

The Council agreed upon “Group Norms” to

* Stay focused on issues that will **improve student learning.**
* Remain positive, professional, and respectful of each other.
* Listen to, respect, and strive to understand all points of view
* Respect the time of the council by starting and ending the meeting on time.
* Work together to build consensus.

**Ventura College**

**Department Chairs and Coordinators’ Council**

**Training**

**9/20/2018**

**CCCR | 3:00 – 4:30 PM**

1. Welcome Announcements
2. Community College Allocation Model Metrics (3:05-3:20 pm Briggs)
3. Program Review (3:20-3:30 pm Briggs)
4. Department Chair Contract (3:30-4:00 pm Ward and Hoffmans)
   1. Elections
   2. 2-year Terms
   3. Duties (13.1.I)
   4. Faculty evaluations
5. Enrollment and Tableau (4:00-4:15 pm Hoffmans and Briggs)
6. Scheduling Processes (4:15-4:30 pm Denton and Long)
7. Adjournment

**Our Mission**

At Ventura College, we transform students’ lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

**Our Vision**

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

**Our Guiding Principles**

At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

* Embrace the strength of diversity
* Listen with intensity and compassion
* Communicate with integrity and patience
* Design student-centered solutions
* Spark self-confidence and a sense of discovery
* Pursue our vision and goals with passion

**Council 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.

**Announcements**

* Program Review due to Dean on **September 28**
* **Guided Pathway College Retreat**- **September 21**
  + Topics will include:
    - Student panel
    - Program mapping
    - Program Clusters/meta major discussion
* September- Hispanic Heritage Month
* Last Day to Declare Pass/No Pass Grading Option- **September 21**
* Program Review due to Dean- **September 28**
* Student Success Days- **October 9 and 10**
* **Sept. 21-** Spring schedule on live on the Web
* **Oct. 22-** Registration for Special Populations begins
* Guided Pathway dates- **December 3** from 3-5 pm Parlay Discussion (future date- **Spring retreat 2/8 and Flex 4/25** lunch)