

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, April 26, 2015 3:30-5:00 p.m. MCW-312

Present: Marian Carrasco Nungaray, Nathan Cole, Pat Ewins, Nancy Fredrickson, Karen Harrison, Kim Hoffmans, Mary Jones, Eric Martinsen, Sandy Melton, Michelle Millea, Bob Moskowitz, Ronald Mules, Debbie Newcomb, Maureen Newton-Eliot, Tom O'Connor, Steve Palladino, Terry Pardee, Jennifer Parker, Malia Rose, Michael Ward, Cory Wendt, and Jeff Wood

Guests: None

Recorder: Jenifer Cook

Minutes: Convened: 3:33 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<ul style="list-style-type: none"> • Job Fair is tomorrow (4.27.16) at MCW-MCE Quad • Tomorrow is Denim Day to raise awareness of sexual violence • Campus Wide Planning Retreat this Friday – April 29th @ Crown Plaza Hotel • Reminder: Meet and Greet with California Youth Authority (Lisa Davis) 	
II. REVIEW MINUTES	Minutes approved via consensus	
III. FALL ENROLLMENT	<p>The fall schedule should be on the website early next week.</p> <p>K. Hoffmans distributed a report generated by Phil Briggs regarding enrollment projections by discipline, comparing fall 2015 to fall 2016. The goal is to have a 95% fill rate.</p> <p>Ideas to increase productivity:</p> <ul style="list-style-type: none"> • Full-term courses yield the best apportionment. Next are short-term classes that meet the same day & time (i.e. T/TH 9-10:20 am), avoid scheduling where times during the week differ. • Reduce Positive Attendance scheduling as much as possible. • Marketing program to advertise to our community and new markets • Compressed calendar • Increase Saturday classes • Increase online offerings <p>Kim Hoffmans encouraged to be creative with classes that have been cancelled; perhaps eliminating a class by combining two (2) classes. She pointed out that the more efficient we are, the better we are able to support our classes with equipment, supplies, and staff.</p>	
IV. DISTRICT WIDE DCC MEETING	Cari Lange has begun a conversation with the other campuses to have a district wide DCC meeting. An update will be forthcoming.	
V. TEXTBOOK ACCESS CODES	<p>Textbook Access Codes are used in conjunction with textbooks, but are one-time use thus making the textbook useless after the code is used. Patricia Ewins encouraged faculty to be cognizant of using textbooks with access codes as it's not cost effective for students, especially since the books are not eligible for buy-back.</p> <p>Reminder: Send Textbook Adoptions to the Bookstore ASAP.</p>	

Agenda Item	Summary of Discussion	Action due by whom
VI. OFFICE OF STUDENT LEARNING UPDATES		
a) Kim Hoffmans	Kim Hoffmans encouraged everyone to attend the Campus Wide Retreat on Friday. There will be a Spirit Contest so wear your VC gear.	
b) Pat Ewins	<p>Patricia Ewins informed the group that the keynote speaker for Friday's Campus Wide Retreat is Darla Cooper, who will be discussing the Six Factors of Success: Directed, Focused, Nurtured, Engaged, Connected, and Valued. This is part of our Quality Focus Essay and our Achieving the Dream priority.</p> <p>Eric Martinsen has submitted the draft of the Accreditation Report to the board and it is now online.</p>	
VII. GENERAL ANNOUNCEMENTS	<ul style="list-style-type: none"> • Andrea Horrigan and Debbie Newcomb are meeting with each department chair. If you haven't met with them, please contact Andrea and/or Debbie as time is short. Debbie distributed a <i>Bring Your Data Day</i> information handout. • From Transfer Center: 93% (594) of our students that applied to CSUCI were accepted. UCSB has partnered with VC and they are providing a day trip and have also selected 12 of our students to receive a \$30K award. Transfer Dinner is next Wednesday, May 4, 5:30-7:30 pm Wright Event Center -- all transfer students are invited. • The students on the Dean's List are being recognized Thursday afternoon at 4:00 p.m. in the large gym. • Monday, May 2nd, in the Library Reading room is the VC Voices Spring Awards Ceremony. The VC Voices publication is completely online and has most recently received over 20K views. Go to vcvoices.org. • VC Nursing is the 2nd community college in the state of California to receive a charter as a Chapter of The National Nursing Society, Alpha Delta Nu. We have 12 students that are being inducted into this honors society at Pinning on May 16, 2016. • Your SLO Facilitators will be holding a "drop in" session for Department Chairs to have their final check-off for TracDat on Thursday, May 12th from 10:30 until 2:00 in MCE-340. DCs can make an appointment during that time or just drop by and we'll help people on a first-come, first-serve basis. This session is for DCs who have already met with one of the facilitators and just need a final check-off. 	
VIII. FUTURE AGENDA ITEMS?	None	
IX. ADJOURNMENT	4:18 p.m.	
NEXT MEETING	August 23 rd 3:30 – 5:00 p.m. MCW-312	

Department Chairs & Coordinators Council Meeting Schedule
MCW-312 Conference Room 3:30 p.m. – 5:00 p.m. (4th Tuesday of Every Month)

August 25, 2015	November 24, 2015	March 1, 2016 (Retreat)
September 22, 2015	January 26, 2016	March 29, 2016 (Spring Break March 21-25)
October 27, 2015	February 23, 2016	April 26, 2016 (last meeting)

Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the Student Success Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Student Success Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464