Ventura County Community College District
Proposed 2016-2017 Instructional Calendar

Saturday Classes	Fall	Spring
First Day of Instruction:	8/20	1/14
No Instruction:	9/3, 11/12, 11/26	2/18, 3/18
Last Instruction Day-Final Exam:	12/10	5/20

Fall Semester: 88 days

- Instructional Days: 84
- Self-Assigned Flex Days: 3
- Mandatory Flex Days: 1
- First day of instruction for full-semester classes: 8/17
- Holidays: 9/5, 11/11, 11/24-25
- Final Exam Week: 12/12-12/16
- Last day of fall semester: 12/16

Spring Semester: 87 days

- Instructional Days: 84
- Self-Assigned Flex Days: 3
- Mandatory Flex Days: 0
- First day of instruction for full-semester classes: 1/9
- Holidays: 1/16, 2/17, 2/20
- Spring Break: 3/13-3/17
- Final Exam Week: 5/15-5/19
- Last day of spring semester: 5/19

Fall 2016

	S	M	T	W	Th	F	S	
August 2016		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	1
	21	22	23	24	25	26	27	2
	28	29	30	31				3
September 2016					1	2	3	
	4	5	6	7	8	9	10	4
	11	12	13	14	15	16	17	5
	18	19	20	21	22	23	24	6
	25	26	27	28	29	30		7
October 2016							1	
	2	3	4	5	6	7	8	8
	9	10	11	12	13	14	15	9
	16	17	18	19	20	21	22	10
	23	24	25	26	27	28	29	11
	30	31						
November 2016			1	2	3	4	5	12
	6	7	8	9	10	11	12	13
	13	14	15	16	17	18	19	14
	20	21	22	23	24	25	26	15
	27	28	29	30				16
December 2016					1	2	3	
	4	5	6	7	8	9	10	17
	11	12	13	14	15	16	17	18
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

Spring 2017

	S	M	T	W	Th	F	S	
January 2017	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	1
	15	16	17	18	19	20	21	2
	22	23	24	25	26	27	28	3
	29	30	31					
February 2017				1	2	3	4	4
	5	6	7	8	9	10	11	5
	12	13	14	15	16	17	18	6
	19	20	21	22	23	24	25	7
	27	27	28					
March 2017				1	2	3	4	8
	5	6	7	8	9	10	11	9
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	10
	26	27	28	29	30	31		11
April 2017							1	
	2	3	4	5	6	7	8	12
	9	10	11	12	13	14	15	13
	16	17	18	19	20	21	22	14
	23	24	25	26	27	28	29	15
	30							
May 2017		1	2	3	4	5	6	16
	7	8	9	10	11	12	13	17
	14	15	16	17	18	19	20	18
	21	22	23	24	25	26	27	
	28	29	30	31				

Dated: 11/03/15

For the Federation: _____

Dated: 11/3/15

For the District: _____

Bldg/Room	Capacity	Description	Specialized	Division	Notes
AEC-102	40		Dance Studio	Dance	
AEC-103	40		Dance Studio	Dance	
AEC-FITC			Fitness Center	Comm, Kine, Athletics	
AEC-LGYM			Large Gym	Comm, Kine, Athletics	
AEC-OFC			Outdoor Fitness Center	Comm, Kine, Athletics	
AEC-WTRM			Weight Room	Comm, Kine, Athletics	
AEP-1-A	30			Technology	
AEP-1-B	30			Technology	
AEP-6	35		Computer Maintenance	Business	
ASC-120	88	Career Training Ctr	Not for classroom/ computer stations		effective 201507
ASC-130	119	SmartRoom	Lecture Hall		effective 201507
ASC-140	70	Visualization Classroom	Visualization Classroom		effective 201507
ASC-150	200	SmartRoom	Lecture Hall		effective 201507
BASE-1			Baseball Field	Comm, Kine, Athletics	
C-1	40	Projector Cart	CPR/HED	Comm, Kine, Athletics	
CDC-38	45	SmartRoom	Child Development Center	Business	
COUR			Tennis Court	Comm, Kine, Athletics	
CRC-101	35	SmartRoom		Criminal Justice	
CRC-102	35	SmartRoom		Criminal Justice	
CRC-201	75	SmartRoom	Studio	Social Science & Humanities	
CRC-203	36		Studio	Social Science & Humanities	
CRC-204	36		Classroom (ART)	Social Science & Humanities	
CVAC-CVAC			County Ventura Aquatic Center	Comm, Kine, Athletics	Off-Campus
ECT-6	40	SmartRoom	Water Science	Technology	
ECT-7	28	SmartRoom	Construction Tech	Technology	
ECT-8	35	SmartRoom	Ag Lab	Technology	
ELC-1	30	SmartRoom	ESL Classroom	ESL	
ELC-3	36	SmartRoom	ESL Classroom	ESL	
GH	190	Projector Cart	Guthrie Hall	Student Learning	
HH			Head House	Water Science	
HSC-101	15	SmartRoom	Nursing Skills Lab	Health Science	
HSC-102	17	SmartRoom	Nursing Skills Lab	Health Science	
HSC-118	21	SmartRoom	Nursing Skills Lab	Health Science	
HSC-120	76	SmartRoom	Lecture Hall	Health Science	
HSC-201	31	SmartRoom	Paramedics/EMT	Health Science	
HSC-203		SmartRoom	Paramedics/EMT Lab	Health Science	

Bldg/Room	Capacity	Description	Specialized	Division	Notes
HSC-225	60	SmartRoom		Health Science	
HSC-226	54	SmartRoom		Health Science	
HSC-227	50	SmartRoom		Health Science	
LRC-A	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-B	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-C	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-D	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-E	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-F	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-G	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-H	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-J	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
LRC-K	36		Computer Pods (Other Divisions as Assigned)	Engl/Learning Resources	
M-1	24		Ceramics Classroom (in place for SAB-3)	Social Science & Humanities	Temp until SAB renovated
M-2	24		Sculpture Classroom (in place for SAB-11)	Social Science & Humanities	Temp until SAB renovated
MAC-101	30	SmartRoom	Photography Classroom	Social Science & Humanities	
MAC-200	40	SmartRoom		Social Science & Humanities	
MAC-201	76	SmartRoom		Social Science & Humanities	
MAC-202	76	SmartRoom		Social Science & Humanities	
MAC-205	25	SmartRoom	MultiMedia	Social Science & Humanities	renovated inplace of TR-4
MAR	200	Classroom	Ventura Marina Sand Volleyball	Athletics	Off-Campus
MCE-122	35	SmartRoom		Comm, Kine, Athletics	
MCE-123	77	SmartRoom		Social Science & Humanities	
MCE-124	49	SmartRoom	Business after 6:00 pm	Comm/Business	
MCE-125	42	SmartRoom	27 computers	CTE/Comp Sci	
MCE-129	24	SmartRoom	ARCH/CAD Design Lab	Technology	
MCE-130	24	SmartRoom	ARCH/CAD Design Lab	Technology	
MCE-218	33	SmartRoom		Engl & Math	
MCE-219	37	SmartRoom		Comm, Kine, Athletics	
MCE-220	37	SmartRoom		Comm, Kine, Athletics	
MCE-222	63	SmartRoom	FL/ESL Lab	Comm, Kine, Athletics	
MCE-223	39	SmartRoom	Anthropology Classroom	Sciences & Math	
MCE-225	28	SmartRoom	Anthropology Lab	Sciences & Math	
MCE-226	39	SmartRoom	Anthropology Classroom	Sciences & Math	open for others on certain time*
MCE-227	33	SmartRoom		Engl/Learning Resources	
MCE-229	39	SmartRoom		Comm, Kine, Athletics	

Bldg/Room	Capacity	Description	Specialized	Division	Notes
MCE-230	36	SmartRoom		Engl/Learning Resources	
MCE-334	35	SmartRoom		Business	
MCE-335	37	SmartRoom		Business	
MCE-336	33	SmartRoom		Business	
MCE-340	21	SmartRoom	BUS/Medical Asst. Lab	Business	
MCE-341	37	SmartRoom	Computer Lab	Business	
MCE-342	39	SmartRoom	Computer Lab	Business	
MCE-343	33	SmartRoom	Computer Lab	Business	
MCE-344	47	SmartRoom		Business	
MCE-347	72	SmartRoom	Behavioral Science Lab (50 laptop computers)	Social Science & Humanities	
MCW-101	27	SmartRoom		EAC	
MCW-102	31	SmartRoom		EAC	
MCW-103	57	SmartRoom		Comm, Kine, Athletics	
MCW-110	74	SmartRoom	Lecture Hall	HED/Social Science	
MCW-113	122	SmartRoom	Lecture Hall	Science/Social Science	
MCW-201	55	SmartRoom		Comm, Kine, Athletics	
MCW-203	55	SmartRoom		Social Science & Humanities	
MCW-205	58	SmartRoom		Social Science & Humanities	
MCW-208	27	SmartRoom		Social Science & Humanities	
MCW-210	33	SmartRoom		Technology/HED	
MCW-211	29	SmartRoom		Engl/Learning Resources	
MCW-212	29	SmartRoom		Engl/Learning Resources	
MCW-213	29	SmartRoom		Engl/Learning Resources	
MCW-214	29	SmartRoom		Engl/Learning Resources	
MCW-215	27	SmartRoom		Engl/Learning Resources	
MCW-216	35	SmartRoom		Social Science & Humanities	
PAC-102	344	SmartRoom	Main Theater	Social Science & Humanities	
PAC-116	30	SmartRoom	Music Theory/Digital Music	Social Science & Humanities	
PAC-117	55	SmartRoom	Lecture Hall	Social Science & Humanities	
PAC-119	55	SmartRoom	Studio Theater	Social Science & Humanities	
PAC-139	130	SmartRoom	Recital Hall	Social Science & Humanities	
PAC-211	35	SmartRoom	Lecture Hall	Social Science & Humanities	
PAC-224	25	SmartRoom	Costume Room	Social Science & Humanities	
PAC-B-11	30	SmartRoom	Piano Lab	Social Science & Humanities	
PAC-B-15	20		Men's Make-Up Room	Social Science & Humanities	
PAC-B-23	20		Women's Make-Up Room	Social Science & Humanities	

Bldg/Room	Capacity	Description	Specialized	Division	Notes
RESA-1	45		Reserve Academy	Criminal Justice	Off-Campus
RESA-2	80		Reserve Academy (Conf Rm)	Criminal Justice	Off-Campus
RESA-3	70		Reserve Academy	Criminal Justice	Off-Campus
SAB-1	24	SmartRoom	Studio	Social Science & Humanities	
SAB-2	24	SmartRoom	Studio	Social Science & Humanities	
SAB-3	24			Social Science & Humanities	
SAB-11	24			Social Science & Humanities	
SCI-101	24		Engineering Lab	Sciences & Math	
SCI-106	40	SmartRoom	GIS/ENGR	Sciences & Math	20 comp stations + 20 seats
SCI-107	50	SmartRoom		Sciences & Math	
SCI-113	45	SmartRoom	Geography/Geology Lab	Sciences & Math	
SCI-114	24	SmartRoom	Physics Lab	Sciences & Math	
SCI-116	50	SmartRoom	Lecture Hall	Sciences & Math	
SCI-118	24	SmartRoom	Physics Lab	Sciences & Math	
SCI-119	45	SmartRoom	Geography Classroom	Sciences & Math	
SCI-211	24		Chem Lab	Sciences & Math	
SCI-213	24		Chem Lab	Sciences & Math	
SCI-216	24	Portable Projector	Chem Lab	Sciences & Math	
SCI-218	24		Chem Lab	Sciences & Math	
SCI-221	48	SmartRoom	Lecture Hall	Sciences & Math	
SCI-222	82	SmartRoom	Lecture Hall	Sciences & Math	
SCI-223	40		Math Center	Sciences & Math	
SCI-224	40		MESA Center	Sciences & Math	
SCI-226/225	40	SmartRoom	Computer Lab	Sciences & Math	
SCI-227	38	SmartRoom		Sciences & Math	
SCI-228	38	SmartRoom		Sciences & Math	
SCI-229	40	SmartRoom		Sciences & Math	
SCI-230	40	SmartRoom		Sciences & Math	
SCI-311	24	SmartRoom	Micro Lab	Sciences & Math	
SCI-313	82	SmartRoom	Lecture Hall	Sciences & Math	
SCI-315	24	SmartRoom	Biology Lab	Sciences & Math	
SCI-316	24	SmartRoom	Biology Lab	Sciences & Math	
SCI-318	24	SmartRoom	Anatomy Lab	Sciences & Math	
SCI-350	40	SmartRoom		Sciences & Math	
SCI-351	40	SmartRoom		Sciences & Math	
SCI-352	40	SmartRoom		Sciences & Math	

Bldg/Room	Capacity	Description	Specialized	Division	Notes
SCI-353	40	SmartRoom		Sciences & Math	
SCI-354	50	SmartRoom		Sciences & Math	
SGYM	SGYM		Small Gym	Comm, Kine, Athletics	
SOFT-1			Softball Field 1	Comm, Kine, Athletics	
SOFT-2			Softball Field 2	Comm, Kine, Athletics	
SOFT-3			Softball Field 3	Comm, Kine, Athletics	
~~TR-4~~	~~35~~		~~MultiMedia~~	~~Social Science & Humanities~~	will be removed
TR-5	35	SmartRoom		Social Science & Humanities	not in use for classroom
TR-6	35	SmartRoom		Technology/HED	not in use for classroom
TR-12	35	SmartRoom	Carpet	Engl/Learning Resources	
TR-13	40	SmartRoom	Carpet	Social Science & Humanities	
TR-14	35	SmartRoom		Social Science & Humanities	
TR-15	35	SmartRoom		Engl/Learning Resources	
TR-16	40	SmartRoom	Skills Lab	Health Science	
VCS-FIELD			Field	Comm, Kine, Athletics	
VCS-TRACK			Track	Comm, Kine, Athletics	
VCSP-1	35	SmartRoom	Ventura College Santa Paula Site		Off-Campus
VCSP-2	33	SmartRoom	Ventura College Santa Paula Site (Computer Lab)		Off-Campus
VCSP-3	40	SmartRoom	Ventura College Santa Paula Site		Off-Campus
VCSP-4	22	SmartRoom	Ventura College Santa Paula Site (Medical Lab)		Off-Campus
VCSP-5	45	SmartRoom	Ventura College Santa Paula Site		Off-Campus
VCSP-6	30	SmartRoom	Ventura College Santa Paula Site		Off-Campus
VCSP-LRC	35	SmartRoom	Ventura College Santa Paula Site (Computer Lab)		Off-Campus
WAM-102	31		Welding	Technology	
WAM-114	27		Manufacturing Technology	Technology	
WFLD-T&F			West Track & Field Area	Comm, Kine, Athletics	
WFLD-WFLD			West Field (Golf)	Comm, Kine, Athletics	

YOU ARE INVITED TO

BRING YOUR DATA DAY!

Are you ready to indulge in winter break?

Do you want to knock out those SLOs assessments in Trac Dat so you can head out for some relaxation?

We have just the solution for you! Come to "Bring Your Data Day". You bring your assessment data and we'll ensure that you get it entered into Trac Dat.

Want assistance entering the data? BYOA! Bring your own assistant or use one of us.

Need a refresher on Trac-Dat?
We can help with that too.

WHEN: Friday, December 4th from 9:00 to 12:00
Monday, December 14th from 1:00 to 3:00
Drop in any time during these hours

WHERE: MCE-340

BRING: SLO assessment forms and
a flash drive with your rubrics

Refreshments will be served to brighten your experience.

Can't make it? We are available other times by appointment or phone. Contact Andrea Horigan or Debbie Newcomb. Note: We are only available until December 17th.

VENTURACOLLEGE
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2009-2019 Educational Master Plan Addendum - Draft

The Ventura College 2009-2019 Educational Master Plan contains 5 broad Goals that serve as "the map to its future." Each Goal has a number of Objectives, which are designed to be measureable indicators to assess progress towards Goals, as well as Strategies, which are specific activities and initiatives that enable the institution to achieve its objectives.

2009 – 2019 Educational Master Plan Analysis

A 2015 analysis of the 2009 – 2019 Educational Master Plan has determined that revisions are necessary for the following reasons.

1. Given the type of economic and state-level changes that can impact the direction of the College, the plan length should be reduced from 10 years to 6 years.
    a. This will allow the College to be more flexible in responding to state and national changes in higher education.
        i. The current plan was written in 2008-2009, which was during the peak of the Great Recession. As of 2015, funding to higher education has been gradually restored. These type of funding shifts impact the College's ability to meet specific goals and objectives.
    b. This will also better align the Plan with the ACCJC Accreditation cycle.
2. The number of objectives and strategies is excessive. The Plan contains 5 Goals, 24 Objectives, and 236 Strategies.
    a. Because it is unfeasible to implement and evaluate 236 strategies each year, the College created three 3-year Strategic Implementation Plans that contain a subset of these strategies that the College has deemed priorities.
    b. Reducing the number of objectives and strategies to a more manageable number would allow to the College to:
        i. narrow its focus to high-priority areas, and better evaluate annual progress towards these areas.
        ii. allow programs to develop more creative solutions to problems. The more objectives/strategies that are spelled out in the plan, the more proscriptive and top-down it becomes.
        iii. simplify and reduce reporting requirements.
3. This is an optimal time to revise and/or overhaul the Plan.
    a. Both the State Chancellor's Office and the ACCJC have recently developed metrics that the College is required to report on annually. These metrics focus largely on student completion and achievement, and represent a shift in focus for community colleges. By writing these metrics into a new Educational Master Plan and focusing efforts on them, we would better align the College's priorities with those of the state of California and the ACCJC. Further, time and effort related to reporting requirements would be reduced.
    b. VC is currently completing a Self-Evaluation in preparation for its fall 2016 Accreditation visit. Through this process, the College is thoroughly analyzing its strengths and weaknesses. This analysis will place the College in an optimal position to examine its long-term goals.

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Process and Timeline for Evaluating the 2009 Educational Master Plan and Developing the 2017 Educational Master Plan

The timeline on page 4 displays the current/prior planning cycle. As a result of the above analysis, modifications will be made to that cycle. The modified timeline on pages 5-6 reflects the following changes:

Educational Master Plan

- The current 2009-2019 Educational Master Plan will end on December 31, 2016.
- The current plan will be evaluated, and a new plan will be developed between January 1, 2016, and December 31, 2016.
    - The evaluation of the current plan will be limited to the goals and objectives, and will not be performed on the 236 strategies.
    - The current plan's priority strategies are already being evaluated through the Strategic Implementation Plan and associated Institutional Effectiveness Reports.
    - The new plan will not be as proscriptive as the prior one, and will limit its focus to broad goals and objectives, as opposed to detailed strategies.
    - Strategies will instead be developed in the Strategic Implementation Plan.
- A new 6-year Educational Master Plan will take effect on January 1, 2017, and will end on December 31, 2022.
- Annual reports that evaluate progress made towards plan goals and objectives will be provided by the Office of Institutional Equity and Effectiveness each fall semester.

Strategic Implementation Plan

- The 2013-2016 Strategic Implementation Plan will end on December 31, 2016.
- Over the course of the new 6-year Educational Master Plan, two 3-year Strategic Implementation Plans will be created.
- Once the new Educational Master Plan takes effect on January 1, 2017, a 2017-2019 Strategic Implementation Plan will be developed during the Spring 2017 semester.
- The 2017-2019 Strategic Implementation Plan will take effect in Fall 2017 and will end on December 31, 2019.
- The second 3-year Strategic Implementation Plan will take effect on January 1, 2020 and end on December 31, 2022.
- At the end of each Strategic Implementation Plan, an evaluation of strategy implementation and effectiveness will be conducted and documented in the Institutional Effectiveness Report.

Facilities Master Plan

- Originally, the 2004 – 2015 Facilities Master Plan was scheduled to end on December 31, 2015, and a new plan was scheduled to take effect on January 1, 2016.
- However, this would mean that the Facilities Master Plan would be implemented one year before the new Educational Master Plan.
- Since the Facilities Master Plan should be guided by the Educational Master Plan, it would make more sense to develop and implement the plans in conjunction with one another.
- So, the 2004 – 2015 Facilities Master Plan will be extended through December 31, 2016.
- A new 6-year Facilities Master Plan will take effect on January 1, 2017, and will end on December 31, 2022.

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Technology Master Plan

- The College will continue its current 4-year technology planning cycle.
- Given that technology changes occur more rapidly than changes in other areas, the technology plan will need to be updated more frequently than the Educational and Facilities Master Plans.
- The development of each Technology Plan will be guided by the Educational Master Plan.
- The Technology Master Plan was originally scheduled to end on December 31, 2015, and a new plan was scheduled to begin on January 1, 2016.
- However, due to the same reasons as the Facilities Master Plan, the current Technology Master Plan will be extended until December 31, 2016.
- A new 4-year Technology Master Plan will take effect on January 1, 2017, and will end on December 31, 2020.

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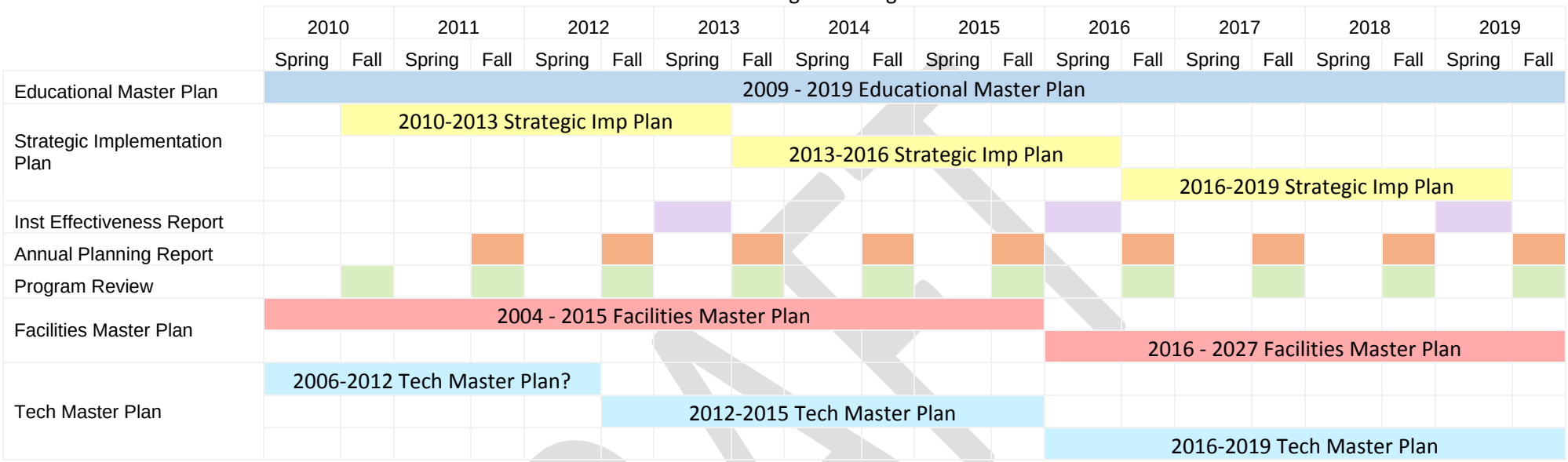
Graphical Illustration of Current/Prior Planning Timeline

Current Ventura College Planning Timeline



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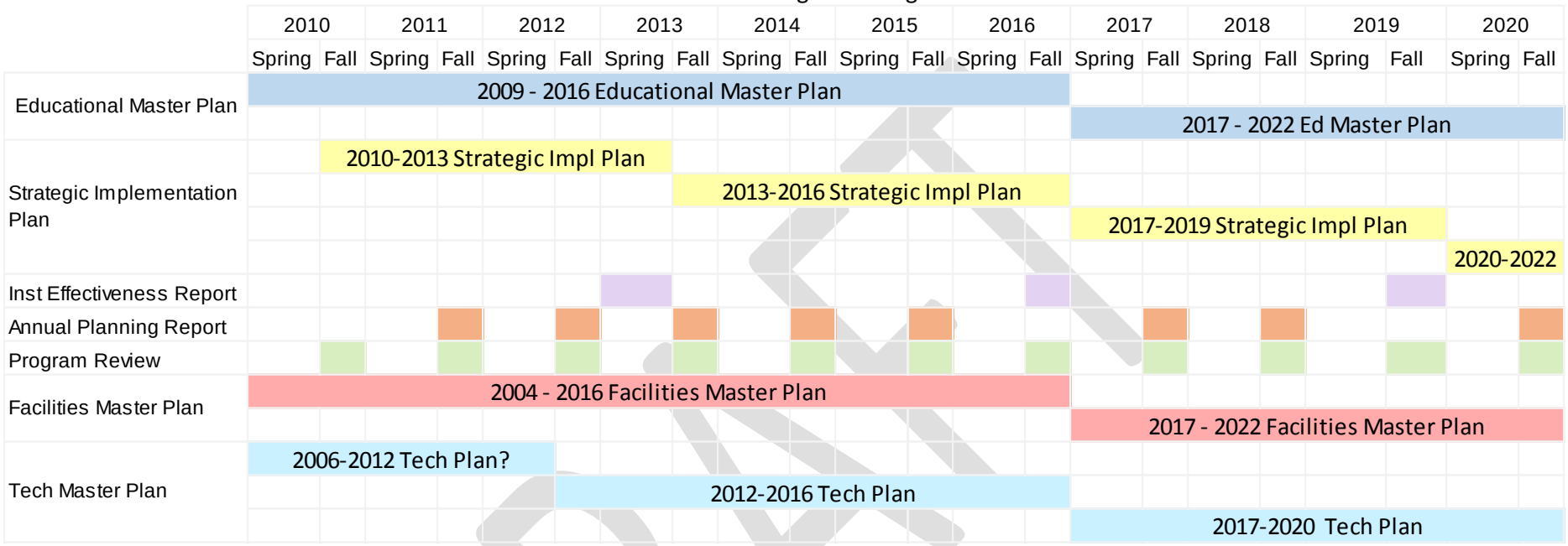
Graphical Illustration of Modified Planning Timeline

Modified Ventura College Planning Timeline



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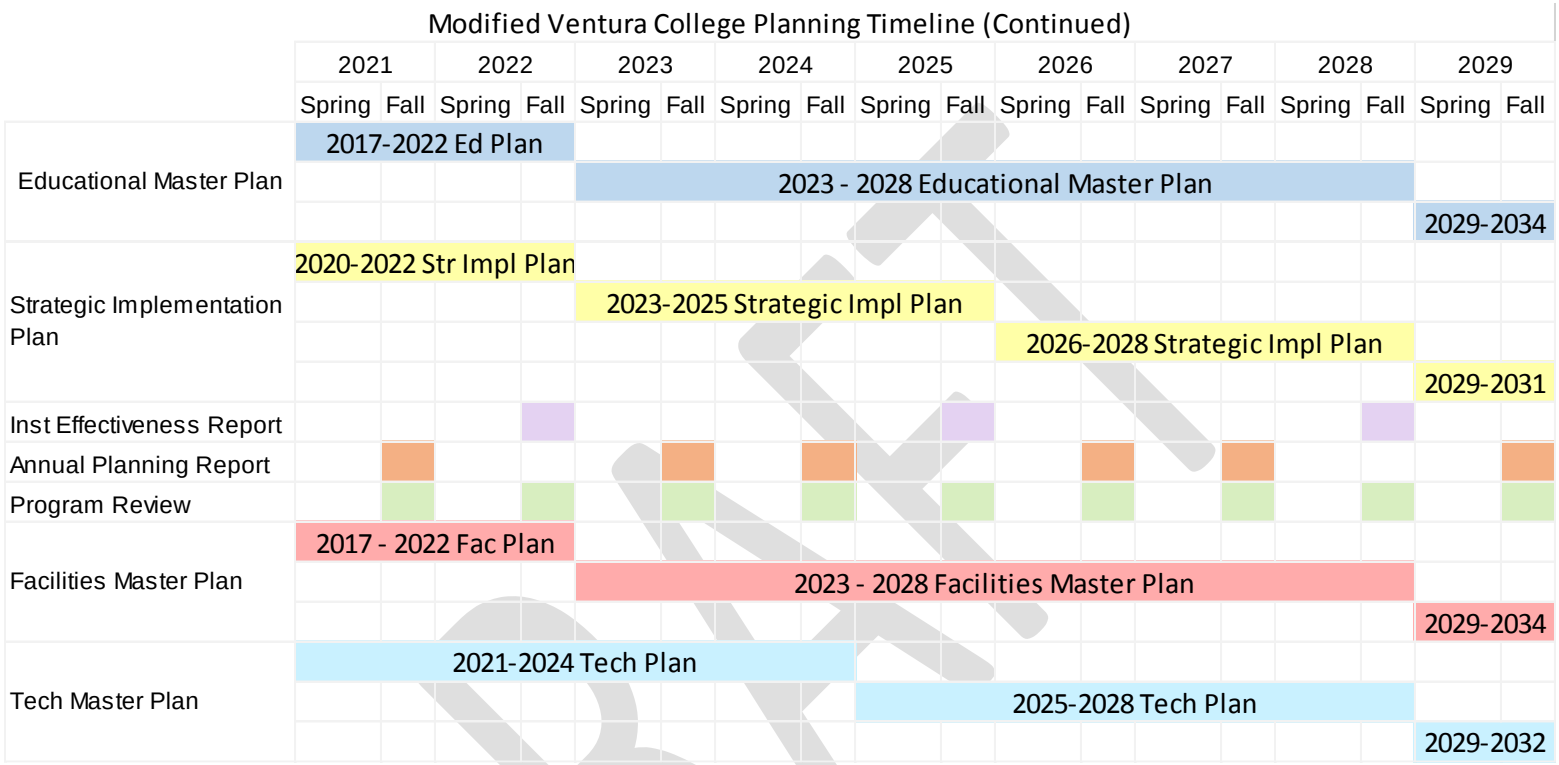
Graphical Illustration of Modified Planning Timeline (Cont.)



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Ventura College Integrated Planning Process Terms

District Mission and Strategic Plan – Broad, guiding documents that define the purpose and goals of the Ventura Community College District.

College Mission – Ventura College's reason for existence. It describes our broad educational purposes, intended student population and commitment to student learning and student achievement.

Educational Master Plan – A long-term plan that articulates how the college will advance its mission, and meet current and anticipated challenges and opportunities.

Facilities Master Plan – Supplements the Educational Master Plan. A long-term plan that articulates how the college will meet facilities-related challenges and opportunities.

Technology Master Plan – Supplements the Educational Master Plan. A 3-year plan that articulates how the college will meet technology-related challenges and opportunities.

Strategic Implementation Plan – A 3-year plan that describes the specific actions that the college will take to meet the goals of the Educational Master Plan.

Annual Planning Parameters – a list of factors and considerations that influence the administration's resource decisions.

Program Review and Plans – annual process in which programs use data to assess how well they are contributing to the achievement of the college's Educational Master Plan goals, and develop initiatives to improve upon this contribution.

Resource Allocation – program review initiatives that require funding are prioritized by the college. High-priority program initiatives are allocated necessary resources.

Implementation – programs implement their initiatives. The college implements activities described in the Strategic Implementation Plan.

Evaluation – The college and programs evaluate their progress in meeting initiatives and institutional goals. At the college level, an annual planning report is generated by the Institutional Research office, which evaluates progress towards institutional goals. At the program level, programs evaluate their initiatives in their subsequent annual program review.

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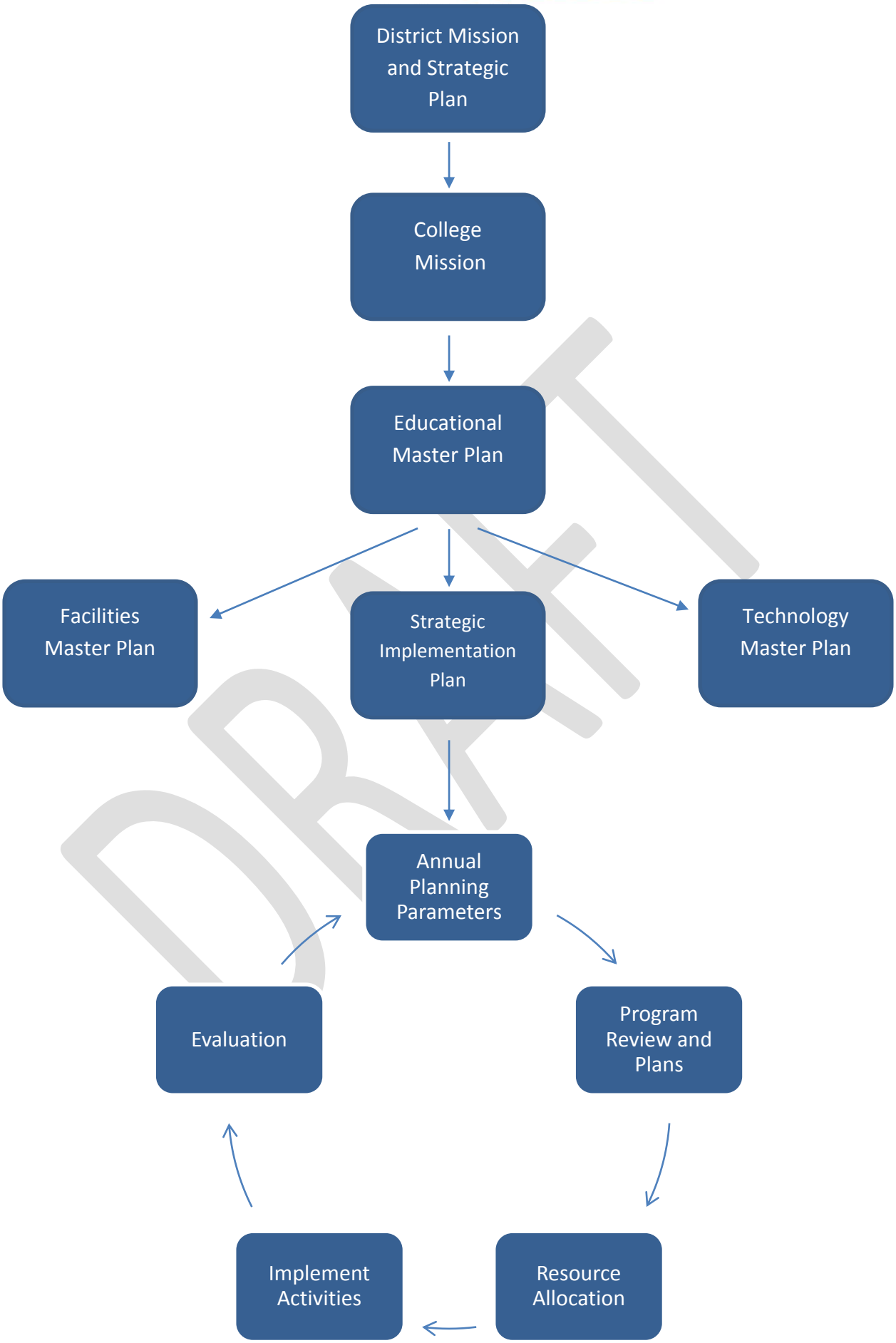
District Mission and Strategic Plan
College Mission
Educational Master Plan
Facilities Master Plan
Strategic Implementation Plan
Technology Master Plan
Annual Planning Parameters
Program Review and Plans
Resource Allocation
Implement Activities
Evaluation

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Ventura College

Department Chairs & Coordinators Council Meeting Agenda

November 24, 2015

3:30 p.m. - 5 p.m. – MCW Conference Room (3rd Floor)

Charge: The Department Chair and Coordinator Council provides a forum for the discussion of academic, operational and institutional issues. This is a faculty-driven body that makes recommendations to the Administrative Council.
Membership: Vice President of Student Learning; department chairs (and assistant chairs); coordinators; Academic Senate President (or designee).
Chair: Vice President of Student Learning and Faculty Co-Chair (selected by the Council).
Meetings: Fourth Tuesday of the month, 3:30 p.m., MCW-312 Conference Room, Minutes.

I. Welcome

II. Informational / Discussion

a) Dept. Chair/Coordinator Council purpose and membership (10 minutes)
b) Possibility of offering a handful of Saturday classes in the Spring
c) Enrollment Management (waitlist number) (20 minutes)
    - Waitlist Numbers
    - Productivity
    - Enrollment Management Plan
d) College Organization Discussion
e) Copy Center Services
f) Spring Retreat?
g) Grading policies/student failure/student drops
h) Contract language regarding the roll and responsibilities of Dept. Chairs (Kim and Jenifer will leave for this discussion)

III. General Announcements – *Council* (Time permitting.)

a) Grade submission in December
    - Important for prerequisite completion, transfer, financial aid
    - **Please submit grades in accordance with contract "within two working days after finals;" Last day of finals is 12/16 with all grades in by 12/19**
    - **Timeliness is really important in December because Banner will be offline 12/20 & 12/21**

IV. Future agenda items?

V. Adjournment

Items in Reserve:
- Communication of new processes and state mandates (i.e. closed caption)
- Online/hybrid/web enhanced courses
- Textbook access codes
- Department Chair training for student complaints
- Peer/Student references