

**Oxnard College Academic Senate  
MINUTES  
Date: August 23, 2010**

Members present and absent:

<b>Academic Senate Executive Board</b>	
Robert Cabral, President	Present
Linda Kamaila, Vice President	Present
Hussein Fahs, Treasurer	Present
Jeannette Redding, Secretary	Present

<b>Department</b>	<b>Senators</b>
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 Hygiene	1. Richard Enriquez, Present
Fine Arts	1. <i>Vacant</i>
Fire Tech/T.V.	1. Paul Houdeshell, Absent
Letters	1. Jim Merrill, Present 2. Lynn Fauth, Present 3. Elissa Caruth, Present ----- 1 Robert Kornelson, Absent 2. <i>Pt Vacant</i>
Library	1. Tom Stough, Absent but proxy given to Jeannette Redding
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. Jonas Crawford, Present
Natural Sciences	1. James Harbor, 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. Gloria Guevara, Present ----- 1. <i>Pt Vacant</i> 2. <i>Pt Vacant</i>
Technology/CRM	1. Andrew Cawelti, Present

Non-Voting Faculty: Gloria Guevara, Carolyn Dorrance, Christopher Horrock, Ishita Edwards, Ron McClurkin, Chin May, Marnie Melendez, Erika Endrijonas, and Richard Duran.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline/ Assigned to:</b>	<b>Under 10+1 (if applicable)</b>
<b>Call to Order</b>	Academic Senate (AS) President Robert Cabral called the meeting to order at 2:35 p.m.			
<b>Additions to the Agenda</b>	There was one addition to the agenda, under New Business, namely, Effective E-mail Communication.			

**Public  
Comments/Announcements**

—On behalf of C. Guerrero, M. Melendez announced that the campus bake sales will resume on Wednesdays and Fridays between 11 a.m. to 1p.m.; also, the Faculty Lounge will be in operation after Labor Day.

—M. Jones announced that Whooping Cough vaccines are available and will be paid for by the District, at least at this present time. Symptoms noted were a high temperature and a cough with an accompanying “whoop.” Vaccines also include Tetanus and are good for ten years.

—Bola King introduced himself to the Senate explaining that he is an instructional technologist. All hardware concerns should be directed to IT. B. King noted that his extension is 5993 and that his e-mail is [bking@vccd.edu](mailto:bking@vccd.edu).

—A. Valle asked that faculty inform students that there will be a Continuing Student Orientation on Sept. 3 from 1 to 3 p.m.

—R. Cabral announced that B. King will be updating the Academic Senate website which will contain 5 years of officially-approved minutes. R. Cabral also distributed CD-Roms with said minutes to each member of his Exec. Team. On a sidenote, R. Cabral also congratulated the

faculty softball team for its Mandatory Flex Day victory over staff with a score of 9-6.

—R. Duran gave the following announcements:

- He welcomed the group back for a successful and busy new academic year.
- R. Duran thanked all participants in creating the Self-Study. He explained that said Self-Study has been mailed and that the final version will be posted forthwith. The Accreditation Visiting Team will be on campus from October 11-14, 2010.
- T. Stough tracked down some information on the *time capsule*, and R. Duran asked if anyone knows exactly where it is buried. No specifics were known by the group.
- R. Duran explained that there is no budget from Sacramento as of yet and that as of July 1, 2010, the budget reflecting a 5% reduction was implemented and is currently in effect.
- R. Duran noted that PBC will be reviewing the Mission Statement aided by a facilitator in the coming weeks.
- R. Duran thanked the Senate for its diligence in updating Oxnard College's *Participatory Governance Manual*.
- R. Duran further noted that the campus phone book is going to print and will be distributed shortly.

- A dedication ceremony for the new Performing Arts Building will occur on November 4<sup>th</sup>, complete with dignitaries, a plaque, and a reception. C. Dorrance recommended that students be present at said ceremony.
- E. Endrijonas announced that faculty may still add students until Friday, September 3, 2010.

A Question and Answer period followed.

—A. Valle asked about the \$25.1 million District reserve, and the additional \$2.5 million available among the colleges. R. Duran responded that no information was available at present specifically as to the reserve funds.

—G. Lopez asked if there were going to be any more class cancellations, particularly noting that the cancellations in the ESL class sequence has disrupted evening students' ability to proceed as many work during the day. E. Endrijonas stated that no more cancellations were expected, but that offering less than full classes was not economically feasible at this point.

—C. Dorrance asked about students who are enrolling, e.g., are they from the high schools or from 4-year schools? C. Dorrance noted that without adequate campus research capability, such valuable

information that would aid decision-making is currently unavailable. R. Duran explained that there is a research analyst on campus providing for Oxnard College's research needs, specifically, for example, information needed for program review. In addition, there is data available from the K-16 County Initiative and DataMart is also being accessed.

—J. Redding asked that R. Duran bring back an update to the Senate as to the status of reduction in Academic Senate reassigned time originally scheduled to be reduced this year to 1.6 versus 1.8 (of last year), and the original 2.0 (from the year before). R. Duran agreed to get such an update but stated that he knew of no change to the stated plan.

—J. Merrill noted that the new system of Wait Lists/Adds precludes willing faculty members from adding students until the second week.

—L. Kamaila asked if adjunct faculty, students, and counselors have been trained as to the new Wait List/Add procedures. E. Endrijonas assured the group that training had been provided and that information is available online. R. Smith noted that counseling is down three people, with two having retired and one having passed away. He asked everyone to be patient with the situation.

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<p><b>Reading and Approval of Minutes</b></p>	<p>L. Kamaila (1<sup>st</sup>); C. Yang (2<sup>nd</sup>). The Minutes were approved as presented with two Senators abstaining.</p>			
<p><b>Impact of Budget Cuts</b></p>				
<p><b>DCAS</b></p>	<p>—Nothing to report from last week’s meeting except that an active AFT member is now attending DCAS. As a sidenote, there was no mention of reserves at last week’s meeting.</p>			<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>
<p><b>Planning and Budgeting Council—</b> Marie Butler/Robert Cabral</p>	<p>—No report given as the next meeting is September 1<sup>st</sup>.</p>			<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>
<p><b>Program Effectiveness and Planning Committee—</b> Robert Cabral</p>	<p>—No report was given as the next meeting is tomorrow, Aug. 24th.</p>			<p>#4 Educ. Prog. Development; #9 Program Review</p>
<p><b>Individual Departmental Reports—</b></p>	<p>No reports given.</p>			

<p><b>Board and Committee Reports</b></p>				
<p><b>Treasurer’s Report—</b> Hussein Fahs</p>	<p>—H. Fahs reported that the balance for the Senate is \$919.07.</p>			<p>#10 Budget Development</p>
<p><b>Transitional Studies Advisory Committee—</b> Jenny Redding</p>	<p>—J. Redding announced that the first meeting will be Monday, August 30<sup>th</sup>.</p>			<p>#4 Educ. Prog. Development; #5 Policies regarding student prep. and success</p>
<p><b>Accreditation Committee—</b> Jim Merrill</p>	<p>—Jim Merrill agreed to report to the Senate any activity with this Committee. J. Merrill did note that the Chancellor’s comments on the Self-Study along with the entirety of Standard IVB were delivered to the campus on the Friday following graduation at 5 p.m., hence no community review. C. Dorrance stressed the importance of the Senate therefore reviewing the final document. J. Merrill stated that the final Self Study Report should be located at the campus website (as opposed to the District website) under “Accreditation.” C. Dorrance further requested that this item be placed on the next Senate agenda specifically.</p>	<p>Senators should read the final version of the Accreditation Self Study as Standard IVB came in too late for community review; place this item on the next meeting’s agenda for discussion.</p>		<p>#7: Faculty roles and involvement in accreditation</p>
<p><b>Technology Committee—</b> Linda Kamaila</p>	<p>—L. Kamaila stated that the Technology Committee met after the last Senate meeting last May. She noted that T. Bonham is now chairing the Technology Committee and that</p>	<p>Streamlined Distance Learning Appendix will be drafted and sent</p>		<p>#4 Educ. Prog. Development;</p>



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	membership is being reviewed. L. Kamaila also stated that issues involving the computer system crashing during the first week of school and the overall speed of the system's operation will be subjects of discussion at the Committee's first meeting.	to Technology Committee and Curriculum Committee for review.		
<b>Professional Development Committee—</b> Robert Cabral	—R. Cabral will be co-chairing PDC this year. The Committee is scheduled to meet on September 9 <sup>th</sup> and will post forms for Fall shortly.	R. Cabral to ensure that application for Fall funds form is posted ASAP.		#8 Policies for Faculty Prof. Development
<b>Campus Use, Development, and Safety—</b> Mary Jones	—M. Jones stated the Committee met at the end of last year. Security cameras are now operational and have caught graffiti vandals as well as a thief in the bookstore. G. Lopez asked if students had been informed of the cameras. M. Jones stated that it has been publicized. M Jones also asked that additional faculty in the LS Building be trained in CPR as currently M. Parker and A. Hayashi are the only trained faculty for that area.			#10 Processes for Institu. Planning
<b>Learning Outcomes Team—</b> L. Kamaila	—L. Kamaila will be co-chair of this now-participatory governance committee. Meetings are scheduled for the 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday of the month with the first meeting being scheduled for September 7 <sup>th</sup> .			#4 Educ. Prog. Development
<b>Curriculum—</b> Jenny Redding	—J. Redding stated that the first meeting for the Academic Year will be Wed., August 25 <sup>th</sup> .			#1: Curriculum

<p><b>Sabbatical—</b> Chris Horrock</p>	<p>—C. Horrock will be co-chair of this Committee this year. He reviewed the Committee’s charge, and stated that no meeting has yet been scheduled. He has been informed that AFT mentioned that sabbaticals are currently “in play” during this negotiations cycle. Both J. Merrill and C. Dorrance stressed that past practice emphasized departmental representation on this Committee and that said practice should be re-established. R. Cabral suggested that C. Horrock attend the next Department Chair meeting and discuss the need for departmental representation at that meeting.</p>			
<p><b>AFT Report—</b> Mary Jones</p>	<p>—M. Jones stated that stewards for Oxnard College are in place and have been trained. She also stated that S. Hall is doing an excellent job advocating for faculty during negotiations. There was disappointment about the lack of faculty attendance during Flex Week AFT information sessions. M. Jones noted that tenure committee processes have now been relocated to occur at the District Office and that anyone involved in tenure should keep up-to-date as to procedural changes. Also, M. Jones noted that negotiations are currently at a standstill.</p>			

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<b>District Committees</b>	All district committees meet the fourth Thursday of each month.			
<b>Consultation Council—</b> Robert Cabral	— No report was given as the Council has not recently met.			#6 District and College Gov. Structures
<b>DCHR—</b> Robert Cabral	—DCHR will be meeting on Thursday, August 26 <sup>th</sup> .			#6 District and College Gov. Structures
<b>DTRW—</b> Jenny Redding	—DTRW will be meeting on Thursday, August 26 <sup>th</sup> .			#1: Curriculum #2 Degree & Cert. Requirements
<b>DCSL—</b> Robert Cabral	— DCSL will be meeting on Thursday, August 26 <sup>th</sup> .			#6 District and College Gov. Structures #10 Processes for Institu. Planning
<b>Old Business</b>				
<b>OC Participatory Governance Manual – R. Cabral</b>	R. Cabral explained that all changes requested by the Senate were executed after R. Duran met with the PGM <i>ad hoc</i> committee in late May. After some clarifying discussion, 1 <sup>st</sup> (A. Valle), 2 <sup>nd</sup> (L. Kamaila), the PGM was adopted with two abstentions. Corollary to this action was a discussion about Senate representation on PBC this Academic Year. The following faculty will sit on PBC with the			

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notation that two of the faculty members can only serve through Fall semester (\*):

-R. Smith

-T. O'Neil

-I. Edwards\*

-J. Redding\*

-Dr. D

-M. Butler (Alternate)

-A. Valle

-J. Crawford

-D. Eberhardy (pending AFT approval and sitting as the Committee's AFT representative)

-A. Cawelti

There was consensus expressed as to the seating of these "At-Large" faculty representatives. More members will be selected prior to spring semester to take the place of the faculty members who will be on sabbatical.

<b>New Business</b>				
<b>Seating of Senators – R. Cabral</b>	R. Cabral tabled this item until next meeting to give department chairs time to forward missing names.			
<b>Senate Committee Representatives – Article 2, Sect. 1c – R. Cabral</b>	This item was tabled until next meeting.			
<b>PDC Reaffirmation of Article 8, Sect. 7d – R. Cabral</b>	This item was tabled due to time constraints.			
<b>Ad hoc Ethics Committee – R. Cabral</b>	E. Wilkes-Vacca has agreed to serve as Oxnard College’s faculty representative on said Committee with E. Bassegy being her alternate (if necessary). There was consensus expressed as to these representatives. J. Redding distributed a draft resolution concerning the Board’s passage of the Ethics Policy, done without regard to the Academic Senate’s recommendations. This item will be brought back for action at the next Senate meeting.	Place Resolution re Ethics Policy on next Senate agenda.		
<b>Discussion of Board of Trustees’ “Objectives” – R. Cabral</b>	R. Cabral gave some background on these Objectives which were distributed on Flex Day in our folders. These Objectives are a result of a Board retreat held this summer. Senators expressed concern over the nature of these Objectives and asked that faculty involvement be secured during the process of developing said policies and procedures (as	Re-agendize this topic for more in-depth discussion at the next Senate meeting.		

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	they are clearly covered by the 10+1). L. Kamaila asked that these Objectives be brought back to the Senate for a more in-depth examination.			
<b>Effective E-mail Communication – J. Redding</b>	Based on the Senate Exec. Team’s meeting and discussion of R. Cabral’s effectiveness via e-mail, J. Redding presented a draft resolution for discussion. This resolution will be placed on the next Senate meeting agenda for action. It should be noted that during said discussion, however, J. Merrill noted the appropriateness of S. Cabral, as campus Registrar, being able to send her own e-mail announcements to faculty concerning much needed day-to-day operations information. He stated that it is next to impossible to find such announcements without going through hundreds of “R. Cabral” e-mails, as he is the only conduit to faculty at present.	Resolution to be placed on Senate agenda for action at the next Senate meeting.		
<b>State of the Senate Report –R. Cabral</b>	—Reaffirmation of relaxed Robert’s Rules – Article 4, Sect. 1f: There was consensus expressed to defer to Robert’s Rules of Order as there is no budget to secure a Senate parliamentarian.  —Senate objectives and code of conduct – Item was tabled due to time constraints.			
<b>Adjournment</b>	—The meeting adjourned at 4:15 p.m.			

Respectfully submitted,  
Jeannette Redding, AS Secretary