

Oxnard College Academic Senate

MINUTES

Date: February 13, 2012

Members present and absent:

Academic Senate Executive Board	
Robert Cabral, President	Present
Linda Kamaila, Vice President	Present
Diane Eberhardy, Treasurer	Present
Amy Edwards, Secretary	Present
Department	Senators
Addictive Disorders Studies	1. Vacant
Business/CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	1. Vacant
Counseling	1. Ralph Smith, Proxy: Emma Waits, Present
Dental Programs	1. Vacant
Fine Arts	1. Vacant
Fire Programs/T.V.	1. Vacant
Letters	1. Teresa Bonham, Present 2. Lynn Fauth, Present 3. Cecilia Milan, Proxy: Teresa Bonham ----- 1 Pt Vacant 2. Pt Vacant
Library	1. Tom Stough, Present
Math	1. Cat Yang, Present 2. Maria Parker, Proxy: Cat Yang ----- 1 Bill Greason, Present
Part-Time Faculty Rep. at-Large	1. Vacant
Performing Arts	1. Vacant
Physical Education/Health	1. L. Ron McClurkin, Absent
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Absent ----- 1 Pt Vacant 2. Pt Vacant

Student Support Services (EAC, Health Center)	1. Della Newlow, Present
Student Support Services (EOPS)	1. Ana Maria Valle, Proxy: Gloria Lopez, Present
Social Sciences	1. Marie Butler, Present 2. Gloria Guevara, Present ----- 1. Pt. Vacant
Technology/CRM	1. Vacant
AFT Vice-President	1. Jenny Redding, Present

Non-Voting Faculty: Jim Merrill, Ishita Edwards, Chris Horrock, Andres Orozco, Carolyn Dorrance

Guests: Erika Endrijonas, Dr. Richard Duran

- I. Called to Order: by **R. Cabral** ay 2:40pm
- II. Public Comments/Announcements

A. Dr. Duran:

1. Accreditation Updates:

- a. Distributed Power Point materials and Letter from Commission
- b. Had a forum to discuss this, but gave some highlights here also
- c. He reminds the Senate that OC has fully addressed their recommendations, while the District has not met their Recommendations
- d. The Board must address this issue by March 15 and then a follow up on October 15. Please see all supporting documents about this in SharePoint
- e. He explained that there is a special Board meeting on Wednesday, February 22 where they will take action at their March 13th meeting.
- f. He explains that there will be a transition period because a new chancellor will supposedly be starting this summer so be prepared for a learning curve

2. Faculty searches are underway and include the following positions:

- Nurse: Mary Jones is transferring to VC
- Legal Assisting
- Art History
- Anthropology
- Math-2 positions
- Physics
- EMT-our current faculty has stepped down so we must go out for this position also.

3. Budget Concerns:

- a. Budget is still in flux. Now we are looking for guidance from the Board.

b. Dr. Duran is hoping at the next Board meeting, we will get some budget updates because by June we need a solid budget

4. Preparing to Bring on Lula Washington Dance Company to campus

a. They will first do a free lecture at our Literature, Arts, and Lecture Series and then an evening performance on Saturday, March 24th at 8:00. Tickets are \$30.00 (a great bargain for this group) and you can buy tickets online at our campus homepage. Please support this event.

5. Congratulations to Amber Macaulay- winner of the Phi Theta Kappa honor award (Cola Cola Scholarship). She is very active in student government and focused in math and science. She worked with the STEM group often. She will be honored on March 7th in Sacramento. We will soon know what level she placed for this all California Academic Team of winners.

6. A short Q and A began for Dr. Duran

- Senator: Have you heard of any possibility for an interim Chancellor?
- **Dr. Duran:** just rumors for now
- **R. Cabral** added that this comment been brought up at the hiring committee meetings.
- Senator: Do you think the Board knows what it took to get OC and VC off Warning?
- **Dr. Duran:** Everyone on Board has been getting regular updates.

B. Dean Karen Engelsen: An update on student Services

1. Financial Aid Changes are taking place

a. Pell Grant changes: mainly changing the length of years of financial aid, although there have also been discussions about changes in the repetition of courses.

2. Class visits and Early Alert as a Safety net for students

a. **Dean Engelsen** says, "it takes a village to get students moved to success so let's work together." She reminds the Senate that our Counselors are trained professionals who are here to work with faculty in supporting students.

b. She spoke about Early Alert changes and updates. Several documents follow these minutes. Some highlights include that Early Alert is now set up earlier in the system starting Week 2 running through right before the withdrawal deadline . Also, they are printing letters every week. The week that the faculty member hits the "alert," is the week it will be taken care of in her department.

c. Some questions and comments from Senators:

- Senator: Will faculty get an email that it's been handled?
- **Dean Engelsen:** Yes, you will hear from us.
- Senator: Do you only send letters?
- **Dean Engelsen:** Yes, but now we are also calling students into counseling for a live meeting.

- Senator: How about implementing text messaging?
- **Dean Engelsen:** Soon
- Senator: The letter mailed home seems to scare students into dropping the class. Have you noticed this trend?
- **Dean Engelsen:** Yes, we are trying to handle this-good point.
- Some questions came up about grades and Financial And
- **Dean Engelsen** clarified.
- Senator: Wants more communication with student before they enroll in certain classes.
- **Dean Engelsen:** Good point. We will talk about this. Holistic counseling is good.
- Some dialogue about the variety of counselors on campus took place.
- The newest update is that you can refer to tutoring from Early Alert in Banner. See documents pasted at the end of these minutes.
- **Diva Ward** gets referral from your click in Early Alert and Tutoring. Then Diva will connect with the Faculty.
- Supporting documents provided at the Senate meeting are pasted at the end of these minutes.

C. **Tom Stough** on Library Policy Changes

1. The new building will be called LLRC and OC will be moving in by the first day of summer school.
2. Please give extra copies of your textbooks to the library since there no monies for the library to purchase these so they will rely on the faculty 2 hr. traditional use-no check out.
3. Senator: Is there capability for e-books?
4. **T. Stough:** We have several e-books that are not textbooks, but that is a good thing to research further.
5. **E. Endrijonas:** Last year we bought 4 kindles and 20 ipads. They will be used in new building, so there will be e-reader capability to handle any e-textbooks

Other Announcements:

R. Cabral:

1. Our brand new Vet Center is having their opening Feb. 14
2. One Agenda change: New Business moved above Impact of Budget cuts

III. **Senate Action Items**

- January 23, 2012 Meeting Minutes:
 - 1st **Jenny Redding** 2nd :**Catalina Yang**; all approved; Motion carried

IV. **Treasurer Report:** Diane Eberhardy

- We currently have \$1, 455.37 in the account
- Your Senate Dues are due.

- Cookie / coffee budget very high so some changes are being made

V. New Business

- A. **Jenny Redding** drafted a Memo about The Board Strategic & Planning Goals
- B. Senate discussed the need to uncover what the goals mean to us and how will we respond to them.
- C. **Jenny Redding** reviewed her memo focusing on particular Outcomes in the document.
- D. **E. Endrijonas** pointed out that all 3 EVPs have been abundantly clear to the Chancellor and the Board that the Board has no purview over SLOs. She comments that the “EVPs have been abundantly clear; the Board has no purview of Student Learning Outcomes.” Erika also mentioned that she will be chairing DTRW and DCSL as of March.
- E. A discussion began about the idea that the Consultant hired by the Chancellor had some things wrong in this document so our response does not need to be addressed with panic because the Board Goals document does in fact include errors.
- F. It was agreed that all 3 senates should respond in conjunction.
- G. Senators discussed the need for **R. Cabral** to speak at the next Board meeting.
- H. Some Senators commented that the Board Task Force meeting February 16 should cover this issue and Senators want to make sure **T. Bonham** and **R. Cabral** [members of the Task Force] get these goals back into Senate hands and makes sure the dialogue is clear of about the Senate’s concerns during the task force meeting.
- I. Senator asked: Who is collecting data/tracking for compliance for accreditation?
- J. **EVP Endrijonas** said a discussion is happening about this, but she does not know for sure.
- K. Senators agreed that overall, these goals need to be reined in.

B. Resolution Re: Student Success Committee

1. This resolution was developed based on report outs from Student Success committee in Senate and in relation to the Board goals.
2. The resolution essentially asks the current committee be reformulated as a Participatory Governance committee.
3. Senate hopes this resolution will spur them to revisit their current charge.
4. Senate understands it wasn't a hidden or "sneaky" group rather it began as a “think tank,” but Senate wonders if it has changed? Hence the resolution is important.
5. The resolution is posted below these minutes.

C. Reporting of ACCJC Findings:

- Discussion began with highlights including:
 1. OC is okay-our accreditation probation is not a reflection of our campus, rather it is a district issue.
 2. MC has expressed outrage at probation and will be at next Board meeting along with OC and VC to make sure Board knows how concerned all of the Senates are.
 3. 7 District findings need to be addressed and all 3 Academic Senates need to highlight that we, as campuses, have met our end of the Bargain.

4. Also, there seems to be a “spin” on the "Problem Trustee," however, that is not really the crux of the problem.
5. OC Senate is not happy that the district is not holding up their end of the Bargain and **R. Cabral** will comment at the next Board meeting. There is something unfair and undemocratic in how all of this is being handled.
6. Some questions for the Board are: How will they look at eligibility? How will they meet their duty as a team? How will all 5 Board members respond and put sustainable processes in place?
7. OC has earned our accreditation because of our work over the last 10 years thus, there is disappointment in status.
8. Will the Team come together? Will the Board admit the issues they have?
9. Senators noted that the District needs a Vice Chancellor of Academic Affairs who has been in academia and knows about accreditation processes.
10. Discussion about how video footage of meetings taped by OCTV could be used to explain Board processes; the videos could be used as evidence.
11. **AFT President Steve Hall** reminded the Senate that all faculty at OC are invited to speak at the Board meetings and to write letters to the editor because advocacy works.

D. Senate Elections

1. We need an elections committee team: 3 people
2. Senate agreed that **Amy Edwards** should not chair the committee because she plans to run for office. Thus, Senate needs volunteers. **Carolyn Dorrance** has agreed to sit on the committee but does not want to chair,
3. Senate needs to approve timeline at next meeting. Timeline is pasted below minutes.
4. Nomination forms will be ready at the next meeting and created by **Amy Edwards** even though she is not the chair.

V. **Impact of Budget Cuts: Tabled**

- DCAS
- Planning and Budgeting Council
- Program Effectiveness and Planning Committee

VI. **Participatory Governance Committee Reports: Tabled**

- Campus Use, Development, and Safety Committee
- Curriculum Committee
- Learning Outcomes Team Committee
- Professional Development Committee
- Technology Committee

VII. **Standing Committee Reports: Tabled**

- Accreditation Committee
- AFT Report

- Distance Education
 - Sabbatical Committee
 - Student Success Committee
 - Transitional Studies
- (District Committees) Tabled**
- Report on DCHR
 - Report on DCSL
 - Report on DTRW

VIII. **Old Business: Tabled**

IX. **Adjournment**

- Adjourned by **R. Cabral** at 4:26
- Next Meeting February 27, 2012

RESOLUTION RE STUDENT SUCCESS COMMITTEE

- WHEREAS based on the reports from the Student Success Committee faculty Co-Chair given to the Oxnard College Academic Senate, the Senate perceives that this Committee is increasingly dealing with areas covered under the 10+1, specifically, #5 (Standards or policies regarding student preparation and success);
- WHEREAS the Student Success Committee is currently a standing committee as opposed to a participatory governance committee;
- WHEREAS currently the Student Success Committee meetings directly conflict with the Planning and Budgeting Council meetings as well as the Curriculum Committee meetings thereby precluding the participation of some key members of the faculty in the Student Success Committee meetings; and
- WHEREAS the Community College League of California recommends that with regard to formation of committees or task forces dealing with academic and professional matters that the following advice be heeded:
- “Title 5, Section 53202(f) requires that appointments of faculty to groups dealing with academic and professional matters be made by the Academic Senate after consultation with the CEO or designee. Furthermore, consultation is required in establishing committees if the purpose of the committee is to develop policy or procedures related to an academic or professional matter or as part of the basic governance structure . . . An atmosphere of trust in the leadership is critical as well.”

- BE IT THEREFORE RESOLVED that the Student Success Committee be reformulated as a participatory governance entity beginning Spring of 2012 with the requisite membership from all campus constituencies.

Timetable for 2012 Academic Senate Elections

DRAFT

Committee Members:

~~1. Chair: Vacant 2. Carolyn Dorrance 3. Vacant~~

Monday, February 13th

- ~~— Call for and selection of Senate Election Committee Members~~
- ~~— Announce/distribute/review DRAFT timetable to get approval by the Senate for next meeting~~
- ~~— Present Nomination Forms DRAFT to get approval by the Senate for next meeting~~

Monday, February 27th

- Get approval of Academic Senate Elections Timeline by the Senate
- Get approval of Senate Election Nomination Forms (Full and Part-Time)
- Nominations officially open (once Nomination form is approved)
- Call for Nominations from the floor
- Nomination Forms placed in all LRC mailboxes within 2 days of end of meeting

Monday, March 19th

- Nominations officially close at 12:00p.m.(noon) today
- Deadline may *possibly* be extended for any unfilled positions (tentative)

Monday, March 26th

- Official ballot is presented for approval at Senate; nominees are presented to the Senate and any materials pertinent to the election are distributed
- Voting officially opens once ballot is approved

Wednesday, March 29th

- Ballots are placed in all LRC mailboxes by today

March 29th – April 16th

- Voting by secret ballot occurring (Lock Box will be in the mailroom)

Monday, April 9th

- All candidates are given time to speak at the Senate meeting today to campaign if they wish to do so

Monday, April 16th

- Voting officially closes at 12:00pm today

Monday April 16th-April 19th

- The Elections Committee, open to all interested parties, conducts vote tabulation within 2 days of vote close
- The Elections Committee posts election results via email once closed

Monday, April 23rd

- At this regularly scheduled Senate meeting, the Elections Committee Chair reports the election results to the Senate
- The Senate confirms the 2012-2013 Academic Senate Officers

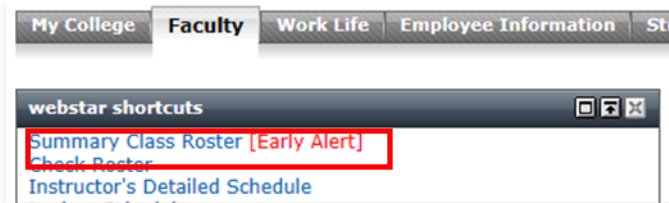
Karen Engelsen Supporting Documents:

1 of 2

Students can be referred to the campus tutoring center via the faculty “Summary Class Roster” in Banner Self Service. Referrals are automatically sent to the tutoring centers once a week. Students are not notified of the referral and can only be referred once per semester and class.

Referring Students

Choose “Summary Class Roster” from MyVCCCD and pick a Term and CRN.



Use the check boxes under “Tutoring Referral” to select specific students to refer.

Summary Class List	Rec.#	ID	Student Name	Alert	Tutoring Referral	Auth#	Major	CrHr	Reg	PreReq	Email Comp
	1	900	Agraz, Mary C.	No	<input type="checkbox"/>		Biology, General	3.00	RW	N/A	
	2	900	Aguilar, Ashley J.	No	<input type="checkbox"/>		Paralegal: Legal Assisting	3.00	RW	N/A	

Use the “Refer Selected Students” button to make your referrals. Alternatively, you can use the “Refer Entire Class” button to simply refer every student in the class.

100	900	Velazquez, Rigoberto	No	<input type="checkbox"/>			Business Administration	3.00	RW	N/A	
101	900	Villalobos, Mayra	No	<input type="checkbox"/>			Undecided/Undeclared	3.00	RW	N/A	

Tutoring Referral: [Email class](#)

(Tutoring centers receive report weekly. Students are not notified.)

Once a student has been referred to the tutoring center, the date of referral will appear instead of the referral check box.

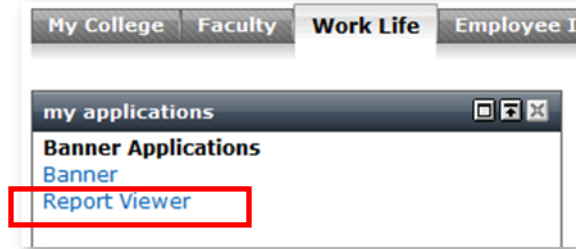
3 Students Referred to the Tutoring Center

Summary Class List	Rec.#	ID	Student Name	Alert	Tutoring Referral	Auth#	Major	CrHr	Reg	PreReq	Email Comp
	1	900	Agraz, Mary C.	No	02/09/2012		Biology, General	3.00	RW	N/A	
	2	900	Aguilar, Ashley J.	No	02/09/2012		Paralegal: Legal Assisting	3.00	RW	N/A	
	3	900	Alvarez, Amanda	No	02/09/2012		General Studies	3.00	RW	N/A	
	4	900	Ambriz, Rolando	No	<input type="checkbox"/>		Accounting	3.00	RW	N/A	
	5	900	Avila, Ariana	No	<input type="checkbox"/>		Gen Liberal Arts & Science	3.00	RW	N/A	

Students can be referred to the campus tutoring center via the faculty “Summary Class Roster” in Banner Self Service. A referral report is automatically sent to the tutoring centers once a week via the web report viewer. In addition the tutoring referral report (SYSTUTR) can be run at any time directly from Banner.

Finding the Weekly Referral Report

Weekly tutoring referral reports are sent to the web report viewer. You can access the web report viewer from the MyVCCCD portal under “My Applications”.



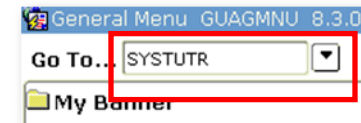
Reports are sorted by date. Click the “systutr_####” link to view the report. In addition you can use the “Copy File” link to copy this report to another user’s web report viewer.




File	Date Saved	Remove Date	Job	Lines	Copy	Delete	Note
systutr_4011804.lis	02/07/12 14:44	14-FEB-2012	SYSTUTR	28	Copy File	<input type="checkbox"/>	
systutr_4011855.pdf	02/09/12 08:47	16-FEB-2012	SYSTUTR	120	Copy File	<input type="checkbox"/>	

Running the Referral Report On-Demand

The referral report can be run from Banner at any time. From the Banner home screen type “SYSTUTR” in the “Go To...” box and press the Enter key.



“Next Block” () once and type “PDF” for the printer, “Next Block” again to enter parameters. Example parameters are below. (continued)

Process: SYSTUTR Tutoring Referral Report Parameter Set:

Printer Control
Printer: PDF Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	values
01	Term Code	201203
02	College Code or % for all	%
03	Sort by 'C'RN, 'I'D, or 'N'ame	C

Submission
 Save Parameter Set as Name: Description: Hold Submit

“Next Block” one more time to enter the “Submission” block and press the “F10” key to run the report. When the report finishes, it will be available in the web report viewer.