

Oxnard College Academic Senate

MINUTES

Date: March 28, 2011

Members present and absent:

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

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	----- 1. Bill Greason, Absent
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: Mark Bates, Gloria Lopez, Carolyn Dorrance
 Guest: Erika Endrijonas, Oscar Machuca (student), Monica Valencia (student)

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline/ Assigned to:	Under 10+1 (if applicable)
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<p>Call to Order</p>	<p>Academic Senate (AS) Vice President L. Kamaila called the meeting to order at 2:40 p.m.</p>			
<p>Additions to the Agenda</p>	<p>L. Kamaila: asked for additions to the agenda: — None.</p>			
<p>Public Comments/Announcements</p>	<p>L. Kamaila: Dr. Duran is on the agenda but may not attend today’s meeting. He is attending the Chancellor Cabinet and it may be a longer meeting than originally anticipated. This may prohibit him from attending today’s meeting.</p> <p>M. Bates: Announced the Faculty Summer Institute to be held May 23-27, 2011 (9am-4pm) at Ventura College. The application deadline is April 25, 2011. Seventy-five full time faculty applicants will be accepted to the institute (50 from VC, 25 OC). The allocation of slots for this program is in proportion to division and departments in the district.</p> <p>The Faculty Summer Institute will be held annually for the next five years. Included in the topics will be classroom assessment, student services, classroom</p>			

overview, concepts on brain theory, distance and web enhanced learning and transformational leadership. All participants can receive 30 hour of pay at their non-instructional rate. Anyone already working will not get additional pay.

L. Kamaila: R. Cabral is on family leave but is still sending out any “all users” email messages. As the AS president, R. Cabral, is the only member of the AS Executive Board with technical authority to use the “all users” email list serve. In the future, the AS Executive Board should discuss access to the “all users” email list serve for other members of the AS Executive Board to ensure campus wide communicate in the absence of the AS President. This would also allow each AS Executive Board member to send out campus wide information according to his or her roles.

L. Kamaila: Several OC faculty members received parking tickets on campus property for various parking violations. Be careful to make sure that your car is positioned correctly within

parking slots and that you post your parking permit.

- **M. Jones:** The new district policy for disputing parking tickets can no longer be done at Oxnard College and instead may be attempted at the district level.

L. Kamaila: Email has been sent out by several deans to clarify the faculty employment contract rules regarding online classes. Per the faculty employment contract indicates a teaching faculty load can be no more than 60% online (nine units) of the semester contract.

- **J. Merrill:** Clarified that no more than sixty percent fully online courses, but hybrid courses hours are dealt with differently.

<p>Senate Action Items</p>	<p>— L. Kamaila: Motion to approve the February 28, 2011 minutes. (1st A.M. Valle; 2nd C. Mainzer).</p> <p>Pending the following corrections: J. Merrill, page 16: Curriculum Report will be changed to include “<i>S. Ordonez gave a report on Intersegmental Articulation Officer Meeting</i>” 2) J. Merrill, Page 13: comment will be changed to include “<i>this is a structural problem in the allocation model that is causing course cuts</i>” 3) A. Hayashi, Page 10: comment will be changed to include “<i>Since, Ventura College must maintain its mid-size college status for special funding; VC cannot be look at for cuts. Moorpark College could be looks at for possible cuts</i>”</p> <p>L. Kamaila: <u>Motion to suspend bylaws for one election period in order to save the fiscal cost of the election process:</u> (1st C. Mainzer; 2nd A.M. Valle).</p> <p>— Currently, the AS candidate slate is unopposed. Typically the cost of buying envelope, printing</p>			
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ballots and all other cost is \$540.

- The election would be by acclamation by the senate

Comments:

- Can we do it online? On survey monkey?
- Anonymity may be a problem for an online survey
- There is a concern that we are nullifying the election process for future elections
- There is a concern that there is no opportunity, though rare, for write faculty to write in different candidate names.
- **L. Kamaila:** In the future consideration should be given to adding language to the bylaws for an unopposed electorate.
- **A.M. Valle:** provided clarity on the motion. If we decide to approve the motion we still have the opportunity to look for alternate candidates. The normal election process can still be implemented if new candidates decide to run for an AS office.

L. Kamaila: Per R. Cabral we need consensus to approve this motion.
A.M. Valle: Called the question.
Motion voted on.

	<p>Vote: 8 yes / 2 no</p>			
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	<p>L. Kamaila will speak to R. Cabral for interpretation. Another vote will be done at the next AS meeting</p>			
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IMPACT OF BUDGET CUTS	<p>L. Kamaila: The budget scenario has worsened and we are now looking at a budget cut of an additional 200K.</p> <p>A.M. Valle: The new counselor hiring process was stopped to offset the new budget cuts. Student Services received an email from Dr. Duran indicating, since the FON obligation was already met and an increase in the budget cuts has occurred the position was cancelled.</p> <p>E. Enrijonas: the district office said we had met the FON and at the same time the budget picture was worse by 200K and so Dr. Duran thought the best course of actin was to not go ahead with full time hire. PBC will get an update of Wednesday.</p> <p>J. Merrill: Is FON met per campus or by the district?</p> <p>E. Enrijonas: The overall district number is calculated and a second calculation is done for each campus. EVP of Business Services does the college calculation.</p> <p>A .M. Valle: VC & Moorpark are still continuing the hiring process for additional faculty members.</p> <p>C. Dorrance: Who doe the calculation. Is it Sue Johnson at DAC?</p>			
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E. Enrijonas: The EVP of Business Services, John al-Amin.

C. Dorrance: Per A. Hayashi and other sources, it seems the district is committed to keeping the enrollment at VC at 10K to maintain the medium size college funding. The priorities, the contribution, the role for the three colleges are being made at the district level.

J. Harber: Suggested putting a statement together that can be approved by the other two district AS Boards. The statement could include the concern Oxnard College faculty have regarding the severe budget cuts to our college.

L. Kamaila: We should say something about the budget issue as a governing body. Thought and discussion needs to be given to this issue.

A. M. Valle: Allan Hayashi and other DCAS representative for OC should develop a list of recommendations to the AS body. These recommendations should provide clarity for the budget model and impact on Oxnard College.

L. Kamaila: Will speak with Allen Hayashi.

C. Dorrance: Recommend that the AS

	request a study on enrollment trends at Oxnard College. We should research how many students are exclusively at OC and how many of those students are going to other campuses. A research questions include “how many OC student are registered for the first time at Ventura College?			
DCAS, Robert Cabral	See Impact of Budget Cuts			#6 District and College Gov. Structures #10 Processes for Institu. Planning
Planning and Budgeting Council— Ana Maria Valle, Robert Cabral, Diane Eberhardy, Ralph Smith, Marie Butler, Tom O’Neil	See Impact of Budget Cuts			#6 District and College Gov. Structures #10 Processes for Institu. Planning
Program Effectiveness and Planning Committee— Robert Cabral	—No reports were given.			#4 Educ. Prog. Development; #9 Program Review
Individual Departmental	—No reports were given.			

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Reports—				
PARTICIPATORY GOVERNANCE COMMITTEE REPORTS				
Campus Use, Development, and Safety— Mary Jones	—No meeting.			#10 Processes for Institu. Planning

<p>Curriculum—Jim Merrill</p>	<p>J. Merrill:</p> <ul style="list-style-type: none"> — The March 23, 2011 meeting was cancelled. — March 9, 2011 Report: <ul style="list-style-type: none"> • Second reading approval of two AC, five accounting and one sociology course. • Second reading of the three AAT. • First reading of Fire Tech course. • First reading of seven new DMS courses and two cross-listed TV courses. • First reading of three Math Class revisions. • Approved a proposal to adopt the <u>State Academic Senate’s</u> recommendation on the use of the International Baccalaureate Standards for general education equivalency. There was one <u>no</u> vote. • Approved the recommendation of the General Education Subcommittee on SLOs for general education recommendation. — J. Merrill also brought to the AS board’s attention that he expected a discussion on the distance education qualification for new teachers in the “old business” section of the agenda. 			<p>#1: Curriculum</p>
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	<p>Questions: M. Butler requested clarity on the International Baccalaureate Standards. She wanted to know when this had been discussed.</p> <p>— Response by J. Merrill: Response by J. Merrill: The Academic Senate for California Community Colleges developed the recommendations for International Baccalaureate general education equivalency. The CSU and UC already have this agreement. The topic was brought to the Curriculum Committee once before during the fall semester, and returned to the agenda March 9th for review and a vote.</p> <p>— C. Dorrance noted that this had been discussed at a departmental meeting.</p>			
<p>Learning Outcomes Team—</p>	<p>L. Kamaila:</p>			<p>#4 Educ.</p>

<p>Learning Outcomes Team-L. Kamaila</p>	<ul style="list-style-type: none"> — Many SLO were received prior to the March 11, 2011 deadline. — A SLO Training Session will be held April 28 & 29 on e-lumen. Contact Linda Kamaila or Carolyn Inouye to sign up. — Notify B. King Rushing if you are lead faculty working on Learning Outcomes. He will provide you technical access to make changes to program documents on SharePoint. 			<p>Prog. Development</p>
<p>Professional Development Committee—Robert Cabral, Catalina Yang</p>	<ul style="list-style-type: none"> — No report was given <p><u>Questions:</u></p> <p>L. Kamaila: has been asked by other faculty members if a report is required after sabbatical and/or travel?</p> <p>A.M. Valle: Many people did not hear back in a time regarding their funding.</p> <p>C. Yang, Response: The Professional Development Committee serves as a recommending board to Dr. Duran. He makes the final decision regarding the allocation of funding. He reads through everything and our committee must wait for his response. This delayed the notification process.</p>			<p>#8 Policies for Faculty Prof. Development</p>

<p>Technology Committee— Linda Kamaila</p>	<p>—No meeting. L. Kamaila: DAC Technology Report was sent to the Technology Committee. A.M. Valle: The Technology Plan for the OC has not been started. The first stage is for DAC Technology Committee to finalize their report and then the colleges will complete individual reports.</p>			<p>#4 Educ. Prog. Development</p>
<p>Standing Committee Reports</p>				
<p>Accreditation Committee— Ana Maria Valle</p>	<p>A.M. Valle: Members of the Accreditation Committee were folded into the “College Goals Task Force” meeting held March 11, 2011. Only a few faculty members participated in the meeting, but almost all the deans attended the meeting. The next meeting is April the 15, 2011. This is a very important task force that is discussing the district mission, goals and objectives. Input was requested by Dr. Duran and faculty/staff that attended Accreditation and Budget forums were invited to sign-up to participate. If you are still interest you should let Karla</p>			<p>#7: Faculty roles and involvement in Accreditation</p>

	<p>know. Areas of discussion: 1) instructional and student services 2) technology 3) professional development. 4) facilities</p> <p>The draft plan notes will be uploaded by J. Baca to SharePoint.</p>			
<p>Transitional Studies Advisory Committee— Mark Bates</p>	<p>M. Bates: — Currently discussing two important issues: 1) What piece of the Summer Institute is important to bring back next year? 2) What should the new writing center include? — The committee is looking at the percentage of incoming students receiving matriculation services. Many students are taking classes out of sequence because of cuts to class schedule, lack of counseling and/or other reasons. Comments: — C. Dorrance: Asked Transitional Study Committee to reach out to faculty and other discipline at the</p>			<p>#4 Educ. Prog. Development; #5 Policies regarding student prep. and success</p>

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	<p>beginning of the discussion for the writing center. This would inform the kind of writing skills needed across disciplines.</p> <p>April 14, 2011 is the next meeting.</p>			
AFT Report —Mary Jones	—No report was given.			
Distance Education Report —C. Mainzer	—No report was given.			
Sabbatical Committee-	—No report was given.			
Student Success Committee —Linda Kamaila	Very little participation at the last Student Success Committee. Currently the committee is conducting SWOT analysis of the committee’s mission and goals.			
Transitional Studies Committee	—No report was given.			
Treasurer’s Report —Hussein Fahs	— Reported the balance for the Academic Senate account is \$954.07.			#10 Budget Development

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				
Adjournment	—The meeting adjourned at 4:06 p.m.			