

**Oxnard College Academic Senate
MINUTES
Date: February 28, 2011**

Members present and absent:

| Academic Senate Executive Board | |
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| Robert Cabral, President | Present |
| Linda Kamaila, Vice President | Absent |
| Hussein Fahs, Treasurer | Present |
| Josepha Baca, 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, Absent |
| 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. Absent |
| 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> |

Academic Senate Meeting Minutes for February 28, 2011

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| 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: Teresa Bonham, Gloria Lopez, Carolyn Dorrance, Bola King-Rushing, Richard Williams and Allan Hayashi
 Guest: Erika Endrijonas.

| 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 2:35 p.m. | | | |
| Additions to the Agenda | R. Cabral asked for additions to the agenda: — AFT S. Hall will speak during announcements | | | |

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| | <ul style="list-style-type: none"> — B. King-Rushing will speak about SharePoint during announcements — C. Mainzer will speak during announcements | | | |
| <p>Public Comments/Announcements</p> | <p>R. Cabral</p> <ul style="list-style-type: none"> — The Moorpark College Academic Senate President, Riley Dwyer, is in attendance. <p>S. Hall (President & Chief Negotiator of AFT 1828) announcements:</p> <ul style="list-style-type: none"> — The AFT is holding an event Thursday March 3, 2011 at Ottavio’s Restaurant in Camarillo. The event is to provide an opportunity to meet and greet new members of the Board of Trustees for VCCCD (Diane McKay & Bernardo Perez). — The Executive Director, Kathy Sage, resigned her position. AFT Executive Council is looking at various options to make a replacement. — A Calendar Committee is being put together to develop a survey instrument for all faculty members. The survey will be | | | |

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| | <p>used to collect data from the faculty on the academic calendar.</p> <ul style="list-style-type: none">— The AFT has a new Facebook account. All faculty members are invited to visit and join the social network to find about upcoming events.— The union is looking at possible changes to the AFT Constitution. The changes will impact the structure and composition of the executive team. Currently, AFT has fifteen elected positions and would like to reduce it by two positions. The positions being discussed are the Publications Chair and Membership Chair. No action has been approved. It will be voted on by the membership in the Fall 2011.— The AFT Part-time Faculty Caucus has reactivated to organize and develop a list of priorities for part-timers. In addition they are providing education on benefits and rights for part-timers.— The Employee Contract was | | | |
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settled last October. The draft of the new contract has not been sent to AFT for review. It will be printed after review and distributed to the faculty.

- AFT has met with representatives from the administration and DAC to work on the minimum qualification project. Currently, the group is looking at the longevity list for Accounting (OC), Martial Arts (OC), Accounting (VC), Commercial Arts (VC) and Photography (VC). The AFT is ensuring the faculty longevity list and contract are honored.

Questions/Comments:

- Comment: The annual academic calendar should be published prior to ARF deadlines.
- Question: How are faculty evaluations for online classes administered? And how do you receive the result of the evaluations?
- Answer: Should be using the same process as regular

classes. Changes to this process were discussed during the last contract negotiations, but the discussion was never completed.

- Comment: C. Dorrance thanked AFT for settling the spring break timeline and making sure it was reasonable for academic success versus the Easter Holiday.

B. King-Rushing

- Provided an overview of SharePoint. This business collaboration web based platform tool is being used to collect internal documents throughout campus. These document are being collected as part of the accreditation process.
- Academic Senate material such as minutes and agenda will also be stored on SharePoint. This is in addition to the Oxnard College Academic Senate Web Page.
- Printed directions were also provided to the group.

— **R. Cabral:** This does not meet the Brown Act, but will still be used for internal document sharing.

J. Baca

— Provided an overview on the updated Academic Senate Website. She provided a short overview of the location of all current and historic documents.

T. Bonham (co-chair for Distance Learning Committee & co-chair Technology Committee):

— The Distance Learning Committee has been working on a protocol to make sure faculty members are prepared for the online teaching environment. This is a process and form to help faculty with online teaching. The Distance Learning Committee would like the AS to review the form and approve it as part of the OC process.

R. Cabral

— The document will come back to AS as a business action item for discussion. AS will then provide the

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| | <p>Distance Learning Committee recommendations and/or comments.</p> <ul style="list-style-type: none">— He commended the committee for doing such a great job and trying to create a process/protocol and standards for distance education. <p>C. Mainzer</p> <ul style="list-style-type: none">— Provided information on an exciting new prospective grant partnership with Cal State Channel Islands. The grant is focused on the concern over data showing a six-year graduation rate. The graduation rate is found to be even longer for underrepresented students. The goal of this partnership is to make general education requirements more relevant to students, improve learning and increase student success. Notification of the award decision should be received by March 25, 2011. | | | |
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| <p>Senate Action Items</p> | <ul style="list-style-type: none"> — Motion to approve the February 14, 2011 minutes. <u>Pending Corrections.</u> (1st A.M. Valle; 2nd M. Jones). <u>Discussion:</u> <ul style="list-style-type: none"> — SharePoint will be used to store draft minutes prior to AS meetings. — E. Caruth & A.M. Valle names will be corrected. — Motion to accept the “Big Six” award nomination forms (1st A. M. Valle; 2nd by M. Jones). <u>Discussion:</u> In the past discussion was held to refrain from calling the awards “Big Six” awards. Instead the awards should be referred to as “Excellence in Service Awards.” R. Cabral <ul style="list-style-type: none"> — From this point forward these awards will be <u>correctly</u> referred to as “Excellence in Service Awards.” | | | |
| <p>IMPACT OF BUDGET CUTS</p> | | | | |
| <p>DCAS</p> | <p>R. Cabral</p> <ul style="list-style-type: none"> — Attended DCAS meeting two week ago to discuss impact of the state budget to VCCCD and how it will roll out to the three | | | <p>#6 District and College Gov. Structures #10</p> |

campuses. R. Cabral then asked A. Hayashi to speak on the budget issues.

A. Hayashi

- Attended the DCAS meeting as the representative for the AFT. He has concerns over the Funding Allocation Model. He provided an overview of the model and highlighted the emphasis placed on full time student enrollment in the productivity formula.
- He defined the “Above the Line Funding Model” as being based upon the amount of productivity (students enrollment over a fiscal year July 1-June 30) completed by instructional faculty. This productivity model impacts the money split by the three colleges and DAC. OC cut summer offerings dramatically this last summer (estimated at 49%) and at the same time a drop in student enrollment occurred. The other two campuses did not cut as many summer classes as OC. The drop in total enrollment will

Processes for
Institu.
Planning

result in a smaller budget allocation from DAC. Since Ventura College must remain at the current mid-size college status for special funding the campus can not be looked at for cuts, but Moorpark College could be looked at for possible cutbacks

- FY 2010-2011 the budget was cut 3.7 %. The state gave back 3.7% and the district mandated it be used for non-recurring cost. It is not clear if this mandate was followed and what impact it will have in the new fiscal year.
- Cuts to instruction will create a cyclical problem. The less classes, the less money and so on.
- A. Hayashi proposed three ideas he hoped AS will consider:
 - 1) Go back to the same number of classes offered in summer 2009.
 - 2) Grow the “above the line funding” by hiring instructional faculty. Hire in areas that are currently

taught by part-time faculty so as to increase the percentage of district funding allocated to faculty salary. The district will pay above the line, which includes faculty salary. The cost is then being split by DAC and OC.

- 3) Re-think hiring a new counseling faculty. OC does not receive funding from DAC because the district only funds salary for instructional faculty.

Comments:

R. Cabral

- The three relevant points can be discussed in later meeting. A. Hayashi was invited to provide an overview of the budget process.
- One main issue is OC seems to get a disproportionate share of the allocation model because of the size of our campus.

— **J. Harber**

- In the previous, 2001-2003 budget crises; OC experienced the same kind of downward pattern.
- **J. Merrill**
 - The pattern of cutting classes is a structural problem in allocation model that is causing course cuts.
- **C. Dorrance**
 - Shared her concern that we are not getting an accurate presentation of the cost of hiring new faculty and the source of funding for the cost.
 - There is also an issue hiring replacements for retirees. At VC and MC retirees are replaced with new faculty, but at OC it is not being done. There seems to be a disparity between the campuses.
- **A. Hayashi**
 - From his understanding instructional salary cost are considered above the

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| | <p>line and DAC allocates funding for salary.</p> <ul style="list-style-type: none"> — A.M. Valle <ul style="list-style-type: none"> — Is concerned about the impact of cutting classes and adjunct instructors on students. Reduction in class schedule impacts the student ability to complete her/his academic goals. — R. Cabral <ul style="list-style-type: none"> — Has seen students leaving OC because they have to go to other campus to take the classes they need. | | | |
| <p>Planning and Budgeting Council— Ana Maria Valle/Robert Cabral</p> | <p>R. Cabral</p> <ul style="list-style-type: none"> — Vetted and approved a Resource Request Form for PBC, student services and business services. — Vetted overall budget guiding principles. — Time to renew and refine Budget Development Process Document (document to provide guidance on the planning of the campus). Document will be distributed via email and SharePoint. | | | <p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p> |

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| | <p>A.M. Valle</p> <ul style="list-style-type: none"> — Budget information is not being disseminated to the faculty. When questions are raised we reach barriers in receiving information that is relevant to the mission of the college. We represent the entire faculty and we need to be provided accurate information. Even when simple request are made there seems to be a hesitance to provide the information. <p>R. Cabral</p> <ul style="list-style-type: none"> — All action items were approved. — The meeting did not have the collegial spirit typical of meetings at OC. — Since, the meeting R. Cabral has met with the co-chair J. al-Amin and R. Duran. The meetings included discussions on improving the communication occurring in PBC. It seems like these issues are being resolved. | | | |
| <p>Program Effectiveness and Planning Committee— Robert Cabral</p> | <p>R. Cabral</p> <ul style="list-style-type: none"> — Talked about PEPC Report. — The committee conducted a mid-year feedback process. It was very successful and provided positive | | | <p>#4 Educ. Prog. Development; #9 Program Review</p> |

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| | feedback for future meeting this academic year. | | | |
| Individual Departmental Reports— | —No reports were given. | | | |
| PARTICIPATORY GOVERNANCE COMMITTEE REPORTS | | | | |
| Campus Use, Development, and Safety— Mary Jones | —No reports were given. | | | #10 Processes for Institu. Planning |
| Curriculum— Jim Merrill | J. Merrill — Three AAT’s went to DTRW. The only issues were minor formatting suggestions. — S. Ordonez gave a report on the Intersegmental Articulation Officer Meeting. | | | #1: Curriculum |
| Learning Outcomes Team— L. Kamaila | —No report was given. | | | #4 Educ. Prog. Development |
| Professional Development Committee— Robert Cabral | R. Cabral — Finalized the recommendation for | | | #8 Policies for Faculty |

Academic Senate Meeting Minutes for February 28, 2011

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| | PDC travel funds. R. Duran reviewed files prior to notification of awards. Recipients are being notified. | | | Prof. Development |
| Technology Committee— Linda Kamaila | —No report was given. | | | #4 Educ. Prog. Development |
| Standing Committee Reports | | | | |
| Accreditation Committee— Ana Maria Valle | A.M. Valle Dr. Duran invited faculty and staff to participate in “The College Goals Task Force” as one effort toward addressing the 1 st Accreditation Recommendation; interested participants were asked to call Karla and leave their name. He would then send out the date for the meeting. | | | #7: Faculty roles and involvement in Accreditation |
| Transitional Studies Advisory Committee— Mark Bates | —No report was given. | | | #4 Educ. Prog. Development; #5 Policies regarding student prep. and success |

Academic Senate Meeting Minutes for February 28, 2011

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| AFT Report —Mary Jones | Report given during “Public Comments” by AFT President S. Hall. | | | |
| Distance Education Report —C. Mainzer | —No report was given. | | | |
| Sabbatical Committee- | | | | |
| Student Success Committee —Linda Kamaila | —No report was given. | | | |
| Transitional Studies Committee | —No report was given. | | | |
| Treasurer’s Report —Hussein Fahs | — Reported the balance for the Academic Senate account is \$814.07. | | | #10 Budget Development |

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| DISTRICT COMMITTEES | <i>All district committees meet the fourth Thursday of each month.</i> | | | |
| Consultation Council —Robert Cabral | — No report was given. | | | #6 District and College Gov. Structures |
| DCHR —Robert Cabral | —No report was given. | | | #6 District and College Gov. Structures |
| DCSL —Robert Cabral | —No report was given. | | | #6 District and College Gov. Structures #10 Processes for Institu. Planning |
| DTRW | —No report was given. | | | #1: Curriculum #2 Degree & Cert. Requirements |
| Old Business | — No report was given. | | | |
| New Business | R. Cabral | | | |

Academic Senate Meeting Minutes for February 28, 2011

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| | Provided a reminder about his family leave. The executive team will cover all upcoming meeting while he is away. | | | |
| Adjournment | —The meeting adjourned at 4:10 p.m. | | | |