

**Oxnard College Academic Senate
MINUTES
Date: October 11, 2010**

Members present and absent:

Academic Senate Executive Board	
Robert Cabral, President	Present
Linda Kamaila, Vice President	Present
Hussein Fahs, Treasurer	Present
Jeannette Redding, Secretary	Present

Department	Senators
Addictive Disorders Studies	1. <i>Vacant</i>
Business/CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	1. <i>Vacant</i>
Counseling	1. Ralph Smith, Present
Dental Programs	1. Richard Enriquez, Absent
Fine Arts	1. <i>Vacant</i>
Fire Programs/T.V.	1. Paul Houdeshell, Absent
Letters	1. Jim Merrill, Present 2. Lynn Fauth, Present 3. Elissa Caruth, Present ----- 1 Robert Kornelson, Absent 2. <i>Pt Vacant</i>
Library	1. Jeannette Redding Proxy for Tom Stough
Math	1. Catalina Yang, Present 2. <i>Vacant</i> ----- 1. Bill Greason, Present
Part-Time Faculty Rep. at-Large	1. <i>Vacant</i>

Academic Senate Meeting Minutes for October 11, 2010

Performing Arts	1. <i>Vacant</i>
Physical Education/Health	1. Ron McClurkin, Present
Natural Sciences	1. James Harber, Absent 2. Chris Mainzer, Present ----- 1. Vicki Thon, Absent 2. <i>Pt Vacant</i>
Student Support Services (EAC, Health Center)	1. Mary Jones, Present
Student Support Services (EOPS)	1. Ana Maria Valle, Present
Social Sciences	1. Marie Butler, Present 2. ----- 1. <i>Pt Vacant</i> 2. <i>Pt Vacant</i>
Technology/CRM	1. Andrew Cawelti, Present

Non-Voting Faculty: Christopher Horrock, Gloria Guevara, Ishita Edwards, Carolyn Dorrance, Jonas Crawford, Gloria Lopez, and Erika Endrijonas

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline/ Assigned to:	Under 10+1 (if applicable)
Call to Order	Academic Senate (AS) President Robert Cabral called the meeting to order at 2:34 p.m.			
Additions to the Agenda	There were no additions to the agenda.			

**Public
Comments/Announcements**

—R. Duran sends his regrets as he is meeting the accreditation team at 2 p.m. He sent data for Senate perusal, namely, the student profile, data which had been previously requested by the Senate.

—R. Cabral announced his accreditation meeting schedule as follows:

- (1) For Tuesday:
 - 8 to 8:30 a.m. Meet and Greet (open to all)
 - 10 to 10:40 a.m. As co-chair of PEPC
 - 11 to 11:40 a.m. As co-chair of PBC
 - 12:30 to 1 p.m. as Standard IV co-chair
 - Open Forum: 1 to 2 p.m. (open to all)
- (2) For Wednesday:
 - Open Forum: 1 to 2 p.m. (open to all)
 - 1:30 to 2 p.m. As co-chair of PDC
 - 2 to 2:40 p.m. As Academic Senate President

—L. Kamaila announced that the Student Success Committee representatives will be meeting with accreditors on Tuesday from 2:30 to 3:10 p.m. in the STEM Center Conference Room. She further noted that all interviews have been posted on the OxnardCollege.edu website.

—R. Smith reminded the gathering that applications for graduation are due by November 4, 2010—no exceptions.

—G. Guevara noted that Oct. 20, 2010 is the last day to register to vote. She asked faculty members to make this announcement to their classes. She also noted that students get paid \$100 to work at the polls and asked that this also be announced.

<p>Reading and Approval of Minutes</p>	<p>The Minutes were accepted as presented (1st R. Smith; 2nd A. Cawelti) with one abstention.</p>			
<p>Impact of Budget Cuts</p>				
<p>DCAS</p>	<p>—Minutes and the Adopted Budget plus narrative were distributed for Senate review, along with a Memo from the County of Ventura describing our current investment report. Highlights included p. iv section re expenditures and how the District will not augment its budget mid-year but will rely on reserves should this occur. R. Cabral noted that Vice Chancellor Sue Johnson has expressed a willingness to visit the Oxnard College Senate. The group expressed a desire to have her come and speak to the Senate. A. Valle noted language on p. ix pertinent to EOPS, EAC, and CalWorks stating that the \$35M from federal funding which augmented these programs last year will most likely occur again this year, only funded with State dollars. She was happy to note that the Legislators at the State recognize the value of these programs. R. Cabral noted that the repayment from the State for funds we have had to expend during this period without a State budget won't come in until later. Thus, the District is ready to borrow via a Tax Revenue Anticipated Note or TRANs of between \$25 to \$50 million, so the District can continue to operate smoothly. M. Butler asked if the District could expect a revenue stream based on expressed federal</p>	<p>R. Cabral to ask at the next DCAS meeting if federal dollars are expected to create a new income stream because of the expressed public support for community colleges.</p>		<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>

	<p>support of community colleges. R. Cabral stated that such a revenue stream is not expected immediately, but that he would ask this question at the next DCAS meeting.</p>			
<p>Planning and Budgeting Council— Marie Butler/Robert Cabral</p>	<p>—R. Cabral stated that next Wednesday, Oct. 20th, PBC will meet again. PBC recently sponsored the planning forums relating to update of our Mission statement and R. Cabral thanked the counselors for attending in force. Facilitator Dr. Cordero received much information and his first draft synthesizing input from the community is expected to be presented at PBC’s next meeting. J. Merrill asked about next steps. A. Valle asked that the first draft be sent out campus-wide for review as many instructional faculty were not in attendance at the above-mentioned forums. She further mentioned that because of many course cancellations, our campus previously known as “the college with a heart” is now being referred to as “the college with a broken heart.” J. Merrill noted that the participatory governance entity predecessor to PBC, namely PCC, came up with a mission update process which suggested the campus complete such update internally, but that this process has been disregarded. R. Cabral thanked J. Merrill for providing history on the matter. A. Valle asked that the Adopted Budget go forward to PBC as well as on p. iv, language enabled EOPS at Moorpark College to be decimated and made EOPS vulnerable here at Oxnard College as well. She encouraged all Senators</p>	<p>Request from the Senate that Dr. Cordero’s draft Mission Statement be sent out campus-wide.</p> <p>Request from the Senate that review of the Adopted Budget be placed on the next PBC agenda.</p>		<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>

Academic Senate Meeting Minutes for October 11, 2010

	to read the document and suggested Senators be ready to suggest language modifications where prudent.			
Program Effectiveness and Planning Committee— Robert Cabral	—PEPC is in the midst of its planning and reporting process. R. Cabral noted that PEP Reports are due on October 25, 2010.			#4 Educ. Prog. Development; #9 Program Review
Individual Departmental Reports—	No reports given.			
Board and Committee Reports				
Treasurer’s Report— Hussein Fahs	—H. Fahs reported that the balance for the Senate remains at \$919.07. H. Fahs further noted that part-time instructor P. Tranovitch lost her mother recently and that the Senate would be sending her a sympathy card recognizing her loss.			#10 Budget Development
Transitional Studies Advisory Committee— Jenny Redding	—J. Redding August. 30 th Minutes for the Senate’s perusal noting creation of this year’s Action Plan and discussion of the campus research function on pp. 5-6.			#4 Educ. Prog. Development; #5 Policies regarding student prep. and success
Accreditation Committee—	—No report was given.	.		#7: Faculty

<p>Jim Merrill</p>				<p>roles and involvement in accreditation</p>
<p>Technology Committee— Linda Kamaila</p>	<p>—L. Kamaila stated the Committee met and discussed the update to classrooms on campus to Smart classrooms. Thirty-six classrooms were so updated over the summer and forty more are expected to be completed by the end of May. The software controlling such Smart classroom, namely, Crestron, is experiencing a glitch which the Committee hopes will be fixed fairly soon. Also, as to the software which is automatically randomly shutting down campus computers, please e-mail R. Shaw to have the software problem rectified. A. Valle asked that this item be placed on the agenda for the next Senate meeting. R. Cabral noted that this glitch is affecting not only faculty computers but also staff and administrators’ computers and laptops as well. L. Kamaila also noted that in the future we will all be using “virtual desktops” as opposed to the configuration currently in place. L. Kamaila also noted that a mirrored backup of all data is created daily but that restoration of one particular faculty member’s documents is not something IT can perform at this point. It is recommended that faculty backup their personal documents on a flashstick or use some other redundant backup method. A. Valle noted that a new technology plan is being distributed and encouraged people to look it over. She also noted the need for strong area advocacy on the Technology Committee.</p>	<p>Senate requested that discussion of new software that randomly shuts down campus computers be placed on the next Academic Senate agenda.</p> <p>Streamlined Distance Learning Appendix will be drafted and sent to Technology Committee and Curriculum Committee for review.</p>		<p>#4 Educ. Prog. Development;</p>

<p>Professional Development Committee— Robert Cabral</p>	<p>—C. Yang reminded the group that PDC will meet this Thursday to review fall applications for funding. At the present time, four faculty applications have been submitted and zero staff applications have been submitted.</p>	<p>Fall PDC Travel Forms due 10/12/10.</p>		<p>#8 Policies for Faculty Prof. Development</p>
<p>Campus Use, Development, and Safety— Mary Jones</p>	<p>—M. Jones stated that an earthquake preparedness drill, the “Great California Shakeout” will occur on Thurs., Oct. 21st for a five-minute period. Evaluation forms will then be distributed and she asked that people fill out the forms so that CUDS will know what did or didn’t work in terms of the drill’s effectiveness. J. Merrill asked if faculty were expected to move disabled students to a safe place during the drill. M. Jones stated that for the purposes of the drill, it was not necessary. L. Kamaila stated that there needs to be more instruction from CUDS with regard to meeting the needs of the disabled in such an emergency. L. Kamaila further noted that M&O needs a better way to address immediate classroom issues. M. Jones stated that if someone e-mails her with regard to safety issues, such issues are usually addressed within twenty-four hours. M. Jones noted that flu vaccines are now available. She also stated that Whooping Cough vaccines are not being paid for by the District at this time unless an employee has been directly exposed.</p>	<p>Please fill out evaluation forms after the earthquake drill on Oct. 21st and submit them to CUDS/M. Jones.</p>		<p>#10 Processes for Institu. Planning</p>
<p>Learning Outcomes Team— L. Kamaila</p>	<p>—L. Kamaila reiterated the Oxnard College’s ISLOs need to be rewritten, again noting the lack of a quantitative reasoning category. She</p>	<p>Revisiting ISLOs must be done.</p>		<p>#4 Educ. Prog. Development</p>

	<p>asked that volunteers who wish to help rewrite the ISLOs please contact her or a LOT member. She stated that the ISLOs should be published and drive the entire SLO process. J. Merrill asked if there were a structure and process in place for such a review. L. Kamaila stated that, as when the ISLOs were first created, they should go through the Senate but were primarily being driven by LOT efforts. L. Kamaila further noted that some of the percentages included in the Self-Study pertaining to course-level SLOs might be misleading as the figures did not account for those courses not commonly offered or those courses experimental in nature, namely 198s, 98s, and 189s. Further, only 10 to 14 faculty members actually submitted data by last May but L. Kamaila is confident that more faculty are actually in the process of assessing their SLOs.</p>			
<p>Curriculum— Jenny Redding</p>	<p>—J. Redding noted that the deadline for curriculum submission for curriculum to be included in next year’s catalog was last Wednesday. The Curriculum Committee is meeting on Wednesday, Oct. 13th and expects to process over 70 courses (not including those courses/ programs for deletion or suspension). She further noted that she had suggested that any courses requiring review by DTRW be front-loaded for Wednesday’s meeting and also had suggested an additional Curriculum Committee meeting be scheduled as Wednesday’s meeting time will likely be insufficient. R. Cabral emphasized that</p>	<p>J. Redding to carry forward to EVP faculty suggestions with regard to scheduling an additional Curriculum meeting to properly process the massive influx of curriculum at this time.</p>		<p>#1: Curriculum</p>

Academic Senate Meeting Minutes for October 11, 2010

	feedback from the Senate should be carried forward to the EVP and that, as a participatory governance entity, such suggestions should be considered.			
Sabbatical— Chris Horrock	—C. Horrock noted today’s deadline for sabbatical proposals. So far, the Committee has received three applications. R. Cabral noted that there are five slots available for Oxnard College this year and encouraged faculty to apply. Tomorrow’s deadline will enable Committee members to give feedback to applicants in time for revision for a second reading by the Committee prior to the November 1 st deadline.	October 11 th deadline for initial Sabbatical Proposal submission. Final Sabbatical Proposals due 11/1/10.		
AFT Report— Mary Jones	—No report was given.			

Academic Senate Meeting Minutes for October 11, 2010

District Committees	All district committees meet the fourth Thursday of each month.			
Consultation Council— Robert Cabral	— No report was given.			#6 District and College Gov. Structures
DCHR— Robert Cabral	—No meeting has occurred since the last Senate meeting.			#6 District and College Gov. Structures
DTRW— Jenny Redding	— No meeting has occurred since the last Senate meeting.			#1: Curriculum #2 Degree & Cert. Requirements
DCSL— Robert Cabral	— No meeting has occurred since the last Senate meeting.			#6 District and College Gov. Structures #10 Processes for Institu. Planning
Old Business				
Priority Registration for Athletes – J. Crawford	J. Crawford noted this opportunity for the campus “at no cost” to get better in achieving academic goals with all of our athletes. He stated that half of the community colleges have such practices. He further noted that VC and MC have full-time academic athletic counselors but that we have D. Lopez who devotes approximately only 20% of his time to this function. MC passed this proposal in	Request to place this item on the next Academic Senate meeting agenda for in-depth discussion followed by action.		

<p>their Senate 21 to 0. R. Cabral asked if there were urgency to this matter and whether there would be no hardship if this were placed on the next Academic Senate meeting for action. Discussion did ensue with G. Guevara expressing strong reservations to the proposed policy as she has had personal experience with athletes not being properly monitored and thus performing poorly academically. R. Smith noted that faculty should employ the early alert systems in place and let the counselors intervene on behalf of faculty in such cases. A. Valle expressed support for the proposal as it centers on student success and would no doubt enhance the success rates by this particular group of students. L. Kamaila noted that unless students self-identify, there is no way for a faculty member to know which students are athletes. R. Cabral asked that discussion on this matter occur in more depth at the next Academic Senate meeting just prior to Senate action.</p>			
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<p>AP 4021 and AP 4250 – R. Cabral</p>	<p>R. Cabral asked that due to time constraints, discussion on the Program Discontinuance AP and the Probation AP come forward for in-depth discussion and action at the next Senate meeting. He gave a brief background on the Program Discontinuance AP stating that DCSL had received it 1½ years ago and is now forwarding it to the Senate for action. The deadline for Senate input is prior to the next DCSL meeting which is set for Oct. 25th. A. Valle asked that both of these proposed APs be forwarded to the Student Services Leadership Team for input as well as the Counseling Department. R. Cabral strongly agreed and added that he would also forward them to ASG for input as well. A. Valle asked if accreditation requires such a program discontinuance policy be in place. J. Merrill noted that accreditation standards ask that schools address the negative impacts on students when a program is discontinued, not that a discontinuance policy <i>per se</i> be in place.</p>	<p>Request that this item be placed on the next Academic Senate meeting agenda for in-depth discussion and recording of input from faculty constituents.</p>		
<p>Discussion of Self-Study Statement by Senate – R. Cabral</p>	<p>R. Cabral stated that he will be meeting with his Senate Exec. Team with regard to the Senate Statement to be shared with both the Accreditation Visiting Team and the Board of Trustees.</p>			
<p>New Business</p>				
<p>Discussion on Student Success Committee</p>	<p>R. Cabral noted that L. Kamaila will be taking the faculty co-chair role for the Student Success Committee for the remainder of this Academic Year and thanked her for doing so.</p>			

<p>Discussion on Board of Trustees Objectives – J. Redding</p>	<p>J. Redding distributed copies of the Board of Trustees Objectives and an attached brief analysis for any Senator who needed copies. She noted that the Objectives minimize the faculty role under 10+1. L. Fauth highlighted the sentence in the objective concerning “Professional Development for Faculty and Staff” which states, “The Board, through consultation with District constituents, will ensure the District creates and implements development activities for faculty and staff that promote instructional best practices. The andragogy necessary to address student diversity and larger class management should be incorporated.” Such a statement stresses the Board’s desire to “improve” faculty with an eye toward larger classes. It is the Phoenix University model with interchangeable faculty “droids” teaching a uniform curriculum. M. Butler stated that such language is the “No Child Left Behind” philosophy applied to the community colleges. A. Valle noted that the language in the Objectives pertaining to the “coring” of courses is not properly defined. J. Redding suggested that faculty thoughtfully review the Objectives and that the Senate carefully craft a response to the Board.</p>	<p>Issue to be brought back for Senate consideration at a later time with an eye toward crafting a response to Board Objectives to be forwarded to the Board of Trustees.</p>		
<p>Discussion on Senate Implementation of the Brown Act – R. Cabral</p>	<p>R. Cabral explained that the Academic Senate cannot have a closed meeting under the Brown Act unless the body is dealing with real estate, personnel evaluation, or other personnel issues. He noted that the issue has come up that some faculty feel inhibited in discussion because of the constant presence of the EVP at</p>			

Academic Senate Meeting Minutes for October 11, 2010

	<p>Academic Senate meetings. R. Cabral did note that the Senate always has a quorum and that faculty regularly participate on the campus committees and that such participation speaks to a strong faculty voice. He further stated that he has raised the issue to the College President and that there was no serious response to the issue. R. Cabral suggested that we utilize the EVP's presence as a resource instead of reacting to it as a negative. J. Merrill echoed that albeit at times the effect might be "chilling," we should focus on the fact that the Senate sometimes gets an instant response to what might otherwise take a few weeks.</p>			
<p>Adjournment</p>	<p>—The meeting adjourned at 4:05 p.m.</p>			

Respectfully submitted,
 Jeannette Redding, AS Secretary