

ACADEMIC SENATE MINUTES September 25, 2017

Academic Senate Executive Board	
Diane Eberhardy, President	Present
Linda Kama'ila, Vice President	Present
Della Newlow, Treasurer	Present
Amy Fara Edwards, Secretary	Present
Department	Senators
ADS/Paralegal	1. Lois Zsarnay, Present
AFT Vice-President	1. Everardo Rivera, Present
Child Development	1. Noreen Berrington, Present
CIS/Office Technology	1. Diane Eberhardy, Present
Counseling	1. Jose Vega, Present
Dental Programs	1. Armine Derdarian, Present
Fire Programs	1. Robert Morris, Present
Letters	1. Teresa Bonham, Present 2. Gaylene McPherson, Present ----- 1. Constantino Lopez, Present 2. PT Vacant
Library	1. Tom Stough, Present
Management	1. Robert Cabral, Absent
Math	1. Mark Bates, Present 2. Catalina Yang, Present ----- 1. PT Vacant
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Absent ----- 1. PT Vacant 2. PT Vacant
Part-Time Faculty Rep. at-Large	1. Geneah Figueroa, Absent
Physical Education/Health	1. Vacant
Student Support Services (EAC)	1. Leo Orange, Absent
Student Support Services (Health Center)	1. Deanna Flanagan, Absent
Student Support Services (EOPS)	1. Gloria Lopez, Proxy, Jose Vega, Present
Social Sciences	1. Chris Horrock, Present 2. Ishita Edwards, Present ----- 1. PT Vacant
Technology	1. Vacant
Transitional Studies	1. Kari Tudman, Proxy, Tom Stough, Present

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Visual and Performing Arts	1. Amy Fara Edwards, Present
Non-Voting ASG Officer	1. Vacant

Non-Voting Faculty: Josh Lieser, Juan Zuniga Olea, Jacquelyne Ta **Guests:** Chris Renbarger, Cynthia Herrera, Leah Alarcon

- I. Called to Order at 2:06 by **President Eberhardy**
- II. Motion to Adopt the Agenda: 1st **Linda Kamaila** 2nd **Della Newlow** *Motion carried unanimously* with one change to one action Item: it should say “strategic planning framework: Initiatives and goals”
- III. Public Comment
 - A. Senator **Teresa Bonham** asked for the Senate’s support for a Christmas can food drive competition. So, instead of writing a check, we can have a can food challenge. The Academic Senate will challenge Classified Senate to a can food drive and then together build the can trees here at Oxnard College. Consensus of Senate was it was a go and Teresa will work out the details and get back to us at a future meeting.
 - B. Senator **Shannon Newby** announced that on November 3rd Project Alas will be holding their Regional Success Summit at Moorpark College. A flyer will come out to your email soon.
 - C. Senator and Counselor, **Jose Vega** thanked faculty for allowing counseling to come to their classrooms. They were able to reach about 1,000 students.
- IV. Motion to approve the minutes from September 11, 2017: 1st **Teresa Bonham** 2nd **Ishita Edwards** No changes given. *Motion carried unanimously*
- V. State of the Senate Address: **President Eberhardy**
 - A. Congrats to **Dr. Amy Edwards** for being published in the *New Directions for Community College* journal (issue 179) and **Dr. Cynthia Herrera** for leading us through the Accreditation process and helping to get us ready for the midterm report.
 - B. Shared Governance/Sabbatical Committee: She received an email from **Mike Abrams** about the lack of people on the sabbatical committee. We don’t have enough people sitting on that committee. **President Eberhardy** said we must participate in the shared governance committees, so we can have some control of the many things happening around the college. This committee supports faculty and only meets three times in the fall semester only. We need people to sit on this committee. Why aren’t we sitting on that committee? It takes place the third Wednesday of the month at 12:30pm. The next two meetings are October 18 and November 15 (with lunch included) in the LS-Conference room. Departments need to get their faculty to sit on the committee and we need to encourage people to apply for sabbaticals. We do not want to lose the three spots we are allotted, but we need people to apply. **Della Newlow, Lois Zsarnay,** and **Tom Stough** volunteered to go and support faculty and sit on this committee. They were told to email **Mike Abrams**.
 - C. She meets with the Chancellor once a month with the other two senate presidents. Tomorrow the Chancellor will be here at OC to talk about the state of VCCCD forum from 1:30-2:30 in the PAB with PEPC at 2:30 following the forum.
 - D. The Accreditation Midterm report will be in front of the Board of Trustees on December 8, 2017 so it is a quick deadline. Discussion about why this date was chosen took place. We are scheduled to have our visit March 15, 2018. College forums will take place at the end of October. Then the report will be brought to the Senate in November. There were some concerns about the District recommendation about Evaluation not being addressed.
 - E. What do you want from your Exec team? Where do you want us to go? **President Eberhardy** is the voice at the district and she is meeting with the Chancellor this week. The following are

comments from the Senators were made for President Eberhardy to focus on at the meeting with the Chancellor:

- a. Settle the contract: while we understand there is a budget crisis the faculty wonder why they receive 0% when managers got a raise? There is also a raise in COLA, but none of that goes to faculty. Please explain.
 - b. Ask him to rethink the local infrastructure funding model. Maybe we can slow the funding for that and stop taking the money from the faculty salaries.
 - c. Educational quality first and productivity second; reiterate that we are in the process of refining, and we have concerns about being autonomous as a college.
 - d. Don't cancel a class with 15 students enrolled.
 - e. Please consider the compressed calendar.
- F. Please note that ALL Senate materials are on our homepage on the OC homepage.

VI. Action Items:

- A. Integrated Plan: *Motion to approve the integrated plan as presented by **Dean Luis Gonzalez** at the last Senate meeting (9/11/2017). 1st **Amy Edwards** 2nd **Everardo Rivera**
- Discussion took place. This is part of the Student Success committee. It went through all of the college shared governance committees. For people who still want to give feedback, they should email it to **Leah Alarcon** and **Luis Gonzalez**, directly. Senate is the last approval. They asked for feedback by September 18, 2017, so there are issues with putting in the comments below. **Leah Alarcon** clarified that this is just a two-year plan and she isn't sure if the feedback below will make it into the plan since they are past their timeline. This process began in March 2017 and was introduced at the Senate then. Three surveys went out online and a lot of feedback was given back in the spring semester. Here is the extra feedback now given by the Senate:
 1. One comment made by a Senator that there is nothing about referring students to learning disability testing in the plan. Discussion took place why and where this should be addressed.
 2. Another Senator mentioned issues about gender and the need for planning to address issues that impact both men and women. Something similar to OMEGA, but for women. It should be more inclusive.
 3. A visiting faculty member noted that there was nothing about Honor's classes in the plan. They think it belongs under equity and it might increase transfer rates.
 4. Some English issues were brought up. Some details about the data and course lists were mentioned. Some issues with the details related to Letters department. These will still need to be discussed at the Letters department meeting next month.

* If you have more feedback, please send it directly to **Leah Alarcon** by noon Tuesday, September 25, 2017.

***Amendment to the Motion:** Motion to approve the integrated plan as presented by **Dean Luis Gonzalez** at the last Senate meeting, 9/11/2017, with consideration of the comments 1-4 listed in the Senate minutes on 9/25/2017: **Yes Votes: 18** **Nay: 0**

- B. Strategic Planning Framework: Initiatives and Goals:
- *Motion to endorse the work of the strategic planning steering committee in providing the Senate with the planning framework as of 9/19/2017 with the initiatives and goals drafted. 1st **Amy Edwards** 2nd **Linda Kamaila**
 - Discussion took place. It was clarified that we are only looking at the Vision, Values, Initiatives, and Goals. The mission is not being reviewed.

1. Comments: Vision statements: Why is community college capitalized? What's the difference between surrounding and neighbouring communities? What is a destination college?
2. Vision falls into PBC territory which will be addressed at a special meeting on October 4, 2017 at 12:30. It is possible more changes and feedback will arise out of the PBC meeting.
3. A concern over naming "the greater Ventura County area" as limiting language, since some of our programs have students from outside the county, and we welcome students from all over the state.

*More discussion took place. As a reminder, there was a vision and values event, two charrettes with one more charrette on October 3, 2017. The SPSC is marking some progress and would like the endorsement of the Senate. Since PBC will be looking at it, if you have issues, please send comments to the Senate PBC reps and bring them to the PBC at their next meeting. **Motion carried unanimously.**

VII. Treasurer's Report:

- A. **Della Newlow** reports that we have \$2,982.46 in our account. A Senator asked where does our money go? **Treasurer Newlow** will be prepared with an account report at the next meeting.
- B. **Amy Edwards** asked if we could make a purchase to represent the loss of **Shelley Savren**. Ideas were discussed such as a tree, a painting with plaque in performing arts building, add some bricks to the memorial garden out by the McNish Gallery, or fruit trees that would help people eat in the future. **Della Newlow** will take it to CUDS in October.

VIII. Committee Reports

- A. **PEPC**: Meets tomorrow in the student services, so no report
- B. **PBC**: Co-Chair **Linda Kama'ila** reports PBC went over their charge that includes an every three year review. They have gone more than 3 years so they have failed, but they will do it this annual cycle. They plan to review it yearly to track. They also agreed to come up with rubrics and three separate ad-hoc sub committees to review resources: 1. facilities (i.e. new buildings, new ART building, move music rooms,) 2. Personnel (i.e. retirements, new faculty, adjunct hires); and 3. Equipment and supplies. They aren't clear yet if the spending is taking place on past requests. The point of the ad hoc committees will be to help with the allocation of resources. The resource requests come with program reviews. Scores will be given at PEPC to aid in decision making for resources. When rankings come from PEPC, then PBC ad-hoc committees will make recommendations, and then PBC as a whole will review everything. PBC meets again for a special meeting for rubrics on October 4, 2017 with their next regular meeting taking place on Wednesday, October 18, 2017 at 2:00.
- C. **PDC**: **Armine Derdiarian** reports that about \$20,000 came in for faculty requests and about \$11,000 in classified requests. Only 10,000 available. They looked at other funding sources available. For the year there is 20K for faculty and 10K for classified.
- D. **Great Teacher's Seminar**: **President Eberhardy** reiterated that there is some specific money for this. This takes place next summer. We have \$5,000 per college for faculty to attend.
- E. **DE**: **Shannon Newby** reports that DE met 1st Tuesday, 9/5/17 Appendices are now approved as part of Curriculum, CurricUNET has new tab as make / revise course for DE Appendix. **Micah Arons** (marons@turnitin.com) from TurnItIn let the DE committee know they are working to integrate TurnItIn into Canvas so it is not an external app but will be an option when select "Online Submission." We did not ask about making TurnItIn useable in Discussions and Essay Quiz questions but will contact Micah. DE is working on developing a Strategic Plan, when completed, the draft plan will be vetted by Curriculum first (since DE subcommittee of Curriculum) then Senate. DE created 8 goals for the current academic year. These are as follows:

1. Select new co-chair (as **Jessica Kuan** will be out for Spring) - **Scott Wolf** will be the new co-chair beginning January
2. Finalize the DE Strategic Plan and send it out for approval
3. Update and revise the DE Handbook as needed
4. Establish a Canvas "buddy" system to connect novice and experienced Canvas users
5. Promote and encourage the use of OER (online educational resources) - mandatory that indicate courses that use OER on Spring 2018 online schedule
6. Create a process for determining ZTC (zero textbook cost) classes at OC
7. Increase percentage of instructors utilizing Canvas shells (e.g. syllabus and posting assignment grades)
8. Create a standard language for DE forms - (this may change as a result of feedback from Curriculum Committee)

F. Curriculum: See email from Armine **Curriculum Committee – August 30, 2017**

- Second Reading Items – None
- First Reading Items –
 1. Career and Technical Education: ADS R 102, ADS R104, ADS R105A, ADS R105B, ADS, R112 ADS R118, ADS R122
 2. Liberal Studies: SPAN R101, AA-T in Spanish (REV)
 3. Library, Transitional Studies, Health, Athletics, PE: PE R115
 4. Math/Science: ANAT R101, PHSO R101
- DE – None
- Requisite Approval: AR
 1. Prerequisites/Corequisites: ADS R102, ADS R105A, ADS R110A, ADS R110B, ANAT R101, PHSO R101
 2. Advisories - ADS R105A
- Deletions – None
- Suspensions - None
- General Education Approval - None
- Curriculum Updates: Shannon provided a curriculum update PowerPoint which is posted on Sharepoint. Shannon also discussed the new Program and Course Approval Handbook (PCAH) and reviewed the changes to the program goals and supporting documentation required when being submitted to the CCCC for approval. Shannon will present this information at a future Academic Senate meeting.
- Articulation report - None
- High School Articulation - there are 47 new high school articulated courses. Credit by exam must be done prior to the end of October.
- DE – None
- GE: None
- DTRW-I – None
- Strategic Planning – Student Charrette October 3rd.
- Voting Dean – Art Sanford was nominated as the voting dean and he accepted.

Curriculum Committee – September 13, 2017

- Second Reading Items
 1. Career & Technical Education: ADS R110A, ADS R110B, ADS R118
 2. Liberal Studies: AA-T in Spanish
 3. Library, Transitional Studies, Health, Athletics, PE: PE R115

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- 4. Math/Science: ANAT R101, PHSO R101
 - First Reading Items –
 - 5. Career and Technical Education: CNIT R101, CNIT R120, CNIT R121, CNIT R127, CNIT R130, CNIT R131, CNIT R142.
 - 6. Liberal Studies: ANTH R103, ANTH R105, ANTH R106, ANTH R107, ANTH R113, ANTH R115, ANTH R 189, ANTH R199, ENGL R115, ANGL R120, MUS R130, PSY R131
 - 7. Library, Transitional Studies, Health, Athletics, PE: PE R116
 - 8. Math/Science: MATH R014
 - DE Approval – BUS R125, ENGL R115, ENGL R120, HED R110, HIST R117, MATH R104
 - Requisite Approval: AR
 - 3. Prerequisites/Corequisites: MATH R014
 - 4. Advisories - None
 - Deletions – None
 - Suspensions - None
 - General Education Approval - None
 - Curriculum Updates:
 - 1. Annual Credit Course Certification allows the curriculum co-chairs and VP to sign off that we are complying.
 - 2. Survey results for 2016- 2017 were reviewed.
 - Articulation Report – None
 - High School Articulation - None
 - DE – Updates on Turn It In, discussed embedding it into CANVAS. Seven goals were identified for this coming year.
 - GE: None
 - DTRW-I – None
 - Strategic Planning – Student Charrette October 3rd.
- G. Strategic Planning: Student Charrette will be taking place October 3, 2017 at 4:00. If you have students who have opinions, send them to the Black Box at 4:00.
- H. Student Success: **Lilia Ruvalcaba** reports that an updated was provided from Transitional Studies Update – L. Gonzalez, 3SP – O. Cobian and Student Equity – L. Gonzalez. Institutional Effectiveness, C. Herrera, informed SSC about IEPI (Institutional Effectiveness Performance Index), the Strategic Planning Committee progress and started a discussion to review Volunteer Framework Accountability, VFA, data during the academic year.
- I. CUDS: **Della Newlow** reports that CUDS met on September 12, 2017 at 2pm. Discussion took place on the 3 million in the 419 account to be used for capital improvements. Please continue BIT reports and we were also told they can be submitted confidentially if you do not want student to know it was you who wrote report but please write it in the comments. If you want filtered water in a specific location, note it is a lot cheaper to attach it to a water fountain that is already established. There should be locks on all doors by the end of the semester. We are working towards a new speaker system. Old dental hygiene building will be burned down as it is not habitable. The new Soccer sign is in. There are monarch butterflies. 200 new tags that will create an instant alert system for police or medical response will be handed out this semester. Please wear. Also, please stop in at the police station to have your picture taken. All voluntary, but encouraged.
- J. LLR: LLR Committee, Sept. 21, 2017 Tom Stough reports via email that Luis and Tom will present draft, custom program review forms for LLR activities in PEPC. [It was decided later at PEPC to create annual review documents for each of the LLR “units” individually and enter into the 2017-18 review cycle.] Tom and other LLRC members attended the Open Educational Resources meeting on Sept. 8 at College of the Canyons. Many implications for LLR should this become an

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avenue classroom faculty wish to pursue. Perennial noise complaints in the library...though moving the Tutoring Center to the “north wing” has definitely created a quieter atmosphere in the Open Access Lab (1st floor) for studying. Tutoring Center will deploy more laptops as soon as security locks are received. Writing/Reading Center is in need of more tutors; funding will be sought. Lisa’s workshops are well-attended and outgrowing available meeting room space. Kari, Arion M. and Tom will take Reading/Anthro learning community students to the LA Zoo on Oct. 5. Remaining meetings: Oct. 19 & Nov. 16 in LLR-128, 3:00—4:00 pm. December meeting was cancelled.

- K. Sabbatical: See above in the state of senate address.
 - L. AFT: No report
- IX. For the Good of the Order: Senators were encouraged (all departments) to put in a request for a curriculum technician.
- X. Meeting Adjourned at 4:07 by **President Eberhardy**.

Respectfully Submitted, **Amy Edwards**, Secretary