

**Oxnard College Academic Senate  
MINUTES  
Date: September 13, 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, Absent
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, Absent 2. Lynn Fauth, Present 3. Elissa Caruth, Present ----- 1 Robert Kornelson, Absent 2. <i>Pt Vacant</i>
Library	1. Tom Stough, Present
Math	1. Catalina Yang, Present 2. <i>Vacant</i> ----- 1. Bill Greason, Present
Part-Time Faculty Rep. at-Large	1. <i>Vacant</i>

Academic Senate Meeting Minutes for September 13, 2010

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. Gloria Guevara, Present ----- 1. <i>Pt Vacant</i> 2. <i>Pt Vacant</i>
Technology/CRM	1. Andrew Cawelti, Absent

Non-Voting Faculty: Christopher Horrock, Ishita Edwards, Jonas Crawford, and Erika Endrijonas

<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 2:36 p.m.			
<b>Additions to the Agenda</b>	There was one addition to the agenda, under New Business, namely, Resolution re 10+1 Issues re Accreditation Self-Study Report. Two items were pulled from the agenda: (1) Resolution re Code of Ethics; and (2)			

<p><b>Public Comments/Announcements</b></p>	<p>Resolution re Campus E-mail.</p> <p>—T. Stough spoke on behalf of the Library and Learning Resources Advisory Committee (LLRAC) which will be meeting for the first time this semester on Thursday, Sept. 16<sup>th</sup> from 2:30 p.m. to 4:30 p.m. in the President’s Conference Room. They will be discussing the new library and the allocation of floor space to the various functions.</p> <p>—A. Valle thanked faculty for sending continuing students to the Orientation last month. It was a resounding success with 300 students in attendance (in addition to the 200 new students who also attended a separate orientation). A. Valle also raised a second issue concerning the cancellation of ESL classes. She asked that the Transitional Studies Committee and the Letters Department discuss these class cancellations and the negative repercussions on the community. She also asked that the role of Martha Vazquez-Guerra be discussed as her job is to assist with outreach to ESL students. She is particularly concerned about the cancellation of “bridge” classes leading to credit English courses. L. Fauth requested that R. Cabral send an e-mail to J. Merrill asking that this issue be placed on the Letters Department agenda for its next meeting (Monday, Sept. 20<sup>th</sup>).</p>	<p>LLRAC meeting on Thurs., Sept. 16<sup>th</sup>, 2:30-4:30 p.m. in Pres. Conf. Room</p> <p>R, Cabral to send memo to J. Merrill to place cancellation of ESL classes on Letters Dept. agenda (9/20/10) as well as placement of issue on Transitional Studies Committee agenda.</p>		
---	---	--	--	--

<p><b>Reading and Approval of Minutes</b></p>	<p>L. Fauth (1<sup>st</sup>); K, Kamaila (2<sup>nd</sup>). The Minutes were approved as presented.</p>			
<p><b>Impact of Budget Cuts</b></p>				
<p><b>DCAS</b></p>	<p>—Nothing to report from the last meeting. The next meeting is scheduled for Thurs., Sept. 30<sup>th</sup>. It was noted, however, that S. Johnson has expressed a willingness to come directly to the Oxnard College Academic Senate to discuss budget impacts if the Senate so desires.</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 15<sup>th</sup>. A. Valle asked that faculty representing the Academic Senate on PBC meet after PBC to orient themselves as to their more global role, but noted that that global role should not preclude experts in particular fields from voicing their expertise on those issues most pertinent to their own areas.</p>	<p>PBC faculty reps. to meet following 9/15/10 PBC meeting.</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>—It was noted that PEPC’s agenda and minutes will be posted on the portal as was the case last year.</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 remains at \$919.07.</p>			<p>#10 Budget Development</p>
<p><b>Transitional Studies Advisory Committee—</b> Jenny Redding</p>	<p>—J. Redding noted that the Committee had met, but that the draft Minutes had yet to receive Committee approval. She will bring those Minutes to the Senate following their approval.</p>			<p>#4 Educ. Prog. Development; #5 Policies regarding student prep. and success</p>
<p><b>Accreditation Committee—</b> Jim Merrill</p>	<p>—R. Cabral asked the Senate whether or not this item should remain on the agenda for report out. It was agreed that it should so remain as something might come up pertaining to accreditation that might need this protected timeslot.</p>	<p>.</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 will be meeting on Thursday, Sept. 16<sup>th</sup>.</p>	<p>Streamlined Distance Learning Appendix will be drafted and sent to Technology Committee and Curriculum Committee for review.</p>		<p>#4 Educ. Prog. Development;</p>
<p><b>Professional Development Committee—</b></p>	<p>—C. Yang stated that the PDC travel forms are now available due on October 12<sup>th</sup>. R. Cabral stated that the Committee is attempting to</p>	<p>Fall PDC Travel Forms due 10/12/10.</p>		<p>#8 Policies for Faculty Prof.</p>

Academic Senate Meeting Minutes for September 13, 2010

<p>Robert Cabral</p>	<p>build up proper departmental and staff representation at present. In addition, there are two forms, both individual and group (whereby people are brought to campus for a group presentation). M. Butler noted that to engage a speaker to come on campus, a group needs more lead time. R. Cabral responded that the spring PDC travel form will be available on October 14<sup>th</sup>. R. Cabral further noted that the College President is again pledging \$10,000 to the PDC fund for classified staff's use as well as an additional \$10,000 to fund faculty travel. This funding is in addition to the contractually-required \$100 per full-time faculty member. PDC funded \$4,500 worth of travel for summer, leaving approximately \$7,000 per semester for the remainder of the academic year. The PDC website is also in the process of being updated. G. Guevara asked if there were a cap on funding for individual travel. C. Yang responded that the PDC's goal is to fund a percentage of travel for each applicant.</p>	<p>Spring PDC Travel Forms will be available 10/14/10.</p>		<p>Development</p>
<p><b>Campus Use, Development, and Safety—</b> Mary Jones</p>	<p>—M. Jones gave no report as the Committee will be meeting on Tuesday, Sept. 14<sup>th</sup>.</p>			<p>#10 Processes for Institu. Planning</p>
<p><b>Learning Outcomes Team—</b> L. Kamaila</p>	<p>—L. Kamaila stated that the Committee had met and is seeking membership per the <i>OC Participatory Governance Manual</i>. Minutes will be forthcoming.</p>			<p>#4 Educ. Prog. Development</p>

Academic Senate Meeting Minutes for September 13, 2010

<p><b>Curriculum—</b> Jenny Redding</p>	<p>—J. Redding stated new forms have been sent out to all faculty members for their use during this academic year. In addition, she distributed curriculum submission deadlines for both substantive revision and minor revision applicable for this semester in order to meet the catalog deadline.</p>	<p>Faculty should use updated Curriculum forms sent in e-mail by R. Cabral. Senators to review curriculum deadlines with their constituents.</p>		<p>#1: Curriculum</p>
<p><b>Sabbatical—</b> Chris Horrock</p>	<p>—C. Horrock noted that Oxnard College will be eligible for five sabbatical proposals this year and that the deadline of Nov. 1<sup>st</sup> is quickly approaching. The Committee is currently developing a timeline for 1<sup>st</sup> and 2<sup>nd</sup> reading for proposals. Model proposals will also be posted and available to faculty desiring to apply for a sabbatical. C. Horrock noted that the forms for last year, available at the website, will be modified only slightly and are therefore useful as reference guides for faculty wishing to apply this academic year. R. Cabral asked if there were a priority system in place. L. Fauth stated that those who have taken a sabbatical before are given second priority while first-time applicants are given a higher priority. He stated that senators should encourage their departmental faculty colleagues to apply since sabbatical is an issue that will most likely be threatened during the next round of contract negotiations.</p>	<p>Sabbatical Proposals due 11/1/10.</p>		
<p><b>AFT Report—</b></p>	<p>—M. Jones stated that the AFT Exec.</p>	<p>Vote on Contract</p>		

Academic Senate Meeting Minutes for September 13, 2010

<b>Mary Jones</b>	Committee had approved a contract and will be meeting locally with each campus during this week. The vote on the contract is set to occur on Friday, Sept. 17 <sup>th</sup> in Camarillo.	9/17/10 in Camarillo.		
-------------------	---	-----------------------	--	--



Academic Senate Meeting Minutes for September 13, 2010

<p><b>District Committees</b></p>	<p>All district committees meet the fourth Thursday of each month.</p>			
<p><b>Consultation Council—</b> Robert Cabral</p>	<p>— No report was given.</p>			<p>#6 District and College Gov. Structures</p>
<p><b>DCHR—</b> Robert Cabral</p>	<p>—DCHR agenda and minutes were presented by R. Cabral who noted that the Minimum Qualifications/Equivalencies process is set to be discussed on Sept. 23<sup>rd</sup>.</p>	<p>Next meeting: DCHR discussion on MQs to be presented by R. Cabral.</p>		<p>#6 District and College Gov. Structures</p>
<p><b>DTRW—</b> Jenny Redding</p>	<p>—J. Redding stated that DTRW held an organizational meeting but reported nothing noteworthy at this time.</p>			<p>#1: Curriculum #2 Degree &amp; Cert. Requirements</p>
<p><b>DCSL—</b> Robert Cabral</p>	<p>— R. Cabral stated that the Committee is currently reviewing the Administrative Procedure (AP) for Program Discontinuance. The final version when ready will be submitted for each campus’ Senate review. A. Valle asked whether current versions of Board Policy and APs are available online for review. E. Endrijonas stated that such posting is underway utilizing a new software package called “Board Docs.” R. Cabral noted the difficulties in keeping up with such postings. L. Kamaila stated that at a meeting regarding the <i>Participatory Governance Manual</i>, R. Shaw stated that IT is not available to post content. This adds to delay in timely posting. L. Kamaila suggested the consideration of a Webmaster position to complete such work.</p>	<p>AP on Program Discontinuance to be presented shortly by DCSL.</p>		<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>

<b>Old Business</b>				
<b>Seating of Senators – R. Cabral</b>	After reviewing the current list of senators to serve during this academic year, a motion (A. Valle, 1 <sup>st</sup> ), (L. Fauth, 2 <sup>nd</sup> ) passed to officially seat senators.			
<b>New Business</b>				
<b>Discussion on Core Competencies/Institutional SLOs (ISLOs) – L. Kamaila</b>	L. Kamaila noted that “Core Competencies” listed on page 10 of the College <i>Catalog</i> are the same as our ISLOs. Some faculty members have raised the issue that their program-level SLOs do not map smoothly to current ISLOs and that there is a need to review our ISLOs and perhaps add a few new ones. L. Kamaila asked that Senators go back to their constituents for feedback and suggestions on this matter.	Senators to ask constituents whether or not ISLOs are adequate for respective programs’ program-level SLOs.		
<b>Discussion on the College Mission Statement – J. Redding</b>	J. Redding distributed the current California Community College Mission Statement along with the Mission statements of Moorpark College, Ventura College, and Oxnard College’s current mission statement in order to begin discussion on the update process for Oxnard College’s mission statement. L. Kamaila noted that there appears to be no “hierarchy” of mission, but rather quoted the State mission, “to achieve all of the following.” R. Cabral also mentioned that during the last Oxnard College mission update process, the group tasked with drafting the mission for college community consideration had specifically utilized “bullets” in order to	Senate to revisit PBC’s charge (especially as it relates to update of College Mission).		

<p>avoid a “hierarchical” interpretation of the mission. L. Kamaila further noted that remedial and ESL instruction are part of the California Community College State mission and should be included as part of our mission statement as well. A. Valle noted the importance of gaining broad feedback in the update of the mission statement and the dangers affiliated with a small group, like PBC, being tasked with such mission update. R. Cabral reassured the group that PBC would only <i>begin</i> the discussion, a facilitated discussion, in fact, which would employ the services of an outside educator, but that the campus would be involved in campus-wide forum discussions concerning the College mission. A. Valle noted the importance of our campus mission being in alignment with the State California Community College Mission. L. Fauth stated that the mission should help us evaluate what we do and what we have been doing under the State Mission’s language. M. Butler noted that PBC alone conducting the mission statement review/update would not be representative of the entire campus community. She requested that the Senate revisit PBC’s charge at the next Academic Senate meeting, noting that such discussion on mission should most properly begin in larger bodies such as the Academic Senate.</p>			
---	--	--	--

<p><b>Review of Core Guidelines – R. Cabral</b></p>	<p>This item was tabled due to time constraints.</p>			
<p><b>PBC Senate Representatives – Roles and Responsibilities – R. Cabral</b></p>	<p>R. Cabral noted that per the most recently-updated <i>Participatory Governance Manual</i>, PBC now has nine Academic Senate faculty representatives plus one AFT faculty representative. A. Valle stressed the need to strategize either in the Senate, <i>per se</i>, or before the PBC meeting. R. Cabral suggested that faculty representatives stay after the Wed., Sept. 15<sup>th</sup> PBC meeting to discuss possible meeting dates/times as well as to meet mid-year for a debriefing session.</p>			
<p><b>Discussion of 10+1 Issues Pertinent to the 2010 Oxnard College Self-Study Report – J. Redding</b></p>	<p>J. Redding distributed a copy of pp. 8-9 of the Self-Study <i>Abstract</i> distributed by E. Endrijonas for faculty review last Friday, Sept. 10<sup>th</sup>. J. Redding noted the following quotes from page 9: “In a time of fiscal retrenchment, it is the opinion of the Chancellor that instead of following the district’s history of decentralized and participatory decision-making and control, greater emphasis on district-wide planning and centralization is required. . . . While the Chancellor delegates to the President full authority to implement and administer goals, the Chancellor suggests that the President’s role will be strengthened by establishing greater administrative control over issues that have been the primary responsibility of the faculty.” J. Redding then distributed pertinent pages of Oxnard College’s 2010 <i>Self-Study</i></p>	<p>Place this item on next Senate meeting agenda, as well as potential action on Resolution re same;</p> <p>R. Cabral to report to Senate re results of meeting with other two Academic Senate Presidents per this issue.</p>		

*Report*, namely, pp. 256-257, quoting the following for Senate consideration:  
“Although the three college Academic Senates clearly have the primary voice in academic and professional matters, it is not the only voice that should be heard in advising the Chancellor and Board on policy matters affecting students. . . . Administrative oversight of faculty proposals within DCSL and DTRW will be strengthened by assessing them for overall effectiveness in meeting student needs. Academic matters taken to the Board for action will contain the primary recommendation of the Academic Senate and the college President or his designee, such as the Executive Vice President of Student Learning.” J. Redding then distributed a draft Resolution for the Senate’s consideration in which the following facts were noted: (1) Section IV.B of the *Self-Study Report* was not submitted by the Chancellor until May 21, 2010 at 5 p.m. *after faculty were off-contract*; and thus (2) the faculty were not given an opportunity to review Section IV.B, belatedly submitted, until it had already been approved by the Board at its June 2010 meeting. L. Fauth noted that such action was illegal under Title 5. The Resolution requires an explanation from the Board’s for this action and requests a further personal explanation by the College President for not having sought faculty review and input on the Leadership and Governance Standard of the Self-Study. Much discussion ensued. L. Fauth noted the Board’s Objectives distributed on Flex Day

described the faculty role as merely advisory as opposed to “experts” in their respective fields. He stated that he has a PhD and does not want an administrator with a lesser degree advising him as to proper pedagogy in his own field. L. Kamaila reiterated that the Board’s action in circumventing faculty review and input was illegal—in violation of State Ed. Code, in addition to being unethical. R. Cabral noted that if there is a sense of the Senate to continue discussion on this item to the next Senate meeting, he will place this item on the agenda for discussion and potential action. Such sense was expressed and R. Cabral agreed to place the item on the next Senate agenda. R. Cabral asked whether J. Redding had spoken with the Accreditation Co-Chairs prior to writing the draft resolution. J. Redding noted that at the last Senate meeting, J. Merrill had indicated that Section IV.B of the *Self-Study* had come in at 5 p.m. on May 21<sup>st</sup>. L. Kamaila stated that J. Merrill’s report to the Senate was the first that faculty had official knowledge of the belatedly-submitted section to the Self-Study. L. Kamaila further noted that the Accreditation Committee was officially disbanded for the summer on May 20, 2010, and the section in question was submitted the following day. A. Valle requested edits to the Resolution to directly cite Title 5. G. Guevara asked about a quote contained in Section IV.B where “the Chancellor is concerned about our programs of instruction and standards of excellence.” She asked why faculty was not

Academic Senate Meeting Minutes for September 13, 2010

	<p>given a chance to counter such allegations. She stated that this was the first she has heard that there is concern over the quality of our instruction. J. Harber asked if the other colleges experienced the same belated submission of Standard IV.B. R. Cabral noted that he will be meeting with the other two Academic Senate Presidents tomorrow prior to the Board meeting and will present them with the documentation distributed at today's Senate meeting as well as Oxnard College's draft Resolution on the matter. J. Harber asked if this Resolution could, therefore, be submitted on behalf of all three campuses. R. Cabral stated that he would report back to the Senate on the results of his meeting with the other two Academic Senate Presidents at the next Senate meeting.</p>			
<p><b>Discussion of Board of Trustees' "Objectives" – R. Cabral</b></p>	<p>This item was tabled due to time constraints. J. Redding distributed copies of the Board Objectives as well as an accompanying analysis under 10+1.</p>	<p>Re-agendize this topic for more in-depth discussion at the next Senate meeting.</p>		
<p><b>Adjournment</b></p>	<p>—The meeting adjourned at 4:15 p.m.</p>			

Respectfully submitted,  
Jeannette Redding, AS Secretary