

**Oxnard College Academic Senate
MINUTES
Date: October 25, 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. <i>Pt Vacant</i> 2. <i>Pt Vacant</i>
Library	1. Jeannette Redding Proxy for Tom Stough
Math	1. Catalina Yang, Absent 2. <i>Vacant</i> ----- 1. Bill Greason, Present

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Part-Time Faculty Rep. at-Large	1. <i>Vacant</i>
Performing Arts	1. <i>Vacant</i>
Physical Education/Health	1. Ron McClurkin, Present
Natural Sciences	1. James Harber, Present 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, Absent

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

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 2:37 p.m.			
Additions to the Agenda	L. Kamaila asked that Institutional SLOs be tabled until the next Senate meeting. She also asked that the Action Items under Old Business be moved up in the agenda to follow the Reading and Approval of Minutes to which	Place Resolution re Email on 11/8/10 Senate agenda.		

	<p>the group agreed. A final request also came from L. Kamaila, namely, that the Resolution Pertaining to E-mail be placed back on the agenda for action at the next Senate meeting.</p>			
<p>Public Comments/Announcements</p>	<p>—R. Cabral noted that the <i>Oxnard College Participatory Governance Manual</i> had been vetted and approved by all campus constituency groups, specifically, the Classified Staff Senate, the ASG, the Deans’ Council/Administration, and the Senate and that said <i>Manual</i> is now in place until 2013.</p> <p>—R. Cabral distributed for Senate review the preliminary commendations and recommendations from the ACCJC visiting teams from last week for all three campuses in the District.</p> <p>—R. Cabral announced that he and the Exec Team have received J. Redding’s letter of resignation as Senate Secretary (due to her spring sabbatical). Nominations for the position will be taken from the Senate floor on 11/8 and 11/22 with the vote to take place at the 12/6/10 Senate meeting on the replacement. J. Merrill asked if the reassign time affiliated with the position triggers action by the area dean to provide backfill. R. Cabral noted that each dean handles it differently and that there is no requirement for backfill for any reassign time, including sabbaticals. R. Cabral further observed that the V.P of Business Administration is in charge of handling this issue. M. Butler</p>	<p>Nominations for Academic Senate Secretary will be taken from the floor on 11/8 and 11/22, with a vote for J. Redding’s replacement to occur on 12/6/10.</p> <p>Discussion on backfill of faculty on reassign time be placed on the next Academic Senate meeting agenda.</p> <p>Senate Exec Team to propose a pledge for M. Jones’ daughter.</p>		

stated that such an approach which requires no backfill makes faculty uneasy in taking sabbaticals and in taking on responsibilities for which they are given reassign time and asked that this issue be discussed further as an agenda item at the next Senate meeting.

—R. Cabral announced that his second baby boy is due on March 15th and that he intends to take 1 month off albeit he is entitled to as much as 15 weeks off.

—R. Cabral lauded the campus for taking ownership in taking care of its own pointing to the response to the e-mail concerning M. Jones' daughter's situation. The Senate Exec will consider a Senate pledge and present the proposal at the next Senate meeting.

—A. Valle announced that early EOPS registration begins on 11.8/10 and that students need to get their Ed. Plans completed in a timely fashion. She also reminded the group that donations for the Foundation's and EOPS' Thanksgiving basket will be solicited shortly.

—G. Guevara noted errors in the online spring schedule and recommended faculty proof the schedule for accuracy.

<p>Reading and Approval of Minutes</p>	<p>The Minutes were accepted as presented (1st R. Smith; 2nd A. Valle).</p>			
<p>Impact of Budget Cuts</p>				
<p>DCAS</p>	<p>—No report given. Next meeting scheduled for 11/18/10.</p>			<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>
<p>Planning and Budgeting Council— Marie Butler/Robert Cabral</p>	<p>—R. Cabral stated the last meeting was uneventful as the Council is still awaiting the first draft of the updated Mission statement from Dr. Cordero for review. The Budget was accepted. A. Valle noted that although the categorical programs will not be receiving the \$35M in backfill funds, they had planned for this event so no further unexpected cuts will occur because of this lack of augmentation funding.</p>			<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>
<p>Program Effectiveness and Planning Committee— Robert Cabral</p>	<p>—PEPC is in the process of receiving PEP Reports (due at midnight today). So far R. Cabral has received 4 reports.</p>			<p>#4 Educ. Prog. Development; #9 Program Review</p>
<p>Individual Departmental Reports—</p>	<p>No reports given.</p>			

Board and Committee Reports				
Treasurer’s Report— Hussein Fahs	—H. Fahs reported that the balance for the Senate is \$984.07.			#10 Budget Development
Transitional Studies Advisory Committee— Jenny Redding	—J. Redding noted that the next Committee meeting will occur this Thursday, Oct. 28 th .			#4 Educ. Prog. Development; #5 Policies regarding student prep. and success
Accreditation Committee— Jim Merrill	—No report was given.	.		#7: Faculty roles and involvement in accreditation
Technology Committee— Linda Kamaila	—L. Kamaila stated that within eighteen months, the Committee is expecting implementation of “Thin Client,” a virtual technology enabling faculty to access their campus materials anywhere anytime via an “iPad-like” device. L. Fauth asked if the device contained a GPS. L. Kamaila agreed to inquire with regard to that issue. J. Harber asked if the transition required that faculty use the device or if they could still access certain campus information (e.g., e-mail, etc.) via one’s home computer. L. Kamaila speculated	L. Kamaila to get back to the Senate pertaining to faculty’s ability to backup software on their personal laptops. Streamlined Distance Learning Appendix will be		#4 Educ. Prog. Development;

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	<p>that she thought such would be possible but that the implementation of this program creates a strong disincentive to use the device for personal purposes. D. Eberhardy clarified that the department will buy software licenses and that a person’s individual profile will be modified to ensure his/her ability to use said software. A. Valle inquired whether or not there were plans to negotiate with vendors allowing faculty to backup software, etc., on “Thin Client” as well as on an instructor’s laptop. L. Kamaila agreed to report back on this issue.</p>	<p>drafted and sent to Technology Committee and Curriculum Committee for review.</p>		
<p>Professional Development Committee— Robert Cabral</p>	<p>—No report was given.</p>			<p>#8 Policies for Faculty Prof. Development</p>
<p>Campus Use, Development, and Safety— Mary Jones</p>	<p>—No report was given.</p>			<p>#10 Processes for Institu. Planning</p>
<p>Learning Outcomes Team— L. Kamaila</p>	<p>—J. Redding reported that Institutional SLOs will be revised and presented to the Senate. The ISLOs are expected to be more streamlined and contain no attached “exemplars” thereby enabling faculty to create their own, more “organic” exemplars. Many questions about SLOs and LOT’s activities ensued, moderated by L. Kamaila as LOT co-chair. Among questions asked were the following: Q: When will <i>eLumen</i> be up and running? A: According to C. Inouye, by November 9th.</p>	<p>LOT to present revised ISLOs to the Senate for its review and approval.</p>		<p>#4 Educ. Prog. Development</p>

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	<p>Q: Are faculty expected to enter their own assessment data? A: Yes. Q: Will training be provided to faculty? A: The schedule is, as yet, unclear, but is expected to be provided on an upcoming Friday. Q: Who will have access to this data? A: That hasn't yet been established. LOT is working on that. Q: How will this data be used? A: That hasn't yet been established. LOT is working on that. This is just a sample of the questions that were asked. Extensive dialogue took place about SLOs with the revelation from a few senators that some faculty, particularly adjunct faculty members, did not, as yet, even know what an SLO was.</p>			
<p>Curriculum— Jenny Redding</p>	<p>—J. Redding noted that the next Curriculum Committee meeting is Wed., Oct. 27th and that there are a number of items on the agenda for review.</p>			<p>#1: Curriculum</p>
<p>Sabbatical— Chris Horrock</p>	<p>—C. Horrock stated that the Committee has received seven applications. J. Merrill asked exactly how many slots are available for Oxnard College faculty members. C. Horrock stated that there is some confusion as to the exact number, namely, whether it is four or five, and that he will report back to the Senate with certainty at the next Senate meeting.</p>	<p>Final Sabbatical Proposals due 11/1/10; exact number of slots open for Oxnard College faculty will be reported at the next Senate meeting</p>		
<p>AFT Report— Mary Jones</p>	<p>—No report was given.</p>			

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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 stated that counseling and math have both expressed support for the proposal. L. Kamaila inquired as to whether this matter is within the Senate’s control or if the Senate were making a recommendation to a District-level entity. R. Cabral stated that this is a Senate recommendation to be carried forward to DCSL for action and that the other two Senates have recommended approval. M.			

<p>Butler expressed her students' concerns, specifically for majors having difficulty getting into the classes they need. R. Smith observed that athletes need an A.A. to get into a four-year school. L. Kamaila stated that she took a poll among her 240 students and that not one expressed support for the proposal. G. Guevera emphasized that because of the section eliminations in the social sciences, that students will be negatively impacted by the proposal. J. Merrill asked J. Crawford exactly how many athletes are involved. J. Crawford responded that there are 150 athletes whom he would require have a 2.0+ GPA and be taking over twelve units to be considered for the early registration advantage. L. Kamaila stressed that J. Crawford should emphasize to students the importance of their being present on the first day of class and that someone should specifically monitor these athletes' academic performance. C. Dorrance noted that not just athletes need this special attention and asked why early registration is limited to this particular population. J. Crawford reassured the group that the athletes' academic performance is being monitored by D. Lopez (from counseling), J. Crawford, and some staff members as well. A. Valle moved that the proposal be accepted with the caveat that checks and balances are in place to monitor students' academic performance. The motion was seconded by M. Jones and passed with 9 in favor, 1 opposed, and 3 abstaining.</p>			
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<p>AP 4021 and AP 4250 – R. Cabral</p>	<p>—D. Eberhardy, in reviewing AP 4021, inquired as to the language pertaining specifically to Occupational Educational programs. J. Merrill responded that such language reflects what is required for Occupational Educational programs. L. Fauth noted that the use of the phrase “preponderance of faculty” is vague and should be replaced with “supermajority” or some other clearer indication of the composition of the group referred to in the AP. C. Dorrance questioned the process asking if the deans were involved or only the EVP. L. Fauth further questioned whether some programs should be held harmless from this procedure’s application specifically in a scenario in which the faculty had taken a sabbatical with the consequence that enrollment had dropped and therefore the program was placed on alert. He suggested that in such cases a program, particularly a single-faculty program, be held harmless for at least two years before the program be considered for placement on alert. J. Merrill noted that each campus conducts its own particular program review process but that this District AP does not make this distinction. L. Kamaila noted that a program’s relation to “mission relevancy” is extremely vague citing the example of a small program having only a few students transfer which might under the language in the proposed AP trigger such a program being placed on alert. She further asked what process was used in the discontinuation of</p>	<p>R. Cabral to take the points raised back to DCSL recommending a redraft of AP 4021 and AP 4250 per recommendations made.</p>		
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journalism. L. Fauth explained that journalism's discontinuance was motivated by a personal vendetta and that no process at all was followed. J. Merrill echoed that no procedure was in place at that time noting that what is before the Senate now is "at least a process." G. Guevara stated that productivity is suffering in many programs across the campus now because of the policy of capping classes and cutting sections. R. Cabral observed that the program review process should be taking such into consideration during its analysis. J. Merrill further noted that he has heard that accreditation requirements are fueling the establishment of this particular AP. In fact, he stated that accreditation only specifies that a policy must be in place to assist students negatively impacted by a program's discontinuance. He further noted that the use of the language "length and severity" is unclear especially when applied to small programs with lower numbers. L. Fauth further noted that the definition of productivity needs to be clarified as some programs will have lower productivity numbers by virtue of their mandated smaller classes. He further reminded the group of the Board's objectives and the language in the last objective supporting larger classes stating that this AP was yet another approach to mandating larger classes via productivity numbers. C. Horrock stated that there is no protective mechanism built in and that he fears the "tyranny of the majority" which might be hungrily eyeing

<p>smaller programs during these lean economic times. R. Cabral stated that he would recommend that the language in the AP be updated to address these key concerns and that he would vote against the current draft going forward unchanged.</p> <p>—Pertaining to AP 4250, A. Valle noted that under current practice, each campus is free to establish its own methods of dealing with students on probation. She further observed that at Moorpark College, such students are required to enroll in a study skills class whereas at Oxnard College a different approach is taken. J. Harber questioned why intervention for such students was reduced from 3 semesters to 2. A. Valle stated that earlier intervention is more successful. G. Lopez gave an explanation behind early intervention and explained how the process works. She also noted that numerous withdrawals or incompletes could affect whether or not a student is placed on probation. R. Smith explained his own requirement that students meet with the instructor regularly in order to ensure that academic performance is closely monitored. G. Lopez emphasized that students must obtain the required signatures in order to re-enroll. L. Fauth noted that the language stating that students be contacted by e-mail should be replaced with “a certified letter” as many students don’t check their emails or use the <i>MyVCCD</i> portal.</p>			
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New Business				
Adjournment	—The meeting adjourned at 4:23 p.m.			

Respectfully submitted,
Jeannette Redding, AS Secretary