

**Oxnard College Academic Senate
MINUTES
Date: November 22, 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, 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>
Performing Arts	1. <i>Vacant</i>

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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, Young Ma, Gloria Guevara, Carolyn Dorrance, 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 2:38 p.m.			
Additions to the Agenda	R. Cabral asked that item IX, New Business, be moved to occur after item IV, Senate Action Items. The agenda was approved as amended (1 st C. Mainzer; 2 nd C. Yang).			

**Public
Comments/Announcements**

—Fall Senate Plenary Report Out by R. Cabral highlighted the following:

- SB 1440: the impacts on the California Community Colleges (CCC) as well as inclusion of the CCC faculty in the discussion via the CI-D listserv.
- Well-Attended Conference.

—R. Cabral announced that Ventura College’s Academic Senate passed its Resolution pertaining to Finals Week, and that the District subsequently tabled discussion on the item.

—J. Redding reported out on her attendance at AAUP’s Conference on Shared Governance. She distributed detailed notes of plenary and keynote presentations as well as breakout session speakers highlighting that nationwide the concept of shared governance seems to be under attack.

—T. Stough reminded the Senate that he will be on sabbatical this spring investigating best practices with regard to university and community college libraries. He will capture evidence of such best practices and bring the information back to be shared with interested parties especially in preparation for the opening of our new library facility on campus.

<p>Senate Action Items</p>	<p>— November 8, 2010 meeting minutes: The Minutes were accepted with two minor edits, namely, p. 8 wherein "C. Dorrance stated that she gives traditional finals" should be changed to read, "C. Dorrance stated that there is value to traditional timeslots for final exams." In addition, L. Kamaila asked that at the top of p. 16 the following be added, "R. Cabral stated that at the previous Academic Senate meeting he was in error when he presented that priority registration by athletes had been passed at our sister campuses." (1st M. Jones; 2nd J. Merrill).</p> <p>— Institutional ISLOs: After some brief clarifications were made, the ISLOs were accepted by the Senate (1st L. Kamaila; 2nd J. Redding)</p> <p>— Senate Communications Resolution: After a typo correction, the Resolution was accepted as presented (2st C. Mainzer; 2nd L. Kamaila)</p> <p>— Secretary Nominations: No nominations were forthcoming as of yet. This item will be taken back to the Senate Exec. to address and be placed on the next Academic Senate meeting agenda for action.</p>	<p>Placement of Secretary Position on the next Academic Senate agenda for action.</p>		
<p>Impact of Budget Cuts</p>				
<p>DCAS</p>	<p>—R. Cabral distributed the agenda and minutes from the last DCAS meeting. R. Cabral highlighted discussion involving looking at the budget in its totality specifically with regard to the structural deficit. No specifics about the current or 2011 budget were discussed. Rather, philosophical questions were raised as to how the District</p>			<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>

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	might handle the complete elimination of categorical funding, for example, especially how such funding needs would be incorporated into the General Fund.			
Planning and Budgeting Council— Marie Butler/Robert Cabral	—Two primary topics of interest were discussed at the last PBC meeting, namely, the refinement of the College Mission, and the fact that the FTO (now known as the Faculty Obligation Number or FON) requires that Oxnard College hire six new full-time faculty members and that the cost to the campus in terms of General Fund dollars will be approximately \$200,000. Dr. Duran has so far decided upon four of the six positions: (1) two replacement counselor positions; (2) one history position; and (3) one physics/ astronomy position. The other two positions have yet to be decided.	Senators to take the draft updated College Mission back to constituents for review.		#6 District and College Gov. Structures #10 Processes for Institu. Planning
Program Effectiveness and Planning Committee— Robert Cabral	—PEPC will hold its November meeting tomorrow. The program feedback sessions have been going along smoothly and the schedule for these sessions has been posted at the portal. Per PBC’s request, PEPC will be creating a new Resource Request Table form.			#4 Educ. Prog. Development; #9 Program Review
Individual Departmental Reports—	No reports given.			

<p>Participatory Governance Committee Reports</p>				
<p>Campus Use, Development, and Safety— Mary Jones</p>	<p>—The Committee will not be meeting until January but M. Jones highlighted that faculty and staff should forward safety concerns to her immediately to be addressed by M&O. She highlighted such concerns as dangerous cracks in the sidewalks or raising of hanging boxes (which recently injured a faculty member).</p>			<p>#10 Processes for Institu. Planning</p>
<p>Curriculum— Jenny Redding</p>	<p>—J. Redding noted that the next Curriculum Committee meeting is Wed., December 8th, and that processing of curriculum goes on apace.</p>			<p>#1: Curriculum</p>
<p>Learning Outcomes Team— L. Kamaila</p>	<p>—L. Kamaila noted the recent ISLO revision and reminded the Senate that the SLO process has not changed as of yet since <i>eLumen</i> is still not operational. She further stated that the “E” for Evaluation in our assessment calendars includes the completion of the Report Form which is at the website. J. Merrill asked if program assessment was still a focus of LOT. L. Kamaila stated that at this point, LOT is focusing mostly on gathering course-level assessment data. T. Stough inquired whether or not the Library can utilize current forms to establish program-level SLOs. L. Kamaila stated that the forms could be useful for that purpose. E. Endrijonas clarified that ISLOs have been forwarded to both the Classified Senate and the Student ASG.</p>			<p>#4 Educ. Prog. Development</p>

<p>Professional Development Committee— Robert Cabral</p>	<p>—R. Cabral reported that the spring applications are out and due on February 8th, 2011. At the last PDC meeting, Gwen Huddleston from VC was present and reported on the Title V Cooperative grant that Ventura College has received to be used in conjunction with Oxnard College especially for use in offering professional development activities via Summer Institutes offered every year for the next five years. The Institutes will be offered during the first or second week in June every summer. Other uses of the \$200,000 per year to be received by Oxnard College will be strengthening the user friendliness of the District portal, funding Bola King-Rushing’s position as our instructional technologist, downloading transcript information into our systems to be accessible by counselors, and strengthening online services for students taking online classes, e.g., counseling, schedule creation, tutoring, etc.</p>			<p>#8 Policies for Faculty Prof. Development</p>
<p>Technology Committee— Linda Kamaila</p>	<p>—T. Stough reported that the Technology Committee is addressing difficulties being encountered in converting regular classrooms to Smart Classrooms. Another issue on the horizon for this Committee will be the digitization of our media collection so that faculty have more ready access to our instructional materials. J. Harber inquired whether or not any effort has been made to track specific departmental ownership of media materials. T. Stough said that no such effort has occurred to his knowledge.</p>			<p>#4 Educ. Prog. Development;</p>

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	—L. Kamaila reported out on the Distance Education subcommittee of the Technology Committee stating that three major things had been accomplished recently: (1) creation of a “blurb” housed at the District website regarding tutoring for D2L, etc.; (2) the completion and presentation of a simplified Distance Learning Appendix; and (3) a recommended training certification process to provide support for those faculty desiring to teach online.			
Standing Committee Reports				
Accreditation Committee— Jim Merrill	—No report was given. No meeting has yet been scheduled for this Committee for this semester.			#7: Faculty roles and involvement in accreditation
Transitional Studies Advisory Committee— Jenny Redding	—No report given. Next meeting scheduled for 11/29/10.			#4 Educ. Prog. Development; #5 Policies regarding student prep. and success
AFT Report— Mary Jones	—M. Jones stated that the Finals Week proposal being considered by the District was tabled. Also, the new calendar has been accepted.			
Sabbatical— Chris Horrock	—J. Merrill reported out on Sabbatical Committee prioritization efforts per C. Horrock’s written report stating that the			

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	following faculty members have received approval on their sabbatical proposals: (1) Andres Orozco; (2) Leo Orange; (3) Shelley Savren; (4) Lori Buckley; and alternatively (5) Mary Pinto-Casillas.			
Student Success Committee— Linda Kamaila	—No report was given.			
Transitional Studies Committee— Jenny Redding	—No report was given.			
Treasurer’s Report— Hussein Fahs	—H. Fahs reported that the balance for the Senate is \$989.07.			#10 Budget Development

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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 report was given. The next scheduled meeting is set to occur on 12/2/10.			#6 District and College Gov. Structures
DCSL— Robert Cabral	—Both minutes and an agenda from the last meeting were distributed for Senate perusal. Most items were tabled as two of the three Academic Senate Presidents were not present. E. Endrijonas noted that the priority for athletes proposal was tepidly received by our sister campuses and that a vote on the matter should occur in January 2011. Athletic Directors from all three campuses have been charged to answer specific concerns being raised by DCSL and to report their responses to the Committee when the Committee next meets in January.			#6 District and College Gov. Structures #10 Processes for Institu. Planning
DTRW— Jenny Redding	—R. Cabral distributed an agenda and minutes along with numerous APs as information items to the Senate. J. Redding noted that J. Ferguson from VC is retiring to the detriment of DTRW’s work. Also, she emphasized that DTRW is now “in the loop” with regard to AP approvals.			#1: Curriculum #2 Degree & Cert. Requirements
Old Business	None			

<p>New Business</p>				
<p>Chemistry and Physics A.S./ A.A. Degree Programs – C. Mainzer</p>	<p>—C. Mainzer distributed Minutes from the Curriculum Committee from February 10, 2010 stating that repeated requests for an explanation as to why the Chemistry, Physics, and Coastal Environmental Studies Programs have not yet been approved at the State level have been unsatisfactory. Y. Ma also reported having spoken to Dean Inouye receiving the response that paperwork has not yet been filed at the State level. L. Fauth queried as to what would happen if we, faculty, had not turned in our grades, for example. He stated that administrators receive higher salaries so that they can facilitate our work and that stating that “something has been caught in the pipeline” is not acceptable. L. Fauth stressed that faculty followed the appropriate procedures and should be held harmless from any negative impacts of the paperwork not having been timely filed. G. Guevara noted that a similar pattern of behavior has occurred with regard to a program proposed by M. Butler. J. Harber noted that the Coastal Environmental Studies Program was funded by STEM monies in collaboration with faculty from CSUCI and that the problem appears to be a lack of transparency with regard to procedures. J. Merrill asked specifically what paperwork is missing and how extensive such paperwork requirements are. E. Endrijonas was recognized by R. Cabral and spoke directly to the matter. She stated that F. Martin had failed to timely file</p>	<p>E. Endrijonas to return to Academic Senate meeting on 12/6/10 to report out on progress being made with regard to Chemistry, Physics, and Coastal Environmental Studies Programs.</p>		

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	<p>proper paperwork before he left and that procedures at the State level changed. She apologized for the delay in processing the appropriate paperwork stating that two new deans had come on board and that our accreditation visit had also occurred in the interim. The new procedures involve dealing with the State CurricuNet system as well as obtaining all needed signatures. The Senate charged E. Endrijonas to return at its December 6th meeting to report out on progress being made with regard to this situation. M. Butler stressed that the issue seems to be a decided lack of communication between our deans and department chairs. L. Fauth noted that with the publication of the new programs in our catalog, the issue becomes public and providing the public with accurate information about our academic programs. L. Kamaila noted that a Notice of Errata could be attached to the <i>College Catalog</i> should the programs' paperwork not be processed in a timely manner by the State.</p>			
<p>Adjournment</p>	<p>—The meeting adjourned at 4:00 p.m.</p>			

Respectfully submitted,
 Jeannette Redding, AS Secretary