

**Oxnard College Academic Senate  
MINUTES  
Date: September 27, 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. Larry Kennedy Proxy for Diane Eberhardy
Child Development	1. <i>Vacant</i>
Counseling	1. Ralph Smith, Absent
Dental Programs	1. Richard Enriquez, Present
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 Robert Kornelson, Absent 2. <i>Pt Vacant</i>
Library	1. Jeannette Redding Proxy for Tom Stough
Math	1. Catalina Yang, Present 2. <i>Vacant</i> ----- 1. Bill Greason, Present

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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, Absent 2. Chris Mainzer, Present ----- 1. Vicki Thon, Absent 2. <i>Pt Vacant</i>
Student Support Services (EAC, Health Center)	1. Mary Jones, Absent
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: Christopher Horrock, Ishita Edwards, Jonas Crawford, Gloria Lopez, 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 2:37 p.m.			
<b>Additions to the Agenda</b>	There were three additions to the agenda, under New Business, namely, Priority Registration for Athletes, Institutional SLOs, and Open Policy re Management Attendance at Academic Senate Meetings.			

<b>Public Comments/Announcements</b>	<p>—J. Crawford announced that athletes are having difficulty in matriculating to higher level courses especially given the class cuts currently in place. He distributed a handout detailing points for later discussion.</p> <p>—A. Valle noted that EOPS is now serving 839 students equaling 12% of the total Oxnard College student population.</p>			
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<p><b>Reading and Approval of Minutes</b></p>	<p>Two edits were made. A. Valle asked that a sentence regarding which ESL classes would not be cancelled be stricken from page 3. L. Kamaila asked that p. 3 noted on page 10 of her ISLO report be changed to read, "listed on page 10 of the College Catalog." Following said modifications, C. Mainzer (1<sup>st</sup>); L. Kamaila (2<sup>nd</sup>), the Minutes were approved with one abstention.</p>			
<p><b>Impact of Budget Cuts</b></p>				
<p><b>DCAS</b></p>	<p>—Minutes and budget handouts were distributed for Senate review. A discussion of District reserve funds followed with R. Cabral emphasizing that “reserves” serve as operational capital when the State doesn’t remunerate us in a timely manner. C. Horrock asked exactly which funds are tapped when there is a shortfall. R. Cabral explained that a pecking order for tapping such funds does exist. L. Kamaila asked what will happen if the State Legislature does not pass a budget. R. Cabral explained that the reserves will enable the District to make payroll through December but that after that time, borrowing would follow via a Tax Revenue Anticipated Note or TRANs of between \$25 to \$50 million. There is an interest cost affiliated with such a loan. R. Cabral went on to explain that District funds are most likely kept in numerous physical funds per FDIC rules. J. Merrill asked if Board approval had already been given to secure such a loan. R. Cabral stated that the approval has been built in to our budget approval process.</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>—R. Cabral stated that of key interest at the last PBC meeting was the mission planning process to begin with two forums to be held on Oct. 6 and 7 involving a facilitator. PBC is hoping to meet a December timeline with the Mission creation process. A. Valle stressed that discussion centered squarely on adequate involvement of the college community in creating our Mission statement. R. Cabral further noted that there are nine faculty Academic Senate representatives sitting on PBC and that attendance by all such representatives is key. J. Merrill asked whether or not PBC dealt with the increase in instructional hourly budget cuts from the 5% to the 20% level. R. Cabral stated that PBC had received no notice of such an increase. The Senate charged R. Cabral with asking J. al-Amin why such cuts did not go through PBC, indicating a mismanagement of carryover budget shortfalls. I. Edwards noted that the requested cuts came one day following the last PBC meeting (e.g., Sept. 15<sup>th</sup>). L. Kamaila stated that the timing has raised faculty suspicion that such budget decisions were made in an attempt to avoid discussion at PBC (e.g., made on Sept. 16<sup>th</sup>). H. Fahs noted that transparency in budgetary decision-making should exist, particularly with regard to the instructional hourly budget.</p>	<p>PBC faculty reps. to meet following PBC meetings.</p> <p>R. Cabral charged with asking J. al-Amin why cuts in hourly instructional budget did not go through PBC.</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>—The next PEPC meeting will be held tomorrow. R. Cabral noted that both PEPC members and Department Chairs are in the process of working through the instructional</p>			<p>#4 Educ. Prog. Development; #9 Program</p>

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	PEP Reports. The form is being modified and the timeline is expected to be solidified at tomorrow's meeting. Although data has been heretofore provided, updated data is expected within the week.			Review
<b>Individual Departmental Reports—</b>	No reports given.			
<b>Board and Committee Reports</b>				
<b>Treasurer's Report—</b> Hussein Fahs	—H. Fahs reported that the balance for the Senate remains at \$919.07.			#10 Budget Development
<b>Transitional Studies Advisory Committee—</b> Jenny Redding	—J. Redding noted that the Committee will meet Thurs., Sept. 30 <sup>th</sup> .			#4 Educ. Prog. Development; #5 Policies regarding student prep. and success
<b>Accreditation Committee—</b> Jim Merrill	—No report was given.	.		#7: Faculty roles and involvement in accreditation
<b>Technology Committee—</b> Linda Kamaila	—L. Kamaila stated that the Technology Committee discussed more efficient use of the portal. In addition, looking to the future, faculty members will most likely be using a	Streamlined Distance Learning Appendix will be drafted and sent		#4 Educ. Prog. Development;

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	<p>wireless portable device to access a main server containing an individual’s “desktop” setup and documents. L. Fauth noted that no wireless is available in North Wing. A. Valle reminded the Senate that B. King-Rushing is available to assist faculty members in updating their individual webpages. G. Guevara asked for confirmation that if a part-timer’s PAL qualifies them to teach a particular Distance Ed. Class, if the campus is required to offer a face-to-face version of that class for that part-timer. L. Kamaila confirmed that such is the case. G. Guevara also asked that IT personnel please knock before entering an office to minimize interruption to faculty work. L. Kamaila also noted that a new software program tends to shut down computers repeatedly and that if faculty are experiencing this problem, they should e-mail R. Shaw directly.</p>	<p>to Technology Committee and Curriculum Committee for review.</p>		
<p><b>Professional Development Committee—</b> Robert Cabral</p>	<p>—R. Cabral stated that Oct. 14<sup>th</sup> is PDC’s next meeting and that Oct. 12<sup>th</sup> is the deadline for applying for fall professional development funding.</p>	<p>Fall PDC Travel Forms due 10/12/10.</p>		<p>#8 Policies for Faculty Prof. Development</p>
<p><b>Campus Use, Development, and Safety—</b> Mary Jones</p>	<p>—No report was given.</p>			<p>#10 Processes for Institu. Planning</p>
<p><b>Learning Outcomes Team—</b> L. Kamaila</p>	<p>—L. Kamaila gave a report based on her attendance at a WASC SLO Level 1 training held last week. Most attendees were teams</p>	<p>Revisiting ISLOs must be done.</p>		<p>#4 Educ. Prog. Development</p>

from campuses which had been placed on warning. L. Kamaila noted that an ISLO is any learning objective made public, as in page 6 of the College *Catalog*. Critique from fellow conference attendees pertaining to Oxnard College's ISLOs was severe stating that rather than the official 6 ISLOs, per the *Catalog*, Oxnard College rather has more like 22 ISLOs. More specific critique was also given, for example, the fact that Critical Thinking and Information Competency are usually considered separate ISLOs rather than grouped together as ours are. Our 6 ISLOs do not include the 15 *core competencies* listed in our *Catalog*, e.g., Lifelong Learning, Cultural Diversity, Economics, etc. L. Kamaila further noted that WASC will be examining which courses map to such ISLOs. As a result, L. Kamaila suggested we re-examine our ISLOs in addition to making sure that each ISLO has an affiliated rubric available. We should also have an *SLO Handbook*, similar to the *Curriculum Handbook* currently available concerning all issues pertaining to curriculum. M. Butler asked if the status of our ISLOs might affect our accreditation. L. Kamaila noted that of greater concern than issues raised above was the lack of obvious interface between program review and SLOs. ISLOs can and should be tailored to our particular community, according to L. Kamaila. Problematic ISLOs might be "kindness," "respect," and "integrity," for example, as it is difficult to point to particular classes designed to map to such ISLOs. ISLOs should be the



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	<p>institution’s attempt to inform the public explicitly about what our institutional objects of learning are. She further noted that <i>eLumens</i> should help in keeping track of evidence and mapping to ISLOs. She reminded departments to send their representatives to LOT as there is much work to be done.</p>			
<p><b>Curriculum—</b> Jenny Redding</p>	<p>—J. Redding having been absent at the last Curriculum Committee meeting, J. Merrill reminded the Senate that faculty intending to substantively revise curriculum or create new curriculum face an impending deadline of October 6<sup>th</sup> for such submission.</p>	<p>October 6<sup>th</sup> Curriculum deadline for substantively revised or new curriculum to make College <i>Catalog</i>.</p>		<p>#1: Curriculum</p>
<p><b>Sabbatical—</b> Chris Horrock</p>	<p>—C. Horrock noted the upcoming October 11<sup>th</sup> deadline for sabbatical proposals. This will enable Committee members to give feedback to applicants in time for revision for a second reading by the Committee prior to the November 1<sup>st</sup> deadline.</p>	<p>October 11<sup>th</sup> deadline for initial Sabbatical Proposal submission. Final Sabbatical Proposals due 11/1/10.</p>		
<p><b>AFT Report—</b> Mary Jones</p>	<p>—No report was given.</p>			

<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 continues to be a key item of discussion. In addition, the Ethics Policy Administrative Procedure Ad Hoc Committee will be meeting soon, but a date has yet to be confirmed. E. Wilkes is Oxnard College’s representative on that Committee. A. Valle expressed concern that faculty who have received letters about missing District paperwork are being treated with little regard. She asked why faculty are being held responsible when it is District personnel who have lost pertinent paperwork. R. Cabral stated that an external audit last year had revealed paperwork deficiencies and that to this point the onus has been placed on the employee to remedy the deficits. There have been 20 cases district-wide, 8 of which have proven problematic. The three academic senate presidents asked that these cases be treated with due professionalism and sensitivity especially until local procedures can be established. J. Merrill raised the issue that having staff or administration “interpret” what an instructor’s credentials allow him/her to teach is problematic. R. Cabral agreed and stated that such had been brought to the</p>			<p>#6 District and College Gov. Structures</p>

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<p>attention of District HR. A. Valle queried whether or not AFT should properly be involved in such discussion. R. Cabral stated that S. Hall, AFT President, currently serves on DCHR. C. Horrock firmly stated that the onus should <i>not</i> be placed on the faculty member and that District personnel should be reminded to be respectful in their dealings with faculty and to be solution-seeking as opposed to approaching the difficulties by blaming faculty for record-keeping deficiencies.</p>			
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<p><b>DTRW—</b> Jenny Redding</p>	<p>—J. Redding having been absent at the last DTRW meeting, no report was given.</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 and the AP for Probation as well. These items have been placed on the agenda under New Business and will be discussed during the next three Academic Senate meetings. The deadline for input to DCSL will be October 28, 2010 on these two APs. J. Merrill asked if such APs will be brought to PEPC as well as the Curriculum Committee. R. Cabral stated that they will be discussed at PEPC tomorrow.</p>	<p>AP on Program Discontinuance and Probation distributed for discussion under New Business. Senators asked to present same to constituents.</p>		<p>#6 District and College Gov. Structures #10 Processes for Institu. Planning</p>
<p><b>Old Business</b></p>				
<p><b>Discussion on Senate Resolution—</b> <b>R. Cabral</b></p>	<p>After much discussion centering on the best action to address the inadequate review of Section IV.B of Oxnard College’s Self-Study, it was decided that the Senate would charge both the Academic Senate President (R. Cabral) and the faculty co-chair of the Self-Study (J. Merrill) to craft a list of concerns expressed by the Senate, and that said concerns will be read to the Board of Trustees at its October 12<sup>th</sup> Board meeting as well as presented directly to the Accreditation visiting team during the week of October 11<sup>th</sup>.</p>	<p>R. Cabral and J. Merrill to meet and craft list of concerns to be presented to Board on Oct. 12<sup>th</sup> and to visiting Accreditation Team during week of October 11<sup>th</sup>, 2010.</p>		
<p><b>Discussion on Board of Trustees “Objectives”–</b> <b>R. Cabral</b></p>	<p>This item was tabled due to time constraints.</p>			

<b>New Business</b>				
<b>AP 4250 – Probation – R. Cabral</b>	This item was tabled due to time constraints.			
<b>AP 4021 – Program Discontinuance – R. Cabral</b>	This item was tabled due to time constraints.			
<b>Priority Registration for Athletes – J. Crawford</b>	This item was tabled due to time constraints.			
<b>Discussion on Core Competencies/Institutional SLOs (ISLOs) – L. Kamaila</b>	This item was tabled due to time constraints.			
<b>Open Policy re Management Attendance at Academic Senate Meetings – C. Mainzer</b>	This item was tabled due to time constraints.			
<b>Adjournment</b>	—The meeting adjourned at 4:15 p.m.			

Respectfully submitted,  
Jeannette Redding, AS Secretary