

# Oxnard College Academic Senate

## MINUTES

**Date: March 26, 2012**

Members present and absent:

<b>Academic Senate Executive Board</b>	
Robert Cabral, President	Absent
Linda Kamaila, Vice President	Present
Diane Eberhardy, Treasurer	Present
Amy Edwards, Secretary	Present
<b>Department</b>	<b>Senators</b>
Addictive Disorders Studies	1. Vacant
Business/CIS/Legal Assisting	1. Diane Eberhardy, Present
Child Development	1. Vacant
Counseling	1. Ralph Smith, Absent
Dental Programs	1. Vacant
Fine Arts	1. Vacant
Fire Programs/T.V.	1. Vacant
Letters	1. Teresa Bonham, Present 2. Lynn Fauth, Present 3. Cecilia Milan, Present ----- 1 Pt Vacant 2. Pt Vacant
Library	1. Tom Stough, Present
Math	1. Cat Yang, Present 2. Maria Parker, Present ----- 1 Bill Greason, Absent
Part-Time Faculty Rep. at-Large	1. Vacant
Performing Arts	1. Vacant
Physical Education/Health	1. L. Ron McClurkin, Present
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Absent ----- 1 Pt Vacant 2. Pt Vacant
Student Support Services (EAC, Health Center)	1. Della Newlow, Present
Social Sciences	1. Ana Maria Valle, Present

Technology/CRM	1. Marie Butler, Present 2. Gloria Guevara, Present ----- 1. Pt. Vacant
AFT Vice-President	1. Vacant
	1. Jenny Redding, Present

Non-Voting Faculty: Carolyn Dorrance, Jim Merrill      Guests: Erika Endrijonas, Richard Duran

I. Called to Order: by **L. Kamaila** at 2:36pm

\*L. Kamaila reminded Senators to send Amy Edwards their committee reports via email

II. **Public Comments/Announcements**

A. **Dr. Duran**- Campus Updates

1. **CCSSE Survey:** It began in 2008, then again administered in 2010, and now 2012. The survey helps us get data on students and classes. If you are chosen, you will be contacted by Lisa Hopper. It is mainly about student engagement in the college.

2. **Budget Forums:** for 2012-2013 year will be held March 28 from 9:00am-11:00am and March 29 from 2:00-4:00 in JCC 3B. Dr. Duran also mentioned that we are looking at reducing our budget by 8 million as a district so, that is 1.7 million to OC. Further, he added, that we are already discussing 2013-2014 with another 8 million dollar hit. He says, "This is a grim time for us. HR has re-casted our clerical positions down to three. Thus, there will be job descriptions changed and workload will be changed."

3. **Graduation:** will be May 16<sup>th</sup> at 6:00pm. There will also be a 4:30pm faculty dinner. This time there will also be medallions for faculty and students who participate and OC will pay for the honor cords for the honor students.

4. **Accreditation:** We are on schedule and waiting to hear from a follow-up person since the special report was emailed. He mentioned that the District is trying to stay organized so there aren't a lot of issues when the new Chancellor comes on board.

5. **LLRC Building Opening Ceremony:** will be May 9<sup>th</sup> at 4:00. There will be a tour and a ribbon cutting. The building will be operational for the summer 2012 session.

6. **Lula Washington:** If you didn't see the show, then you missed out. Dr. Duran said he was "shocked we didn't fill the room." Events need more support from the campus community and we need to review our feedback such as having a student ticket price.

7. **Theatre Arts Club** Showcase is this Friday, March 30<sup>th</sup> at 8:00.

B. **Tom Stough**

1. In preparation for the new building move we need to deal with old materials, especially the VHS tapes.
2. There will be no VHS machines in the new library-only DVD players. Thus, Tom asks which VHS tapes actually get used? If departments want to take some videos to their own areas then he asks that you discuss this with him. Tom has a list of VHS videos he can send to you. Several Senators added that they hope the video changes will be organized well. Tom assured them it would.

C. LOT announcements by **Linda Kamaila**

1. ELumen updates-there has been some glitches. **Bola King** says the program should be fixed by end of business on Tuesday, March 27, 2012.
2. DTRW/DCSL-documents were provided by **T. Bonham**. Please email **T. Bonham** for those documents or see **Amy Edwards** in person. Senators will ask their departments for feedback.
3. Send updated curriculum reports to the "OC Curriculum Group" not to **Betty Hough** at this time.

### III. Senate Action Items

- DTRW-AP 4025: There was a short discussion about the changes. The main issue with this document was the change of Gender Studies to Women's Studies. Then this item was tabled.
- Treasurer's Report: **Diane Eberhardy** reports \$1,062.82 in the account. Also, if you are on automatic dues, then your March pay stub will reflect your Senate dues.
- February 27, 2012 Meeting Minutes: 1<sup>st</sup> **Jenny Redding**; 2<sup>nd</sup> **Ana M. Valle**: Approved. Motion Carried.
- Senate Nominations: Report by Senate Elections Chair **Shannon Newby**. All persons nominated accepted including for VP **Christina Tafoya**. Senators approved the nomination form. Forms will be in your box shortly. Please vote.
- AP 4100 Graduation Requirements:
  - **Linda Kamaila** introduced a document and there was a discussion about concerns in the area of grades for degrees. Several Senators claimed this is a curriculum issue before a Senate issue so they were troubled it was being discussed here first. The **EVP** said they are in the middle of a catalog project to make sure all APs and all materials are correct. Senators moved to table this issue: 1<sup>st</sup> **Jenny Redding**; 2<sup>nd</sup> **Lynn Fauth**. Motion carried.

### IV. Impact of Budget Cuts

- DCAS:
  - i. **VP Kamaila** introduced the list of reductions proposed by the Chancellor. Several senators questioned this list. Overall, Senators object to their process. This is a breach of process with the origination of the list in the first place. Once again the District has deviated from the formal and proper communication with the campuses. Senators commented on how this connects to PBC discussions? There has been no discussion with the campuses about what is core to the college especially to the academic mission. No one on our campus was contacted about this list. Senators believe that PBC should be handling this, thus, the District did not follow proper procedures because PBC wasn't given a chance to provide input. However, some Senators noted that "when something is district wide, it might not be PBC issue, but how did it get all the way to chancellor without crossing the campuses,?"
  - ii. **Budget Reduction Items**:
    1. Several Senators commented that the items suggested at other campuses are contractual issues. Further, it was noted that there is no guarantee that any suggested recommendation would be reallocated properly. OC has been working to improve its discretionary budget use, such as sabbatical proposals, since the campus has been impacted in the last few years. Overall, the faculty has become accustomed to "reductions." From experience, OC knows giving up something doesn't work.
    2. Most of these recommendations discussed are an AFT issue.
    3. Senators asked about VC's & MC's position on suggested budget reductions.
    4. Overall, Senators agreed that they aren't getting all of the information especially in terms of cuts and reductions. Senators are disappointed that the communication process is not working which is why our accreditation issues exist. Senators are scared of the Fall 2012 situation especially with regard to centralized scheduling.
    5. It was proposed by **Jenny Redding** that the Exec Team go through the proposed eliminations and decide how they hit the 10 + 1. She feels the team should do an analysis once the job descriptions are produced which would help cuts be rational and methodical rather than independent of the campuses. No one was asked about how these cuts affect instruction. For example, how can you reduce science Lab Assistants without talking to science faculty?
    6. Senators discussed what Robert might say at the next BoT meeting?
      - a. The information above was thought of as relevant for the Board to hear.

- b. The Senate wants there to be research completed before they just pick and choose. The District must think about how their cuts are hitting areas of instruction that affect the students' overall experience. One Senator gave this example: If a student leaves campus for food because our Cafeteria is closed, they might not make it back to the writing center to help them on their paper or if the Bookstore is closed, they will need a credit card to buy books. What if they don't have a credit card?
  - 7. Senators discussed some problems with Campus PR overall. Why haven't we been consulted? We have no charge and no consultation. Then the faculty deals with the fallout. Since we lost our PR person 3 years ago, there is no campus voice. Thus, we end up with problems with Communication which brought our discussion full circle.
  - 8. Overall, Senators agreed that they are not involved in what they are supposed to be involved in. Communication is transactional, but isn't being used as a bi-lateral sharing of power. Since the Accreditation report came out, nothing has changed. And that will affect results of accreditation yet again. The lack of responses and communication will be given to the accreditation team. A resolution from Exec would be beneficial.
- Planning and Budgeting Council: No Report
  - Program Effectiveness and Planning Committee: No Report

## V. Participatory Governance Committee Reports

- Campus Use, Development, and Safety Committee: Senators would really like a report for CUDS. There needs to be an ongoing dialogue.
- Curriculum Committee: From **T. Bonham**:
  - Our articulations officer, **Shannon Davis**, has been working hard creating drafts of next year's Curriculum Committee meeting schedule and charts reflecting submission deadlines for the various types of Course and Program submissions that come through Curriculum Committee. The meeting schedule will be presented to the Curriculum Committee this week as a discussion item. The goal is to finalize the schedule and charts early so faculty can have ample time to work on curriculum.
  - Betty is out having surgery, so **all curriculum submissions, including second reading corrections** must be sent to OC Curriculum Group. Please use the subject line to distinguish first and second reading items.
  - All signed hard-copies need to go to Shannon Davis.
- Learning Outcomes Team Committee: See announcements at the beginning
- Professional Development Committee: Shannon reports that they gave more money away. There was private discussion about EOPS travel monies. See Shannon and Ana M. Valle.
- Technology Committee : No Report (Remember you can email it to Amy Edwards)

## VI. Standing Committee Reports

- Accreditation Committee: Tabled
- AFT Report: See **J. Redding's** See AFT meeting minutes below.
- Distance Education: From **T. Bonham**
  - The committee agreed to award training money to the following faculty: **Becca Porter, Ana Maria Valle, Robert Cabral, Alexandra Zuromski, Della Newlow, Elissa Caruth, Kitty Merrill**. Candice informed the group that she knows of three other faculty who may also be interested in the funding. Teresa sent an email to all who were awarded money.
  - There was a lengthy discussion about maintaining online teaching standards for all currently approved online teaching faculty. At the end of the discussion, the group decided that the best way to ensure high-quality teaching standards is by reminding deans about the distance education section in faculty evaluations. The distance education committee is not going to take away instructor's qualification once officially qualified to teach online.
- Sabbatical Committee: Tabled
- Student Success Committee: Tabled
- Transitional Studies: Tabled

**(District Committees)**

- Report on DCHR: See discussions above
- Report on DCSL: See discussions above
- Report on DTRW: See discussions above

**VII. Old Business: None**

**VIII. New Business: See above discussions. Nothing Formal**

**IX. Adjournment at 4:31 p.m.**

- Next Meeting April 9, 2012

**AFT EXEC COUNCIL MEETING: March 9, 2012**

- I. District proposing the shut-down of all three campus cafeterias to be replaced by vending machines. AFT Exec Council objects on the bases of (1) contributing to poor academic performance by students who are malnourished; and (2) contributing to national obesity rates because of poor quality of food available in vending machines.
- II. District adding a manager and moving a faculty member from Child Development Center at Oxnard College: AFT Exec. Council objects on the basis of adding management positions when deans are currently filling a supervisory role in this area (so the responsibilities are being taken care of), and with consideration to the potentially poor effect on students to be felt in a year or so (as the manager's salary would come out of the Child Development Center's funds).
- III. Distance Education issue raised. At VC, courses are being cancelled if professors do not have a certain pass rate in their online courses. AFT is investigating the change in policy with regard to staffing distance ed courses to see if any contractual violations have occurred. Also, unilateral change in policy is always questionable.
- IV. Issue raised in DCHR regarding faculty overload assignments. According to Patricia Parham, such assignments can be made only to the faculty member's primary area, not to any secondary areas if said faculty have not interviewed in such secondary areas. The District is analyzing Extra Hourly assignments for secondary assignments. If faculty have not interviewed in these secondary areas, their PAL must be met within their primary area of expertise for which they were hired. This new policy is to be implemented by Fall 2012.
- V. At Consultation Council, S. Hall reported that the District is restructuring District Councils per response to the Accreditation, namely, creation of a District Council on Accreditation and Planning on which Academic Senate Presidents, Articulation Officers, and College Presidents will serve. Also, the District is creating a new Academic Affairs Council (to be responsible for the creation of a District-wide Educational Master Plan as well as conducting Program Development and Program Elimination on a district-wide basis). Underneath this Academic Affairs Council will be a District Council on Student Services (to replace DCSL) and DTRW (which will continue to function as it has been functioning).
- VI. In order to discourage unfunded FTES, the District is now having students register separately for Summer and Fall semesters; Summer semester's registration begins in mid-May or so and Fall semester's registration will occur in late July. Per previous experience in the registrar's office, students forget to register in July. This should lower unfunded FTES. AFT Exec Council responded negatively to this procedural change.
- VII. AFT Exec Council also questioned the placement of "Keenan & Associates" on the Board meeting agenda as a "placeholder" for the District's insurance broker.