

ACADEMIC SENATE MINUTES October 23, 2017 FINAL

Academic Senate Executive Board	
Diane Eberhardy, President	Absent
Linda Kama'ila, Vice President	Absent
Della Newlow, Treasurer	Present
Amy Fara Edwards, Secretary	Absent
Department	Senators
ADS/Paralegal	1. Lois Zsarnay, Absent
AFT Vice-President	1. Everardo Rivera, Present
Child Development	1. Noreen Berrington, Absent
CIS/Office Technology	1. Diane Eberhardy, Absent
Counseling	1. Jose Vega, Present
Dental Programs	1. Armine Derdarian, Present
Fire Programs	1. Robert Morris, Present
Letters	1. Teresa Bonham, Proxy, Gaylene McPherson, Present 2. Gaylene McPherson, Present ----- 1. Constantino Lopez, Absent 2. PT Vacant
Library	1. Tom Stough, Present
Management	1. Robert Cabral, Present
Math	1. Mark Bates, Present 2. Catalina Yang, Present ----- 1. PT Vacant
Natural Sciences	1. Shannon Newby, Present 2. James Harber, Present ----- 1. PT Vacant 2. PT Vacant
Part-Time Faculty Rep. at-Large	1. Genneah Figueroa, Present
Physical Education/Health	1. Vacant
Student Support Services (EAC)	1. Leo Orange, Proxy, Della Newlow, Present
Student Support Services (Health Center)	1. Deanna Flanagan, Present
Student Support Services (EOPS)	1. Gloria Lopez, Proxy, Everardo Rivera, Present
Social Sciences	1. Chris Horrock, Present 2. Ishita Edwards, Present ----- 1. PT Vacant
Technology	1. Vacant
Transitional Studies	1. Kari Tudman, Present

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Visual and Performing Arts	1. Amy Fara Edwards, Absent
Non-Voting ASG Officer	1. Vacant

Non-Voting Faculty: Jaquelyne Ta (Math), Mike Ketaily, **Guests:** Cynthia Herrera, Chris Renbarger, Lt. Romero, Luis Gonzalez, Dr. Azari, Lisa Putnam,

- I. Called to Order at 2:05 by **Treasurer Newlow**
- II. Adoption of the Agenda: 1st **Robert Cabral** 2nd **Tom Stough** *Motion Carried unanimously*
- III. Public Comment
 - A. **Kari Tudman** expressed concern over the discussion that took place during the last curriculum committee meeting that HR policy states that only one minimum qualification being able to be listed per course. **VP Lisa Putnam** will be asked to attend the next meeting in order for this to be a discussion item.
- IV. Motion to Approve of the Minutes from October 9, 2017. 1st **Tom Stough** 2nd **Ishita Edwards** No changes made. *Motion carried unanimously.*
- V. California State-wide Medical & Health Exercise: **Shannon Newby, Mike Ketaily and Lt. Romero** discussed that on 10/25/17 our campus will be participating in a county wide drill that is mandated by the state (AB 767). This exercise will be a collaborative drill involving **Mike Bush, Deanna McFadden, Bob Sube, Lt. Romero**. An active shooter response plan and training for the administration building is the focus of the upcoming drill. The drill will commence at 1pm when the Administration building will be roped off by the campus police, there will be signs to indicate "Police Training in Progress" in order to inform the rest of the campus about the drill. Discussion took place regarding the drill and future plans for other buildings on campus, the next likely exercise will be in student services. **Lt. Romero** also stated that additional safety tags are available for pick up from the campus police for all full time personnel and that part-time faculty would be able to check tags out.
- VI. Guided Pathways: **Dean Luis Gonzales** presented on what Guided Pathways is and why we are pursuing it. This state funded program is meant to help students streamline and accelerate their degree achievement. The way that the current course catalogue and degree sections appear make it difficult for many students to navigate. Right now state-wide research shows that students are taking an average of 80 units instead of the required 60 units. The state has a \$150 million budget state-wide in order to create something simple that students can easily follow. Oxnard College is currently in the self-assessment phase which can be viewed on the Academic Senate website, the report is due to the State Chancellor's Office December 23rd. **Dr. Azari** presented the information she had just received regarding the funding for this program which was that the \$150 million budget is for all 135 colleges. All colleges would receive a minimum \$500 k with the rest of the funds being distributed based on FTES. Our portion will be \$804,174 over 5 years; \$100 k for years 1-3 and \$80 k in years 4 and 5. Discussion took place. While we are currently in the self-assessment phase, a Multi-year plan would need to be in place by March 2018 for a July1, 2018 start date.
- VII. Accreditation Forums: **Dr. Cynthia Herrera** presented on the upcoming Accreditation Forums on 10/26 at 9:00am in JCC-3B and at 3:30pm in LS-8. After our last accreditation visit we received one recommendation that encompassed 21 standards and 6 eligibility standards, therefore our response will be quite involved. **Dr. Herrera** also reported that as of now accreditation looks are 128 standards but that this would be changing to 14 focus areas and decision points indicating a shift towards institutional effectiveness not just straight compliance (continuous quality improvement). Our next visit is scheduled in March based on the old standards, and March is when the new focus areas are

coming out. The ACCJC is looking to sync the IEPI (state measures) with their national measure. **Dr. Herrera** believes that these upcoming changes are beneficial for us.

VIII. Strategic Planning Framework:

- **Chris Renbarger** provided the latest draft of the Strategic Planning Framework for review that included changes from faculty input. Rationale was given as to why certain elements remained the same if suggestions were not implemented. Discussion occurred.
- Motion to accept the Strategic Plan Vision and Statement. 1st **Robert Cabral** 2nd **Armine Derdiarian** *Motion Carried unanimously*
- **Chris Renbarger** also handed out the results of the Student Charrette as well as the process and timeline for the development of department objectives and goals. The request that all academic departments have a draft of these completed and returned by the end of January. Templates for a worksheet as well as for reporting back were handed out for the objectives and action steps. There will be two 30min workshops on November 7th and December 5th immediately following the department Chairs meetings in AA 101.

IX. Treasurer's Report: Treasurer **Della Newlow** reports that the most recent update is \$2982.46, yet two invoices are still pending at the time of the report.

X. Committee Reports:

- A. PEPC: No report
- B. PBC: No report
- C. PDC: **Robert Cabral** reports that the committee received approximately 45K in fall requests for fall applications. After much review approximately \$16K of the faculty and staff requests were funded. There is a clear and great need for professional development. It was noted that there were multiple individuals from the same department attending the same conference. PDC has \$30k annually to fund travel requests. The committee is currently working on developing a funding decision rubric. After the next meeting, the deadline for Spring travel will be announced.
- D. DE: **Shannon Newby** reports that DE did not meet, but an OER workshop was held at District on 10/20. Based on what I heard there it sounds as if District has changed its mind about how they are going to use the ZCT badge for classes in the online schedule. Say I use an OER text for my marine biology class but require my students to buy an iClicker for use in class. I will still be able to use the ZCT badge for my class but need to provide a note that there is a materials fee for the course.
- E. Curriculum: From Armine: Curriculum Committee – October 11, 2017
Action:
 - Second Reading Items
 1. Career & Technical Education: ADS R107, ADS R123, CNIT R144, CNIT R145, CRM R106, CRM R109, CRM R113,
 2. Liberal Studies: MUS R103A, PSY R131, SPAN R101
 3. Library, Transitional Studies, Health, Athletics, PE: None
 4. Math/Science: MATH R014, MATH R116
 - First Reading Items –
 1. Career and Technical Education: ACCT R101, ACCT R101H, ACCT R102, ADS R121, BUS R189, BUS R198, CNIT R143, CNIT R198B, CRM R103B, CRM R103C, CRM R198, CRM R198F, CRM R198G, CRM R198H, CRM R198I

2. Liberal Studies: ANTH R119, ECON R199, EDU R124, HIST R104, HIST R107, HIST R108, HIST R109, HIST R117, MUS R101
 3. Library, Transitional Studies, Health, Athletics, PE: ENGL R075/ESL R075, ENGL R077/ESL R077, ENGL R085/ESL R085, ENGL R087/ESL R087, ICA R165
 4. Math/Science: CHEM R104, GEOG R198A, MATH R001, MATH R120, MATH R121, MATH R134, MATH R143
 5. Student Development: None
- DE Approval – ACCT R101, ACCT R101H, ACDCT R102, ANTH R119, ENGL R105, ANGL R 112, FT R152, CNIT R143, ARM R 198G, ENGL R077/ESLR077, HIST R104, HIST R109, HIST R117, MATH R001, MUS R101
 - Requisite Approval:
 1. Prerequisites/Corequisites: ACCT R102, CHEM R104, CRM R103B, CRM R103C, CRM R198F, CRM R198G, CRM R198H, CRM R198I, ECON R199, ENGL R087/ESL R087, GEOG R198A MATH R120, MATH R121, MATH R122, MATH R134, MATH R143
 2. Advisories – ADS R105A, ACCT R101, ACCT R101H, ENGL R075/ESL R075, ENGL R077/ESL R077, ENGL R085/ESL R085
 - Deletions/Inactivations – None
 - General Education Approval - None
 - Curriculum Committee Goals 2017-2018: Approved

Information/Discussion

- Curriculum Updates: Deadline for non-sub changes & experimental courses to be submitted in CurricUNET is 10/18. Programs should be submitted asap to through prior to change over from CurricUNET to another system. All 5 year reviews should be submitted by November 1st.
 - Minimum Quals: For hiring purposes only one MQ can be listed per course. Need to identify the primary discipline for hiring purpose and list only that one in CurricUNET.
- F. SPSC: See above in section VIII.
- G. Student Success: No report
- H. CUDS: **Shannon Newby** reports that CUDS met Tuesday 10/10/2017. Here are the main points:
- On Wednesday, October 25, 2017, between 1:00 and 2:00, Oxnard College will be participating in a Countywide Disaster Preparedness Drill as part of the Ventura County Health Care Coalition (VCHCC). As part of this drill, and to meet State mandated requirements that we train for active shooter situations (AB767), the Administration Building will be used in a simulated active shooter drill. The following precautions have been made to make this as stress-free as possible.
 - Faculty and Staff in the Administrative Building had the opportunity to opt out and a training took place on 10/10/17 for those participating. If at any point during the drill a participant feels they have had enough the safety word “Condor” may be said and that person may leave the drill no questions asked.
 - During the drill there will be safety monitors inside the building, running will not be allowed, and Deanna McFadden and Linda Martinez will be present with any health concerns that may arise as part of the drill.
 - No students will be participating in the drill

- Police tape, sign boards, & the Police Cadets will be stationed around the building to let people know there is a police training underway & the building is closed between 1 & 2
 - A bright orange dummy pistol will be used so there is no question that it is a simulation
 - Notices will be sent out everyone via email multiple times to increase awareness of the drill so Faculty and Staff in other buildings will know what is going on.
 - Campus police have been training and anticipate having the subject identified, restrained, and the building cleared in under 30 minutes
 - Faculty and staff with the pull tags who are participating in the drill will be in a separate subgroup so everyone else will not be notified, and if there is an emergency situation it will be clear and the police can respond.
 - CUDS will be reviewing facility related resource requests generated from Program Review and providing PBC with ranking recommendations based on need (building no longer useable or available and sustainability among other criteria to be determined)
 - Door locks that can be locked from inside, by anyone without requiring a key, have been completed in the LA buildings, North Hall, the JCC, and most of the LS lecture rooms. The OE and some of the LS buildings are waiting on parts but should be in and finished by the end of the month. Condor Hall is not done yet but is next on the list.
- I. LLR: **Tom Stough** reports that Library Learning Resources Committee met on Oct. 19. Dean Gonzalez explained recent shifts in classified staff around campus. As part of these interim changes, Lori Jay will assist Dr. Bush in Fiscal Services. Jaycie Sullivan will split duties between Dr. Gonzalez and Athletics. Discussions were held about strategic plans, program reviews and related matters. There was also discussion about LLRC policies regarding assisting students with basic computer tutoring in general, and such services received by EAC students in particular. Tom Stough noted the importance of afternoon and evening tutoring in English after the Writing Reading Center has closed for the day. Misc.: new signage in the LLRC to reflect changes in operations is in progress. Kari Tudman asked about lowering the screens in student study rooms to an easier viewing height for all users.
- J. Sabbatical: **Tom Stough** reports any interested faculty must submit their applications right away.
- K. AFT: **Everardo Rivera** reports that active negotiations are not moving forward. An emergency meeting will be occurring here on campus November 6th in CH 310 from 2-4 for representatives from all departments and divisions to provide input. The questions asked for faculty to consider were 1.) do we take 0%, 2.) ask for 1% like the SEIU were given, or 3) push for the 1.25% COLA given by the state but that district is keeping and putting into the general fund?

XI. Information: None

XII. For the Good of the Order: None

Meeting Adjourned at 3:15pm by **Treasurer Della Newlow**.

Respectfully Submitted, **Armine Derdarian** with some extra formatting by **Amy Edwards**