

VENTURA COLLEGE

DRAFT - Department Chairs & Coordinators Council – Meeting Minutes

Campus Center Conference Room

Tuesday, August 25, 2015

Present: Sharon Beynon, Marian Carrasco, Nathan Cole, Marta De Jesus, Karen Englesen, Tim Harrison, Kim Hoffmans, Patrick Jefferson, Mary Jones, Raeann Koerner, Sandy Melton, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Steve Palladino, Jennifer Parker, Ted Prell, Alma Rodriguez, Celia Rodriguez, Malia Rose, Kathy Schrader, Stacy Sloan-Graham, Ben Somoza, Michael Ward, Corey Wendt, Jeff Wood, Lynn Wright

Guests: Andrea Horigan

Recorder: Jenifer Cook

Minutes: Convened: 3:32 p.m.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
WELCOME – Patrick Jefferson	Patrick welcomed everyone to the first meeting of the academic year.			
INFORMATIONAL/DISCUSSION				
a) Introductions				
b) Enrollment Updates – Kim Hoffmans	<p>P. Jefferson emphasized the importance of enrollment management intersecting all aspects of the college. He announced K. Hoffmans will be co-chairing this meeting going forward.</p> <p>K. Hoffmans thanked the Instructional Data Specialists for all the hard work over the last two weeks as there have been a lot of schedule changes.</p> <p>To hopefully minimize the volume of last minute changes related to spring schedule, K. Hoffmans plans to meet with each department chair and dean to discuss strategies of enrollment and get to know each program.</p> <p>K. Hoffmans distributed handouts related to the current VC FTES and productivity numbers. Our numbers have remained relatively flat which are similar to Oxnard College, Moorpark College and the state. Our goal is to find the balance to maintain productivity. She encourages to be proactive in planning, not reactive.</p>			

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	<p>The waitlist space assigned at the course level can be different for each CRN. Further discussion is needed but for most courses, K. Hoffmans would recommend a waitlist of five (5) spaces. The students don't understand what the "waitlist" means and it would be great if FYE (First Year Experience) could help students when they go through orientation.</p> <p>If a course is active in the state inventory, it has to be included in our catalog. Accreditation is coming in October 2016 and we have a lot of work to do. Patrick will send out a request for a faculty member to take the lead on accreditation now that Art Sandford is leaving.</p>	Request for faculty lead for ACCJC		Patrick Jefferson
<p>c) SLO Updates – Deborah Newcomb</p>	<p>D. Newcomb commented that TracDat 5 should be available for use by next summer.</p> <p>PSLO reports are required to be posted at least once a year on our website. We will be changing how student services are accessing their service units, so they are pending.</p> <p>The required Rubrics are not being uploaded. D. Newcomb will be giving you a check list.</p> <p>Cross-listed courses should be owned by one department. If you have a cross-listed course, please take a look at who owns it.</p> <p>A report was prepared for the deans on the status of the SLOs: Course units and program units.</p> <p>We will be offering monthly workshops for anyone who would like help on SLOs. The first workshop is on "Linking". Our main focus this year is closing the loop.</p> <p>The rotational plans should not go past spring of 2017.</p> <p>D. Newcomb plans to meet with each department chair to make sure all the documentation is complete and ready to be reviewed by the accreditors.</p>	<p>Review PSLO's so they can be posted on website.</p> <p>Please go into TracDat and find the missing pieces in your area.</p> <p>Include on agenda for next meeting</p>		<p>All Department Chairs</p> <p>All Department Chairs</p> <p>Kim Hoffmans and Cari Lange</p>

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GENERAL ANNOUNCEMENTS	<p>P. Jefferson shared that enrollment management involves many considerations when making decisions. We have an enrollment management committee so people can be involved in the process and know what's going on. We've also created an Institutional Effectiveness Committee that helps us understand all the data and information.</p> <p>Karen Englesen asked for everyone to encourage students in the following three (3) ways:</p> <ol style="list-style-type: none"> 1) Get in the habit of checking their portal 2) Check MY.VCCCD email. Send them to the Welcome Center so they can learn how to link their personal email to their MY.VCCCD email. 3) Get an Education Plan. <p>P. Jefferson said to expect program review info from Philip Briggs in mid to late September. Philip Briggs has done a great job making it more intuitive and streamlined.</p> <p>K. Schrader shared she is very impressed how well the faculty have handled the massive changes during the fall start.</p> <p>Please send any agenda items to Cari Lange.</p>			
ADJOURNMENT	Meeting was adjourned at 4:53 p.m.			
NEXT MEETING	Tuesday, September 22, 2015 – 3:30 p.m. MCW (312) Conference Room			