try something

new. The Mini-grants do NOT take the place of Professional Development and should NOT be used to attend professional meetings within your discipline. Instead think of them as a way to bring a speaker to you so you can host a conference for discipline faculty throughout the District or an opportunity to attend a conference on a conference regarding High-Impact Practices or a chance to buy some supplies for a project you want to collaborate on with another instructor. Due to restrictions by the granting agency funds may not be given directly to students as stipends or to buy student food but could be used to fund a bus to take students to a field activity.

We are still working on specifics about if the funds will be distributed as reimbursement or if we will requisition items requested using the Project ALAS account number. We are also checking to see if the District will allow funds to be used for faculty stipends and if so under what circumstances. For items or rentals, using vendors already in the District system will speed the process.

We will entertain requests up to \$1,000 although there is some flexibility in that amount and applications will be available shortly (hoping for next Senate meeting at the latest).

- B. **Letty Mojica** spoke about Counseling: She wanted to remind Senators that it is a very a good time NOW to send students to see a counselor because it is a bit quieter right now. Also, March 17 is the Graduation application deadline and she asked that we please tell students counselors will help with their personal statements and other college related issues.
- C. **Della Newlow**: Hopes that more signage about safety will be put up, rather than just “no golfing” signs. “No weapon” is a preferred sign.

- V. Minutes: 1st **Della Newlow** 2nd **Teresa Bonham**
 - o Asked to reconfirm BIT team names: Completed
 - o Minutes Approved

- VI. Treasurer’s Report: **Tom Stough** reports that Senate monies are \$2,834.20

- VII. Senate President’s Report
 - A. **President Kamaila** discussed some enrollment issues, Consultation Counsel Issues including the raise and the added contract for Chancellor Luskin, and budget issues. We are below base by about 350 FTES as a district. In order to catch growth dollars we have to go beyond that. Our goal is 1300 FTES and we are below right now and thinks we will be at about 800 FTES. Senators discussed some of these issues as well as other budget type issues both at the district level and the college level. Some discussion about the ACCJC also took place.

- VIII. Seating of New Senators: Reseating of **Becca Porter** 1st **Teresa Bonham** 2nd **Letty Mojica** Motion Approved.

- IX. Discussion and First-reading: Institutional Set standards for Accreditation:
 - A. We have institutional data to explain what is happening in terms of student success. **Dean Herrera** and **Lisa Hopper** shared the data “Appendix G” or “SPAM” measures. **Dean Herrera** explained how the appendix worked and highlighted several of the categories. This data will help us understand our students and can also help our Program Review and Accreditation processes. Some discussion took place about Ed.Plans and how they work and how they might be a good stretch goal. (see data form)
 - B. She continued to discuss stretch goals and the *system* for institutional effectiveness which is different than tracking data. She distributed an Institutional Effectiveness (IE) Model packet and explained the “Tableau” program, that will help faculty and staff review their own data. Contact Dean Herrera for extra copies of these handouts.

- X. Senate Budget and Senate Spending
 - A. Cookie Issue: No refreshments at any “regular” meeting with money from the general funds. Senate keeps their cookies because we pay for ourselves. (another reason to come to Senate, right?)
 - B. Contribution to the Classified Leadership Summit: Motion to offer \$300.00 for this cause. Motion 1st **Amy Edwards** 2nd **Gloria Lopez**. Motion approved.
 - C. Dues: We haven’t raised our dues in the last 30 years. Possible motion to raise dues by \$5.00. Senators are curious what are the dues at VC and MC?

- XI. FTES/larger Budget Concerns: See President’s report above

- XII. Syllabus Software: Discussion
 - A. We need a database of syllabi for Accreditation. We are beginning to look at different programs that would do this successfully. Senators commented that we need to review what is supposed to be in the syllabi. Senators were asked us to take it back to our departments. Do you think it will be helpful to add this software?

- XIII. Committee Reports
 - A. CUDS: **Everardo** announced that we all have a direct line. Go to the directory online. New business cards will be coming. Working on emergency sounds. We need to revisit our facilities master plan for permanent classroom space. Some changes to Science Lab and Music rooms and then AC will be addressed after that. Condor Hall is coming along quickly which will have 9 faculty offices. Faculty offices are decided by Academic Senate. Mezzanine of CH will serve as math lab or math tutoring.
 - B. AFT: **Everardo** said go to physical mailbox to get AFT materials in there. AFT offices are moving starting February 8th. They will be at the UFCW in Camarillo Springs (more central). Contract negotiations are ongoing. Please fill out the AFT survey.

*Added Agenda Item: February 22nd Senate meeting:

Both Linda and Amy will not be available this day, so we proposed to cancel this meeting. Senate agreed to cancel the meeting, but with homework. Linda will mail out several pieces of material for review. Senators: please complete the “homework” and be ready to discuss at the March 14th meeting. We still have a meeting on February 8th

- XIV. Consent Calendar: Tabled
- XV. Future Agenda Items: Tabled
- XVI. For the Good of the Order: No Report

Adjourned at 4:17pm

Respectfully submitted,

Amy F. Edwards, Sec’y