

**Oxnard College Academic Senate**  
**MINUTES**

**Date: August 27, 2012**

Members present and absent:

<b>Academic Senate Executive Board</b>	
Linda Kamaila, President	Present
Robert Cabral, 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. Kim Karkos, Present
Counseling	1. Ralph Smith, Present
Dental Programs	1. Vacant
Fine Arts and Performing Arts	1. Vacant
Fire Programs/T.V.	1. Vacant
Letters	1. Teresa Bonham, Present 2. Jim Merrill, Proxy Present ----- 1 PT Vacant 2. PT Vacant
Library	1. Tom Stough, Present
Math	1. Cat Yang, Present 2. Vacant ----- 1 (PT) Vacant
Part-Time Faculty Rep. at-Large	1. Vacant
Physical Education/Health	1. L. Ron McClurkin, Present
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Present ----- 1 PT Vacant 2. PT Vacant
Student Support Services (EAC, Health Center)	1. Della Newlow, Present

Student Support Services (EOPS)	1. Gloria Lopez, Present
Social Sciences	1. Marie Butler, Present 2. Gloria Guevara, Present ----- 1. PT Vacant
Technology/CRM	1. Vacant
AFT Vice-President	1. Jenny Redding, Present

Non-Voting Faculty:

Chris Mainzer, Ishita Edwards, Kevin Hughes, Chris Horrock, Ana M. Valle, Carolyn Dorrance

Guests: Erika Endrijonas

**I. Called to Order: by President L. Kamaila at 2:35pm**

**II. Public Comments/Announcements**

- A. **President Kamaila** thanked people for catching her up all summer. She wants to get right to action items at the top of each meeting.
- B. Vice President **Robert Cabral** announced Travel Applications for Fall are due September 5<sup>th</sup>. Applications can be found in Sharepoint under Professional Development. Download and save as an electronic version and repost it to the folder for completed travel documents. Email **Robert Cabral** with questions about the process.

**III. State of the Senate (also see Document #4 at the end of these minutes)**

A. Budget, PEPC, & PBC process:

- 1. **L. Kamaila** reports that each year our budget is reduced by about one million dollars. Thus, over the years our campus has been forced to cut several things such as the cafeteria, ceramics, P.E., sports, etc...She adds that approximately 30 people may retire without new hires following in their absence. If Prop 30 does not pass, there will need to be another 1.6 million dollars to cut. The President has asked the campus, particularly PBC, to help him make decisions and submit findings by September 30th. The President did not provide a list or any suggestions; Linda has been told that everything is on the table so it really comes down to the dollars and how PBC thinks they should be spent. We need to ask: what makes most sense for our campus?
- 2. Student Success Committee is now a PG committee.
- 3. 2 Senate-At-Large seats are open on PEPC. **Kevin Hughes** has volunteered for one. Thus, need one more person. If interested, email Linda.
- 4. Top Codes are now being used by our new VP of Finance which will help in clarity for budget issues.

B. SB1440, C-ID's

1. We have finished the Psychology AA-T.
2. **L. Kamaila** provided a list of AA-T programs (See Document #1 at the end of these minutes)
3. Questions and concerns were raised about programs and AA-Ts. Answers were provided by various Senators as well as **EVP Endrijonas** and Curriculum Co-Chair **Teresa Bonham**.

C. Board goals and objectives: Tabled

D. Accreditation issues, District PGM

1. The District's response on Accreditation Recommendation was discussed very briefly. The materials were provided at the meeting for the Senators to review and comment.
2. There is an open Faculty seat on DCAA (District Committee). If interested, email Linda.

E. Minutes for meetings; Communication:

1. **L. Kamaila** mentions that there are still problems with communication. She asks the Senate about the distribution of materials and asks the Senators if they are reading and following the dialogue?
2. Online Business Tools is now on your portal. Linda demonstrated this online.

**IV. Seating of New Senators**

- A. **Secretary Amy Edwards** reviewed the Senate membership. There are 8 FT seats vacant and 6 PT seats vacant.
- B. **L. Kamaila** recognized new Senators **Gloria Lopez** and **Kim Karkos**.

**V. Ongoing/Old Business**

A. Committee Representation (PBC, PEPC, DCAA)

1. PBC:

- a. PBC representation appointed by Senate was discussed. There are 9 total seats and we currently have 8 seated Senators. There cannot be more than one person from the same department. Current membership includes: Jenny Redding, Tom O'Neil, Ishita Edwards, Robert Cabral, Alex Lynch, Leo Orange, Ana M. Valle, Ralph Smith, and for AFT Chris Horrock.
- b. Motion to confirm these 8 Senators: 1<sup>st</sup>: Teresa Bonham; 2<sup>nd</sup> Cat Yang; Motion carried.

2. PEPC:

- a. First meeting is Tuesday, August 28. **Kevin Hughes** and **Kim Karkos** have volunteered to sit on this committee. Motion to approve these seats: 1<sup>st</sup> Jenny Redding; 2<sup>nd</sup> Gloria Lopez. Motion Carried.
- b. Resolution brought forward written by **Jenny Redding**. (See Document #2 at the end of these minutes.) Jenny spoke to this resolution based on her knowledge of the situation. Senators agreed that there might be voting and rubric issues as well as proxy issues.

- c. **L. Kamaila** as Co-Chair will review ongoing absences this year.
- d. Comments and questions were raised and discussed by Senators about people's perceptions and membership. **Robert Cabral** reminded the Senate that the managers were appointed by **Dr. Duran**. He also reminded the Senate that PEPC was charged with providing an evaluative rating on a rubric and no voting formally took place; only raw data was gathered. Robert states, that PEPC started their process in April 2012, continued informally in May 2012, and as of this Senate meeting, nothing had been brought to the PEPC committee.
- e. Senators were concerned about manager positions changing as late as April. Senators reviewed the PG rules and guidelines on pages 23 and 24 of the PG manual. It was noted that the Dean of Student Services and the VP of Business Services refused to serve on this committee last year. It was also noted that the membership should include 2 Academic Senate reps., 2 classified staff reps including one from the Business Services division, 2 student reps appointed by ASG, and 5 management reps which includes Dean of Student Services and VP of Business Services. Those instructional departments with a designated Department Chair, Coordinator, or Facilitator including at least one Student Services rep.
- f. Senators were confused by replacing managers and ultimately asked: is the data valid from last year? **L. Kamaila** claimed that this exact issue would be discussed at the next PEPC meeting. She also added that there may be some issues with interpretation and quantitative analysis. We need to work to improve transparency. **R. Cabral** also noted that nothing has been sent to PBC. Linda will take these comments to tomorrow's PEPC meeting. This rating process is not complete.

#### B. Proposed Changes to Participatory Governance Manual

- 1. **L. Kamaila** distributed pages 23, 24, 33, 34, 35, 29, and 30 of the PGM. Senators discussed membership and changes. Student Success is now a PG committee, LOT is a standing committee, and Community Outreach and Events committee is a standing committee. It was also noted that the Headers on the documents need to be altered to add clarity. In addition, the Technology committee is getting folded into CUDS and Distance Education will now be a subset to curriculum.
- 2. **L. Kamaila** reviewed the resolution on District Participatory Governance Handbook [Revised May 22, 2012] (See document #3 At the end of these minutes.) Motion to accept this resolution called: 1<sup>st</sup> Jenny Redding; 2<sup>nd</sup> Ralph Smith. Motion carried.

#### C. Response to Accreditation (Letter written by DCAP)

- 1. District claims they have made progress on all recommendations.
- 2. DTRW changes were discussed and questioned. Senators asked how membership changed? No one seems to remember how these changes came to be. **Robert Cabral**, past Co-Chair, does

not remember the exact details, but claims as he recalls, the ratio remained the same. He was not on this committee and he claims, something must have happened along the way.

- D. Budget AP's and BP's: Tabled
- VI.** New Business: None
- VII.** Treasurer's Report: **Treasurer D. Eberhardy** reports \$1,746.56 in the Senate account.
- VIII.** Approval of the Minutes: Motion called to approve the minutes from the May 7, 2012 meeting: 1<sup>st</sup> **Jenny Redding** 2<sup>nd</sup> **Ralph Smith** Motion carried.
- IX.** For the Good of the Order and Committee Reports: None
- X.** Self-Appraisal: Linda asks for feedback. She asks for Senators to tell her what works and what doesn't work. She also mentions the new Senate Blog she is writing and says she will demo this at the end meeting.
- XI.** Adjournment @ 4:15. Next meeting is Monday, 9-10-12 at 2:30 in LLRC-101.

### **Supporting Documents**

#### **Document #1: TMC Handout provided by L. Kamaila**

AA-T's already finalized, where we also have programs (or should have programs) at OC:

Art History,  
Business,  
Communication Studies,  
Early Childhood Education (ECE),  
English,  
Geography,  
Geology,  
History,  
Kinesiology,  
Mathematics,  
Music,  
Psychology,  
Physics,  
Political Science,  
Sociology,  
Studio Arts,

Finished: Sociology, Communication Studies, Psychology  
In Progress: English, Math, Political Science, Business, Biology, Chemistry

We are only required to do about 11-12 of these to meet Title V, is my understanding (this year).  
We have 9 underway – need to get 3 more moved forward.

(Please correct as needed or update me throughout the year)

Remember, that the AA-T and AS-T proposals must be “cost neutral” – ask me more about why if you need to.

Board has asked for frequent updates on the progress of this.

**Document #2: RESOLUTION RE: PEPC PROCESS/VOTING TABULATIONS**

**WHEREAS** according to PEPC Minutes from the end of spring 2012, two administrative committee members were added to the Committee’s membership prior to a key Committee deliberation and vote concerning evaluation of performance of programs college-wide; and

**WHEREAS** the above addition of administrative members did not follow the process delineated in the *Participatory Governance Manual* in place for last Academic Year (e.g., if a member failed to come to three consecutive meetings, he/she would no longer be considered a voting member); and

**WHEREAS** it has come to the attention of the Oxnard College Academic Senate that not all PEPC members followed voting instructions which resulted in confusing voting tabulations;

**BE IT THEREFORE RESOLVED** that the Oxnard College Academic Senate insists that during this Academic Year (2012-2013], PEPC membership follow the current *Participatory Governance Manual* (PGM) specifically and that all PEPC members agree that the *PGM* has been so followed;

**BE IT FURTHER RESOLVED** that because of the irregularities in PEP Committee membership during spring of 2012, the Oxnard College Academic Senate insists on eliminating the ballots of the two administrative voters who were added to the Committee in violation of the procedures specified in the Oxnard College *Participatory Governance Manual* in place last Academic Year;

**BE IT FURTHER RESOLVED** that because voting instructions were not followed by all voting members of PEPC during spring 2012 in evaluating programs college-wide that the Oxnard College Academic Senate insists upon a retabulation of the votes along with mitigating strategies used because of the ballots' inconsistencies in a public PEPC meeting in order that all PEP Committee members agree to such tabulation and the results thereof.

**Document #3: RESOLUTION RE: DISTRICT PARTICIPATORY GOVERNANCE HANDBOOK [Revised May 22, 2012]**

**WHEREAS** the District *Participatory Governance Handbook [Revised May 22, 2012]* was both revised and finalized after most faculty were off contract (with its last revision occurring on May 22, 2012, and its posting on June 19, 2012); and

**WHEREAS** Monday, August 27, 2012, was the first Senate meeting scheduled for the Academic Year during which faculty might have had a chance to put forth specific recommendations concerning the District's *Participatory Governance Handbook [Revised May 22, 2012]*; and

**WHEREAS** key local campus entities such as the Oxnard College Curriculum Committee have never had an opportunity to put forth specific recommendations with regard to the new proposed structure of District-wide entities specifically concerning curriculum, e.g., DTRW-I and the District Council on Academic Affairs (DCAA); and

**WHEREAS** the visiting Accreditation Team has cited inadequate District-wide communication as a factor contributing to the District campuses' probationary status; and

**WHEREAS** the draft District *Participatory Governance Handbook [Revised May 22, 2012]* itself states that among the District's values is "[w]e promote inclusiveness and openness to differing viewpoints" (p. 6) and highlighted accreditation standards include the promotion of "ongoing dialogue focused on continuous improvement" (p. 8);

**BE IT THEREFORE RESOLVED** that the Oxnard College Academic Senate objects to the finalization of the District's *Participatory Governance Handbook [Revised May 22, 2012]* without first securing adequate faculty review and recommendations on the content therein;

**BE IT FURTHER RESOLVED** that the Oxnard College Academic Senate insists that per requirements of Title 5 regulation and the 10+1 areas of academic and professional responsibility over which faculty have primary responsibility that key entities such as the local campus curriculum committees be given an adequate opportunity to make further recommendations to the District's *Participatory Governance Handbook [Revised May 22, 2012]* before it is finalized.

#### **Document #4: President Kamaila's State of the Senate Notes**

Oxnard College  
State of the Senate

1. BUDGET  
Fiscal Year 2011-12 (FY 11) \$25,414,675  
Fiscal Year 2012-13 (FY 12) \$24,532,800 **This is our current year**

Note: we are operating with \$881,875 less than last year. Operating expenses increased by about 3% , so the net effect is larger than \$881,875

Where did we cut? Classified staff, Athletics, cafeteria, elimination of Ceramics, reductions in Physical Education, Dental Assisting, ESL, Transitional Studies and more. Not all of these cuts were entirely budget driven (there were Board policies and other issues involved as well, but it was mostly due to lack of money)  
Fiscal Year 2013-14 (FY13) PROJECTED: \$23,045, 265

Fortunately, we have been able to reserve \$490,656 from FY 12 budget to add to this so our total for



**FY13: PROJECTED** (With adjustment for campus carryover); **\$23,535,921**

Note: This is \$996,879 less than FY 12 (our current year). We still have to meet rises in expenses (estimated at around 2%). **Because this budget is less than 1% at variance with FY12, it is termed “flat”.** Note that cuts are required in any case. **This is WITH the passage of Prop 30.**

***Without the passage of Prop 30, we will have to cut another \$1,600,000. We cannot spend more than we are budgeted.***

Pres. Durán’s directive to PBC: Come up with recommendations for cutting \$1.6M from FY 13 budget, in case Prop 30 doesn’t pass. Why? The Board will be enacting those cuts in December/January, and the Presidents have to make those decisions. What’s on the table? **Everything.** Several PBC members from last year believed that there were certain budget aspects or programs that were not on the table, but this is decidedly *not the case this year*. PBC may discuss programs (whether or not they grant degrees), eliminations *or reductions, based purely on financial necessity*, but it may also discuss any other part of the budget. PBC has several different kinds of data to work from, if you want to know more – attend PBC!

Note on district wide budget: An expected decrease in adjunct faculty district wide may mean that we are *over* our FON numbers for full timers, meaning that even with retirement, we won’t be getting more full timers. The best estimate is that districtwide, we will be about 30 full time positions (maybe 31-36) over the minimum required by FON. This number translates to about 6-7 faculty for Oxnard.

## 2. SHARED GOVERNANCE

Last year, Senate voted to make Student Success a PG committee, and make LOT a standing committee. This necessitated changes to the PGM, and those will be coming before Senate at the next Senate meeting. The documents should be out a week before the meeting. Other changes in the PGM are on the agenda for today.

We have an open faculty spot on the new District Committee, DCAA, which is a very important District Committee (see District PGM for details – you can find it at [www.4000rose.com](http://www.4000rose.com) or on the District’s website).

Reviewing our Senate involvement in shared governance at every opportunity, but certainly a few times a year, is crucial. Things are changing very rapidly, and we need committees that can respond quickly, or we lose our input.

## 3. PROGRAM DISCONTINUANCE PROCEDURE

I personally feel that Oxnard College has a good procedure in place, that we attempted to follow a good procedure last year (albeit flawed to a degree, which is being addressed in the committees involved). Our procedure looks like this (right now, is open to change);

PEPC received special Program Effectiveness and Planning Reports from certain campus programs last spring and went through a process of attempting to evaluate those programs. **PEPC received no financial data, went ahead without such data, as the timeline for the committee work did not allow for the use of such data.** This

works out to be balanced by the fact that PBC has, within its charge, the review of financial data anyway. It will be up to PEPC to decide whether it wants financial data this year. VP Mike Bush is supposed to sit on that committee and it is my understanding that he will, and that financial data will be provided if PEPC desires. This can obviously be analyzed by PEPC as the year goes along.

PEPC then sends its review of programs to PBC, who deals with the larger picture, including budget. There is no such thing as “passing program review” as a form of protection for budget cuts. Budget cuts can be based on the fact that there’s no money, rather than on anything specific to a program. If PEPC includes financials, it can address questions about program effectiveness relative to expense, but right now, that task is falling to PBC.

Our PBC committee is faculty-driven. We are fortunate to have it. It is my understanding that neither Moorpark nor Ventura have quite the same type of committee (I need to learn more about this), but it’s clear that in comparing our process with those from across the state, Oxnard College Academic Senate has done a very good job in setting up a major decision-making committee with copious faculty input and chances for participation. This committee makes recommendations either directly to the President or to the EVP, depending on the decision.

If PBC should decide to cut or reduce a program (and in budgeting, a program is any entity that gets a TOP code for purpose of expenditures), the advice goes to the EVP first, PBC reviews and potentially revises its recommendations, then they go to Senate, and then Senate, via its president, recommends to the college president. So there is a final vetting by Senate. Given the timeline that Dr. Durán has given, I think we should plan to have these recommendations to Senate by early October (he gave a September 30 timeline for it to come out of committee – so it goes to the EVP at the last September meeting). **That gives two meetings for PBC to act, based on the guidelines it managed to set up last Spring.**

Program discontinuance has many cascading financial effects, which will be under discussion in PBC.

Is this optimal? No. Is it necessary? Absolutely. Can we remain silent – yes, if that is the will of the body, but then we get the peculiar situation of individual points of view being used in place of a Senate-driven process.

The cuts that must occur regardless of whether Prop 30 passes can be reflected upon more at length, although obviously, the tasks overlap.

You can find TOP codes here:

[https://misweb.cccco.edu/webproginv/prod/topodelist\\_n.cfm](https://misweb.cccco.edu/webproginv/prod/topodelist_n.cfm)

#### 4. ACCREDITATION

Last, but certainly not least, there’s the issue of Accreditation. While Oxnard College responded well to its warnings and remains fully accredited as a college, the District itself received warnings which placed all three colleges on Accreditation probation. This

is a long story, but the main thing is that the District has had to respond. What did the District do?

- 1) Created DCAP (District Committee on Accreditation and Planning). This committee, which has all three AS Presidents on it, began at once (last Spring) to address the accreditation concerns. In particular, it worked on the functional mapping issue, and as a result, the District has an actual map (last page of its PGM) and **it has a Participatory Governance Manual**. Somehow, this all got done without much input from Oxnard College, where we were busy in the Spring with program review. DCAP has also initiated a planning timeline, and is writing a planning manual (short, but will coordinate planning amongst the various district committees, which in turn will affect campus committees).
- 2) Rolled out easier procedures via the Portal. If you haven't checked out Businessworks (which was started after the probation period), be sure to check it out.
- 3) Gave a formal warning to a Trustee for behavior that occurred during the probationary period.
- 4) Instituted regular professional development, including on shared governance, for the Board of Trustees; sent Trustees to various institutes; asked Trustees to specialize in various areas, and to provide further professional development for the Board.
- 5) Wrote a response to the accreditation panel, which must be sent in by October (they come again in November).

You can find out more about the District's status by going here:

[http://www.vcccd.edu/about\\_the\\_district/accreditation/index.shtml](http://www.vcccd.edu/about_the_district/accreditation/index.shtml)

The response letter was sent to all of you by Dr. Durán last week. We also have copies available today, and it is a discussion item for today's agenda.

Above all, it's a year to be involved. Senators will be getting frequent updates and packets of information; Exec Board role will be more important; having an agenda that works and having representative processes followed will be essential.