

Oxnard College Academic Senate MINUTES

Date: November 8, 2010

Members present and absent:

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

| Department | Senators |
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| 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, Present |
| 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, Absent ----- 1. <i>Pt Vacant</i> 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> |

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| Performing Arts | 1. <i>Vacant</i> |
| Physical Education/Health | 1. Ron McClurkin, Absent |
| 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: Monica Valencia, Oscar Machuca, Robert Thrift, Christopher Horrock, Gloria Guevara, Carolyn Dorrance, Ishita Edwards, Erika Endrijonas, and Richard Duran.

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline/ Assigned to: | Under 10+1 (if applicable) |
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| Call to Order | Academic Senate (AS) President Robert Cabral called the meeting to order at 2:38 p.m. | | | |
| Additions to the Agenda | R. Cabral asked that item IX, Adjournment, be added to the agenda as in printing it had been inadvertently removed. The agenda was approved as amended (1 st C. Yang; 2 nd B. Greason). | | | |

**Public
Comments/Announcements**

- R. Duran gave the following updates:
- Accreditation Update: R. Duran said the campus is still waiting to receive a preliminary written report from the Team Chair in order for us to comment regarding errors of fact. The Commission will meet in January to review the submissions, and the campus should receive official notification of accreditation results in late January or early February. R. Duran stated that from the exit interview, the recommendations the campus received were by and large predictable based on results of our own self-study. He highlighted his concern over progress on SLOs as we are required to reach proficiency level by 2012. J. Merrill asked if the District recommendations were identical for all three campuses and R. Duran stated that indeed they will be.
 - Budget Forums: Because of budget concerns for 2011-2012 and the fact that California now has a new governor, two budget forums will be held with the first being held on Nov. 17th from 10 to 11:30 a.m. and the second being held on Nov. 18th from 2 to 3:30 p.m.
 - Mission: PBC will receive Dr. Cordero's

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initial draft of our revised/reaffirmed mission statement for review at its next meeting. After PBC review, the updated draft will be circulated to the campus community as a whole with hopeful adoption to occur before the end of this semester.

- Veteran's Day: R. Duran reminded the Senate that the holiday will be observed this coming Friday.
- Flu Shots: As part of a county-wide effort to distribute flu vaccines, on Wed., Nov. 10th the County in conjunction with M. Jones will be receiving 700 doses of free flu vaccines available between 1 and 4 p.m. This exercise also involves the testing of WebOC, our emergency notification system coordinated with the County.
- Performing Arts: Last Thursday, 11/4/10, was the initial dedication ceremony for the new performing arts building. The facility will be complete by December. Logistics concerning moving OCTV will be addressed in January/February. Staff training also needs to be coordinated. The space is also available for rent by the community; however, such rental will not occur until adequately trained staff is in

place. An internal opening celebration will occur in March with a gala opening to occur in April sponsored by Oxnard College Foundation (with reception and special performances). Seating will be limited, so most likely a seating lottery will occur. The building will be fully operational by summer 2011.

- Brown Act Compliance: A meeting occurred with all participatory governance committee co-chairs to communicate the Brown Act requirement of public posting of agenda and minutes of such entities. Passwords are now available to such co-chairs and a process will be set up to streamline the posting of such documents.
- GeoBowl: The next GeoBowl is set for 11/20/10 wherein fifteen local high schools will be participating. The event is in its 22nd year and 200 participants are expected to compete with winners receiving a helicopter ride and trophies.
- Holiday Gathering: A holiday gathering will occur either in late November or early December.

A Question and Answer session then ensued. M. Valencia asked if SLOs is an ongoing effort. R. Duran responded that albeit the SLO Coordinator

positions have been discontinued, LOT has taken ownership of the endeavor. He pointed out the LOT Committee co-chairs, namely, L. Kamaila and E. Endrijonas. A. Valle commented on the fact that the College website Google Spanish translation capability is better than expected but still lacking. R. Duran noted that this must be reviewed especially in light of applying for a Kellogg Grant. M. Butler inquired as to plans for a 4-week and 6-week summer session. R. Duran stated that only a 6-week summer session is being planned to begin in late June. L. Kamaila asked if budget constraints on the summer schedule remain. R. Duran stated that the budget outlook for next year is already set at a \$10 Billion deficit with speculation that the amount might grow to a \$15 Billion deficit. R. Duran stated that we would be lucky to have a flat budget, and that a flat budget would mean an actual reduction because of the increase in healthcare costs, salaries, and supplies that would eat into our existing budget. C. Dorrance asked about the clock tower chimes. R. Duran stated that the fact the chimes don't function is under investigation with J. al-Amin being responsible for said investigation. The chimes help create a more collegiate atmosphere and are also intrinsic to our emergency

communication system on campus. L. Kamaila asked which participatory governance group should most logically take ownership of monitoring progress on our campus website, further noting that R. Shaw's agenda is not broad enough, e.g., doesn't deal with content issues of any sort. R. Cabral stated that all participatory governance committees are localized committees and that if committee members are dissatisfied with agendas presented by chairs or co-chairs, such dissatisfaction should be made known to R. Cabral for the College President to address, or perhaps the EVP. G. Guevara stated that it is vital to make the website/portal user friendly if we hope to increase student usage of the website/portal. J. Harber asked about the issue of publication rights on the website and recommended the campus emulate CSUCI's process. He noted that PowerPoints of great size could be posted at CSUCI but that faculty at Oxnard College are severely limited in such matters. R. Duran stated that there is a hierarchy of approvals in place. He also stated that although faculty were trained, they did not immediately employ their training and thus the training faded. He stated that there is a need for ongoing training/refresher training.

—R. Cabral announced that E. Caruth has received her second Master’s Degree with honors from the Shakespeare Institute in Stratford Upon Avon.

—R. Cabral stated that he will be attending the Fall Plenary of the State Academic Senate from Nov. 10th through Nov. 13th with the main issues being brought forward as SB 1440, BSI, Student Success, and MQs (on Economics, for example).

—R. Cabral distributed a PowerPoint update on SB 1440 for Senate review.

—R. Cabral further distributed a resolution being considered by Ventura College’s Senate pertaining to possible elimination of finals week by the District. He inquired as to Oxnard College faculty’s practice when it comes to finals. L. Kamaila noted that she often gives finals via D2L as well as other less-traditional finals such as poster projects. G. Guevara stated that she often gives take-home exams asking that students turn in such exams during the finals slot provided during finals week. C. Dorrance stated that she gives traditional finals. R. Cabral gave background on the resolution stating that the Academic Senate Presidents at our sister institutions received notification of consideration by district personnel of

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| <p>eliminating finals week and extending instruction through 18 ½ weeks. Ventura College's Senate's response is proactive in opposition to such an action. Both Ventura College's and Moorpark College's Academic Senate Presidents will be speaking to this topic at tomorrow night's Board meeting. When a Board member was visiting Ventura College's Senate, he had <u>not</u> heard about this effort. L. Fauth questioned the action as clearly finals are covered under the 10+1. R. Cabral stated that the Chancellor "owns the schedule, not us." A. Valle stated that a lack of finals week would not serve EOPS students well. I. Edwards noted that many universities even have a "dead week" to enable students to more adequately study for their finals. J. Redding asked that R. Cabral take the Oxnard College Senate's consensus forward to the Board meeting and that if he felt a resolution from the Oxnard College Senate would be helpful in strengthening the case, the item should be placed on the next Senate agenda.</p> | | | |
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| <p>Reading and Approval of Minutes</p> | <p>The Minutes were accepted with one minor edit (J. Harber as present versus absent) (1st L. Kamaila; 2nd R. Smith).</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>—No report given. Next meeting scheduled for 11/17.</p> | | | <p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p> |
| <p>Program Effectiveness and Planning Committee— Robert Cabral</p> | <p>—No report given. Next meeting scheduled for 11/23. J. Merrill asked that the PEPR Feedback Schedule be posted and R. Cabral agreed to post same at OC Group.</p> | | | <p>#4 Educ. Prog. Development; #9 Program Review</p> |
| <p>Individual Departmental Reports—</p> | <p>No reports given.</p> | | | |

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| <p>Board and Committee Reports</p> | | | | |
| <p>Treasurer’s Report— Hussein Fahs</p> | <p>—H. Fahs reported that the balance for the Senate is \$989.07.</p> | | | <p>#10 Budget Development</p> |
| <p>Transitional Studies Advisory Committee— Jenny Redding</p> | <p>—J. Redding distributed the minutes from the October 28th meeting highlighting the following:</p> <ul style="list-style-type: none"> • The discussion regarding the cutting of basic skills/transitional studies courses; • The data analysis of baseline data for transitional studies students; and • Keynote speakers at the Strengthening Student Success Conference, Jeffrey Duncan-Adrade, presentation by Donna McKusick from Baltimore Community College where a pilot project increased student success in ENGL R101 from 27% to 63%, and a presentation by Modesto Jr. College detailing the college’s response after they had been placed on warning for not linking strategic planning, SLO assessment, program review, and budget allocation. | | | <p>#4 Educ. Prog. Development; #5 Policies regarding student prep. and success</p> |
| <p>Accreditation Committee— Jim Merrill</p> | <p>—No report was given, but an announcement was made that the EVP is planning a meeting to be called before the end of the semester with regard to response to the Accreditation recommendations, etc.</p> | | | <p>#7: Faculty roles and involvement in accreditation</p> |
| <p>Technology Committee— Linda Kamaila</p> | <p>—No report was given.</p> | | | <p>#4 Educ. Prog. Development;</p> |

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| Professional Development Committee— Robert Cabral | —No report was given. Next meeting is scheduled for 11/18/10. | | | #8 Policies for Faculty Prof. Development |
| Campus Use, Development, and Safety— Mary Jones | —No report was given. Next meeting is scheduled for tomorrow. | | | #10 Processes for Institu. Planning |
| Learning Outcomes Team— L. Kamaila | —L. Kamaila asked that her report be given under Old Business, Institutional SLOs. | | | #4 Educ. Prog. Development |
| Curriculum— Jenny Redding | —J. Redding noted that the next Curriculum Committee meeting is Wed., Nov. 10 th , and that processing of curriculum goes on apace. | | | #1: Curriculum |
| Sabbatical— Chris Horrock | —C. Horrock stated that the Committee meets tomorrow to finalize the priority order of sabbaticals proposed and that Oxnard has five slots this year. R. Cabral noted that a district-wide meeting will occur to review proposals submitted by all three campuses.. | | | |
| AFT Report— Mary Jones | —M. Jones stated that AFT Exec had met and that one of the main issues was the Academic Calendar for 2011-2012. It has been proposed to move Spring Break to March as well as moving the first day of school to a later date. There was also discussion regarding replacement of B. Huber's Board position, via appointment or via a special election (which would cost approximately \$100,000). L. Kamaila asked that AFT consider observing federal holidays when they actually fell. | | | |

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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 | —Both an agenda and minutes of the last DCHR meeting were distributed for review. Because of the absence of the EVPs and two of the three Academic Senate Presidents, many items were tabled for discussion at the next DCHR meeting. A. Valle asked how many people were still being affected by the change in MQ evaluation procedures. R. Cabral stated that at Oxnard College, the number is now down to three. However, Ventura and Moorpark are still dealing with fifty to sixty faculty members being affected. | | | #6 District and College Gov. Structures |
| DTRW— Jenny Redding | —R. Cabral noted that there was an extensive report from the articulation officers regarding SB 1440. Also, the State Academic Senate Office distributed the draft proposals for five academic areas which R. Cabral forwarded to appropriate Oxnard College division deans. J. Redding asked that faculty become involved on the listserv to ensure that their voice is heard during this negotiation process with the CSUs. | Faculty should become involved on C-ID.net listserv to voice opinions re their specific academic areas. | | #1: Curriculum #2 Degree & Cert. Requirements |
| DCSL— Robert Cabral | —R. Cabral stated that action on AP 4250 and AP 4251 was tabled to the November meeting. However, a proposal came forward from the counselors requesting a change in procedure for early alert altering the timeline for how | | | #6 District and College Gov. Structures #10 |

early alert is now implemented. A. Valle asked if this proposal had been vetted at the campus level. She stated that D. Lopez had given an extensive PowerPoint presentation to Oxnard College's counselors to help clarify the early alert process but that she had not before seen the proposal being presented today. R. Smith noted that he must receive progress reports from faculty before he will register Veterans because he wants to ensure that such Veterans are keeping up academically before giving his approval for receipt of federal funding. C. Dorrance asked that progress report forms and signatures be coordinated among the various entities, e.g., EOPS, athletes, CalWorks, etc. Otherwise, it is very confusing and burdensome for faculty. L. Kamaila recommended that instruction pertaining to the completion of such forms be placed in an instructor's syllabus to reduce the inconvenience, confusion, etc.

Processes for
Institu.
Planning

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| <p>Old Business</p> | | | | |
| <p>Institutional SLOs – L. Kamaila</p> | <p>—L. Kamaila distributed proposed ISLOs for Senate review noting that courses will be mapped to these new ISLOs. This item will be placed on the next Senate meeting agenda for action because she wanted Senators to have sufficient time to gather input from their constituent members. Such suggestions, etc., should be forward either to L. Kamaila or E. Endrijonas. M. Butler asked if current SLO forms don't already require such mapping to ISLOs. J. Merrill noted the deficiency in our current ISLOs in that, for example, mastery of course content in a particular academic area falls under no current ISLO but does on these proposed ISLOs. L. Kamaila emphasized that the goal is to know which courses are fulfilling which ISLOs.</p> | <p>Senators to review draft ISLOs with constituents. Input to be forwarded to L. Kamaila and/or E. Endrijonas. Place item on next Senate meeting agenda for action.</p> | | |
| <p>New Business</p> | | | | |
| <p>Student Success Committee Report Out – L. Kamaila</p> | <p>—L. Kamaila stated that the following items came up for discussion at last week's Student Success Committee meeting:</p> <ul style="list-style-type: none"> • Early alert, which is not being adequately used by faculty. One noted benefit was that when faculty use the system, counselors are automatically notified. • Early registration for athletes. The group expressed interest in knowing who their athletes are at the beginning of the semester so that coaches, counselors, etc., could be kept in the | | | |

loop in terms of monitoring student academic progress. R. Cabral noted that our sister campuses are asking many of the same questions our Senate raised, e.g., “Does this constituent group deserve special treatment?”

- Lack of help in reading and writing available at the Learning Center. G. Guevara questioned the utility of early alert referring students to the Learning Center for help with reading and writing when such help is not currently available. J. Merrill noted that in terms of writing, the Transitional Studies Committee has been attempting for the last year and a half to implement a Writing Center Proposal that would provide such high-level assistance to students. J. Redding noted that currently Plato software licenses are limited and that the Success Academy is utilizing all of the available licenses; however, the Transitional Studies Committee has raised the issue and new licenses have supposedly been purchased. This item is on the next Transitional Studies Committee agenda for discussion and clarification to ensure that students receive adequate help with reading difficulties as well as assistance with math.

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| <p>Senate Communication Resolution – R. Cabral</p> | <p>—L. Kamaila offered minor edits to the Resolution. R. Cabral tabled the item to be placed on the next Senate agenda as an action item.</p> | <p>Updated Communication Resolution to be placed on the next Senate agenda for action.</p> | | |
| <p>Senate Secretary Nomination – R. Cabral</p> | <p>—R. Cabral solicited nominations from the floor for Academic Senate Secretary to replace J. Redding. No nominations were forthcoming at this time. This item will be placed on the next Academic Senate meeting agenda.</p> | <p>Nominations for Secretary to be placed on the next Senate agenda.</p> | | |
| <p>Adjournment</p> | <p>—The meeting adjourned at 4:15 p.m.</p> | | | |

Respectfully submitted,
 Jeannette Redding, AS Secretary