

Academic Senate Executive Board	
Diane Eberhardy, President	Present
Linda Kama'ila, Vice President	Present
Della Newlow, Treasurer	Absent, Proxy, Amy Edwards
Amy Fara Edwards, Secretary	Present
Department	Senators
AFT Vice-President	1. Everardo Rivera, Present
Business Information	1. Robert Cabral, Present
Child Development	1. Noreen Berrington, Present
CIS/Office Technology	1. Diane Eberhardy, Present
Counseling	1. Graciela Casillas-Tortorelli, Present
Dental Programs	1. Margaret Newville, Present
Public Safety	1. Robert Morris, Present
Law and Community	1. Lois Zsarnay, Present
Letters	1. Teresa Bonham, Present 2. Gaylene McPherson, Present ----- 1 Constantino Lopez, Present 2. PT Vacant
Library	1. Tom Stough, Present
Math	1. Mark Bates, Absent 2. Catalina Yang, Present ----- 1. PT Vacant
Natural Sciences	1. Shannon Newby, Present 2. James Harbor, Present ----- 1. PT Vacant 2. PT Vacant
Part-Time Faculty Rep. at-Large	1. Genneah Figueroa, Present
Physical Education/Health	1. Vacant
Student Support Services (EAC)	1. Della Newlow, Absent, Proxy, Amy Edwards, Present
Student Support Services (Health Center)	1. Deanna Flanagan, Absent
Student Support Services (EOPS)	1. Gloria Lopez, Present
Social Sciences	1. Chris Horrock, Present

	2. Ishita Edwards, Present ----- 1. PT Vacant
Technology	1. Vacant
Transitional Studies	1. Kari Tudman, Present
Visual and Performing Arts	1. Amy Fara Edwards, Present
Non-Voting ASG Officer	1. Vacant

Non-Voting Faculty: Jacquelyne Ta, Alan Hayashi,

Guests: Cynthia Azari, Art Sanford

- I. Called to Order at 2:03 by **President Eberhardy**

- II. Adoption of the Agenda: 1st **Ishita Edwards** 2nd **Teresa Bonham** Some changes: *Correction to the date; public comment moved to after the guests. Teresa Bonham added a resolution for classified support after the Treasurer report. Motion Carried unanimously*

- III. Guests:
 - A. **David Lopez** was the guest of honor. He is retiring and **President Eberhardy** gave him an OC swag bag with a variety of gifts. He thanked the group and was humbled by the kindness. Many of his friends and colleagues spoke about how motivating and powerful he is. He is very admired and everyone thanked him for his dedication and service to OC students.
 - B. **Dr. Azari**
 - 1. She first thanked David for his service to the College.
 - 2. She then spoke about Accreditation. The team who came was very pleased with what we have accomplished and said we fully met the requirements. **Dr. Azari** said we should all be proud of the work we have done. She especially thanked the SPSC tri-chairs **Amy Edwards, Cynthia Herrera, and Chris Renbarger** claiming they were incredible leaders and will continue to be. The team is writing a report, we will correct errors of fact, and then it will go to the commission in June to establish our full accreditation. However, she claims, it is not over; it will continue. We will continue to collect evidence. We are working on an easier system to have evidence collection on an ongoing basis.
 - 3. She then provided a Bistro Update: The rooms have been renovated and should be done in time for the graduation dinner. She thinks the college will be pleased with the design and function. Another room being worked on, The Black Box, which she claims isn't used very much. We will still have a stage, but they are going to "brighten it up." We are getting drapes to change sound and be able to sit about 150 people. They are adding new flooring and making it a multi-purpose room in order to use it for multiple purposes. For example, we can have a more formal catered luncheon with a speaker.

4. She then took some time for Q and A. Highlights includes...LA building remodeling is on the “to do” list and there is some research being done on the financial plan for this. About adding AC to some classrooms, she doesn’t know. She added it to her list to discuss with her team.

IV. Public Comments:

- A. **James Harber**, Microbiology Professor provided an annual report from the summer Biotech Institute at Oxnard College and 2018 First Place IEEE Biotech Bioengineering Award. For more information, "For more information, see: <https://news.oxnardcollege.edu/2018-first-place-ieee-biotech-award/>
- V. Approval of Minutes from April 9, 2018 1st **Everardo Rivera** 2nd **Cat Yang Motion** *carried unanimously [regarding section VIII: **President Eberhardy** provided some information based on the minutes since she was not present at the last meeting. No changes needed to the actual minutes, but she said that PBC did have a meeting in April where they approved the subcommittee recommendations. No one attended State Plenary, but all of the resolutions we spoke about did, in fact, pass].*
- VI. Strong Workforce Plan: **Dean Christina Tafoya** and **Keller Magenau** (CTE Grant Director) spoke about CTE funding FY18 actual and FY19 proposals. They spoke about their successes and their plans for local and regional funds. Slides are available by emailing **Secretary Edwards** or **Keller Magenau**, directly.
- VII. Distance Education Plan: **Scott Wolf** attended to capture feedback and suggestions on the DE Plan. **President Eberhardy** asked about **Ashley Chelonis’** return (Tech designer/specialist); we hope she back this fall, but no news was given on that. Send feedback to **Scott Wolf** about plan before the morning of May 3, 2018. The DE Plan goals were mapped to the Strategic Plan objectives and goals. Some sidebar discussions/questions about ITAC and new DE District-wide groups were discussed. The DE plan is on the Senate webpage under documents in review.
- VIII. Library Services Platform: Librarian/Senator **Tom Stough** first spoke about some library housekeeping items. They will be closed this Thursday, April 26 and Friday April 27, but normal hours this Saturday. We are having a hard time connecting with the ProQuest database; District IT is working on it with a new proxy server. He hopes this will be up and running by the end of the week. The library will be open the last week of classes (“Prep Week”) until 10:00pm with additional tutoring until 10pm! (Monday-Thursday May 7-May 10). The Library Services Platform which will be offered free to all California college libraries, so we can expect to see that this is adopted by most community colleges and be hosted by our own IT people and in our cloud. Hosted in the cloud by the vendor and won’t require maintenance by our IT staff. He hopes for a better discovery experience for student research with true

“one search” capabilities. We are a pilot campus, so we will be one of the first adopters. AS President’s Report:

- A. Great news, we said we needed \$5,000 more for Great Teachers Seminar and we got it! Now we can send more people. This is for this August 2018. We planned on only sending three people, but only two people put in their travel forms (Marcia and Lois). **Linda Kama’ila** will find out what happened with **Jenn Wilson**. **Linda Kama’ila** said we had two more people who applied and we should ask those two people if they still want to go before opening it up again.
 - B. Accreditation We did it!
 - C. She reviewed some of the things, we, as a Senate, accomplished this year: increased dues, added a scholarship for a total of three, updated by-laws, added retiree celebrations, and watched our students grow. She thanked people who chair committees and represent Senate. A giant thank you PEPC and PBC members who did a lot of work this year.
 - D. Please think about the future goals/next year’s Senate goals. The plan is to focus on us, as a Senate, and what we want to do for this college. Think about what we can do; what is next for us? She thanked the Senate for the honor of being the faculty advocate. She said, there is a great capability currently with the three senate presidents.
 - E. She took some questions from the group. One was about the cuts of OC classes for this summer compared to MC/VC. Is there any discussion about adding to summer schedule? No one has heard anything. **President Eberhardy** did not have that information.
 - F. Discussion moved to faculty hiring. She added some details about backfilling for **David Lopez**. The counseling department has heard that it is only a “maybe” for back filling David’s position. Other changes to counseling include adding a General Counselor for 1/3 for athletics and 2/3 general will be hired. **Linda Webb** will now be 50 (3SP) 50 (General Fund), Career Counselor 100% from Strong Workforce. A discussion again about Classified/Adjunct took place.
 - G. Some financial discussions took place. VCCCD got 618K from the state to close the budget gap. Financial Update from District 2018-2019, the year they were scared in terms of low finances, but looks like we will be okay financially. However, they are now worried about 2019-2020 as the year of pain. Everything is still in negotiations and we cannot really know anything for sure until we get more information from the state.
- IX. Treasurer’s Report – **D. Newlow**
Current Budget: \$2,286.64

Money from last year \$3,036.34 + \$185.00 from this year = \$3,221.34 - \$934.70 spent (\$634.70 actually spent, and \$300 in a PO to the bookstore) = \$2,286.64

This year's income from Senate Dues:

\$30 Tom Oneil
 \$30 Anna Toy-Palmer
 \$30 Michael Webb
 \$5 Habib Taouk
 \$30 Margaret Newville
 \$30 Alan Hayashi
 \$30 Diane Eberhardy

- X. Added to Agenda: Resolution from the Letters Department
- A. The resolution: Directly from **Teresa Bonham**: "On March 5, 2018, the Letter's Department resolved to support our classified colleagues by creating a resolution to support them as they work under adverse conditions. Currently they are in multiple offices during split shifts, in multiple locations on campus which disrupts vital college services, for students and staff alike. It is our opinion that in order to run effectively, the college needs to allocate funds to assist our classified staff, and in particular, our administrative assistants, so that they may dedicate their resources to one office. Administrative Assistants are a vital part of our college community. We need to protect and encourage this valuable human resource. A stable working environment for our classified colleagues means a more positive working environment for us all. The Letter's Department recommends an Academic Senate resolution for National Administrative Professionals day."
- B. Discussion about resolution: It needs to be in resolution format and Senators were unclear of what they wanted "resolved." **Teresa Bonham** says it is just support because it is not our purview to say how funds should be allocated. It is meant to put our dissatisfaction on the radar screen. Ultimately, this is meant to be recognition that this is affecting faculty work as well.
- C. "Motion to Acknowledge and Support the Letters Department Resolution and forward to President Azari". 1st **Cat Yang** 2nd **Linda Kama'ila** Discussion took place.
- D. Some concerns that it is too late, after PBC discussed resource requests. However, **Linda Kama'ila** said that it was, in fact, a priority of the PBC subcommittee, and **President Eberhardy** said that all of the subcommittee priorities were addressed and accepted at PBC.
- E. **President Eberhardy** will bring it to **President Azari** in their next meeting.
- F. What is our plan if we are ignored again? No resolve to this question. We will discuss it again in August.
- G. *Motion carries*. [Three abstentions].

- XI. Committee Reports:
- A. PEPC: No Report
 - B. PBC: No Report
 - C. PDC: **Robert Cabral** spoke about FLEX days this week. **Karla Banks** will be sending another announcement to sign up. PD travel money for DE/online related activities is still available. May 4, 2018 is the last day to upload documents to SharePoint for approval. They are willing to review some documents in the summer on a case-by-case basis.
 - D. DE: No Report (see DE plan above)
 - E. Curriculum: No Report
 - F. Strategic Planning: No Report
 - G. Student Success: No Report
 - H. CUDS: No Report
 - I. ITAC: **Instructional Technology Advisory Committee March 9, 2018 12:15 PM**

MEETING NOTES

Attendees: Ali Olson-Pacheco, Art Sandford, Dave Fuhrmann, Joanna Miller, Marc Boman, Matthew Moore, Mike Rose, Rachel Messinger, Scott Wolf, Sharon Oxford, Victory Kitamura

1. Review Meeting Notes of 02/02/17
The notes were approved.
2. Interim Co-Chair Election (MC)
Rachel was nominated, she accepted, and was elected to serve as Co-Chair.
3. Desire2Learn
 - Faculty Communication for June 30 Course Content Requests Cutoff
After June 30, content will no longer be available from D2L. The group discussed creating a list of instructors that should be alerted. Joanna suggested that the department Chairs be included. The group decided to send the alert once a month, beginning in March. The target group will be all active faculty, department Chairs and Deans. Marc and Mike will work on a draft and share with the group for approval.
 - D2L Student Activity and Grade Queries after June 30 Update
The data export tool provided by D2L support for pulling student data isn't very helpful as the data is not easily deciphered. Marc has requested a mapping tool or data dictionary; there is no progress on this yet. Mike shared that plan B is to delve into the database ourselves.
4. ADA Compliance/Accessibility Update
The state OEI could not reach an affordable agreement with Ally. The group agreed that after much researching, Blackboard's Ally would be the District's preferred choice. It was felt that when comparing the high cost of the software to the cost of a lawsuit, the choice of Ally might be prudent. The consensus was that UDOIT is a less comprehensive tool that reports on accessibility problems, but does not resolve the problems. Ally converts the accessibility problems found in a semi-automatic process. Mike will meet with Dave to discuss options for funding resources for Ally.
5. District-wide Distance Education Advisory Committee Charter
The group reviewed the charge for the new committee. Mike explained that the new DE Advisory committee is specifically charged with distance education

while ITAC is charged with instructional technology in general. There could be some overlap with distance education occasionally. Dave noted that the Chancellor's Cabinet discussed including the campus IT Directors in this meeting to discuss other technology in the physical classrooms and focus on ground technology. Discussion will be continued at a subsequent meeting.

6. College Updates (MC, OC, VC)

- MC: Rachel shared that the OEI application has been sent to the state for MC to participate in the project. The DE committee will meet next week and there will be a demo of Proctorio. Scott noted that Proctorio is only compatible with the Chrome browser and that can cause problems for students. The DE committee has been discussing the adoption of the OEI rubric as a campus-wide best practices document. Interviews for an interim DE Coordinator will take place next week as Joanna will be leaving for one year. She will be missed. Rachel and Joanna reviewed the summit. It was felt that, for future summits, the faculty showcase could be expanded while keeping the shorter half day format. Joanna reviewed the 115th. There is still push back regarding the project. The message from the state is evolving; currently the target students are unreachd, working folks who mostly want to advance at work by earning certificates on a fast track. The OEI project name is changing to CA virtual college and the 115th will be called CA online college.
- OC: Scott shared that they have watched a video on the governor's online college and he shared the link in the chat window. Five to six faculty have been certified to teach online. They had a demo of the beta gradebook for Canvas. They enjoyed the summit at MC. Scott will be attending Canvas Con in Anaheim and he inquired as to how many people also attending. Sharon mentioned that eight people from VC were attending.
- VC: Sharon shared that there are three students from other colleges who are enrolled in VC courses. There is one student in each of the three courses participating in the exchange. There were ten students but only three made it through the application process completely. The process requires that the student find the desired course through the system, then provides a link to CCCApply for the student to complete an application for the teaching college, and then the student needs to log back into the exchange and register for the course. It is anticipated that the process will be simplified at some point. Mike explained that it is more of a policy side issue, rather than technical, partially related to residency issues. VC enjoyed the summit at MC with positive feedback from the faculty. Matt shared that the screen cast tool has been well received by faculty; he has trained approximately ten faculty in the last week. The tool has been around but under used and was mentioned at the summit.

7. Other Business

- It was noted that on the class schedule, the advanced search to find ZTC books was missing. Mike had asked Adam to research when it was noticed this morning.

8. Next Meeting

The next meeting is scheduled for April 6.

J. LLR: Tom Stough reports:

3/21 LLR Committee Meeting

- Writing Reading Center--K. Tudman and L. Helfrich reported on tutoring conference attended on March 3. This included 16 tutors and 3 faculty from OC.
- Dean's Update—L. Gonzalez attended the Deans & Directors Meeting in Sacramento on March 8-9. Updates on Library Services Platform, which will be offered gratis to all CCC libraries.
 - Discussion on a “people counter” device for gate counts. Unanimously approved a one-time purchase of \$ 1500.
- Librarian's Update—T. Stough reported on “Social Media & Libraries” conference on Feb. 23 and the initial gathering of the Library Services Platform Committee meeting in Sac on Feb. 26.
 - Stair chair training with M. Ketaily was conducted on 3/20 and will take place again on 3/22.
 - LLRC will be closed for Spring Break, aside from classified staff.
- LLRC Operations Update—R. Acosta reported that purchasing is complete for 2017-18.
- Tutoring Update—L. Gonzalez will meet with tutors to discuss Summer schedule. Recommend closing at noon on Fridays because of low foot traffic. Unanimously approved.
 - Hours: Mon-Thurs. 8 am—6 pm, Friday 8 am—noon.
 - Tutoring Services Spec. II position to be posted soon.
- Tudman proposed food/extra hours during pre-finals week (May 7-10).

4/19 LLR Committee Meeting

- Librarian's Update—T. Stough announced approval of ExLibris/Alma system for statewide use following LSP Committee meetings in Sac Apr. 9-12. This will be a cloud-based system.
 - Good attendance for Information Literacy 101 conference at OC on Apr. 27 flex day.
 - Noted that “people counter” had to be returned for software incompatibility/privacy reasons. Books purchased instead last minute.
- Writing Reading Center Update—L. Helfrich and K. Tudman reported on wrapping-up activities for Spring Semester.
 - Finals Week, WRC will be open regular hours May 14-16, closed May 17-18.
- Dean's Update—L. Gonzalez noted need to change LLRC web pages. Discussion.
 - Signage for evacuation handouts and maps discussed. Also possible training for LLRC building staff with M. Ketaily.
 - Accreditation—in the clear.
 - Week Before Finals—now dubbed “Prep Week”. On May 7-10, LLRC building hours will be extended to 10 pm.
 - No Soliciting Policy—discussion regarding ASG politicking and religious groups on campus as well as flyer placement.
- LLRC Operations Update—ESL 46 books for summer received from Bookstore.
- Tutoring Update—L. Gonzalez reported further delays on posting of Tutoring Services Spec. II position, now pushed to July.
 - Surveys—forms created for Tutoring and all other units.

K. AFT: No Report

L. Sabbatical: No Report

Adjournment at 4:02pm

Respectfully submitted,

Dr. Amy Edwards, Senate Sec'y