**Ventura College Department Chairs & Coordinators Council – Meeting Minutes**

**Tuesday, April 25, 2017 3:30-5:00 p.m. MCW-312**

**Present:** Bob Moskowitz, Cari Lange, Casey Mansfield, Corey Wendt, Damien Pena, Deanna Hall, Debbie Newcomb, Eric Martinsen, Emily Bartel, Jeffrey Wood, Jennifer Parker, Joe Selzler, Karen Harrison, Kimberly Hoffmans, Lazaro Salinas, Lydia Morales, Marcelino De Cierdo, Marian Carrasco Nungaray, Marta de Jesus, Mary Jones, Michael Ward, Michelle Millea, Patricia Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Raeann Koerner, Robert Lawson, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Tania DeClerck, Terry Morris, Thomas O'Connor, Eric Martinsen.

**Guests:**

**Recorder:**  Olivia Long

**Minutes: Convened: 3:3? p.m.**

| **Agenda Item** | **Summary of Discussion** | **Action due** **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS**
 | Phil Clinton ALAS – call for proposal regarding “10 High Impact Practices”. Proposal leaders are eligible for 1K mini-grant – Refer to handout. Please email Sebastian with any amendments to the previous meeting’s minutes.Bob M.: Thurs 4.27 630pm student art exhibit and awards ceremony, as well as, naming of painting studio to Carl l Cooper, Bob Lawson: Symphony concert this Saturday (4/29), “The Titan”; concert with dance next week, “Peter and the Wolf”; the week after that string quartets; Pac 139 will be “club 139” with pizza and soda. Kim: a reminder that the Dept Chair social will be after this meeting at Dan’s home – Thank you Dan!Bob M.: Film program courses approved years ago, resurrected, first course approved by state, “Intro to media and Film” FILM V01 which will be offered in Fall 2017. Other classes coming soon including: interdepartmental programs, English writing for media, film history, production editing, motion graphics, audio, TMC, Raeann, holistic health festival 8th annual, collaborate with Student Health Center.* 1. Deans’ List Ceremony – April 27th @ 4 pm
	2. Nurse Pinning Ceremony – May 15th @ 5 pm
	3. VC Graduation – May 19th (Classified shift: 11 – 8)
	4. Fall Schedule has gone LIVE!
	5. Next Year’s meeting schedule attached
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| 1. **STUDENT LEARNING OUTCOMES**
 | Debbie Newcomb – “Bring your Data” day – see handout. The 5 year cycle is ending, every course and every SLO should be assessed. In the Fall Debbie will come back and address the process going forward. Andrea is not on release time this spring, but Debbie can still be contacted.  |  |
| 1. **informational/discussion**
 | * 1. Curriculum Update
		1. Michael Bowen – update: several years with a backlog for approving courses, progress has not been impressive, but issue hasbeen discussedand we are trying to figure out a better way forward for 5 year review of all courses with limited resources. Technical review process is the bottleneck. Curriculum Committee will continue to discuss process for improvement.
		2. Raeann suggests administration needs to support a full time faculty
		3. Kim – this Spring, Admin allocated 40% release for Curr co-chair, 40% tech review, and 20 % for Michael Callahan: summer various breaks, but we do have 1 FTEF release to support curriculum.
		4. MB – anyone not serving as Dept. Chair next year, please let MB know, or let Sarah know to update curricuNET, before finals so I can change before fall
	2. Book Orders
		1. Amy Kennedy GM VCCCD Bookstores: Introduced Gina textbook buyer via handout, noted that due dates are 5 months in advance: March 1 for summer term, April 14 for fall semester. Only 45% of our adoptions have been submitted, we are running behind, risk losing used text for our students.
		2. Eric – thank you for noticing a point of disconnect, fall just went live this week, big chunk of faculty that may not know what they are teaching, especially adjunct faculty, processes are not in alignment.
		3. Peter - Spanish and Math departmental wide adoption, geography, benefits, editions, don’t have to worry about who is assigned to CRN, a lot of benefits
		4. Raeann, better for our students, if dept. have dept. chair adoption.
	3. Program Review
		1. Phillip Briggs provided handout on systematic comprehensive program review and consolidating
		2. Ron everyone leaning toward option 2 with modifications,
		3. Kim – in interest of time, contact Phil, he will republish list and get it out to all
	4. Pregnancy Accommodations - Patty Wendt
		1. Handout provided. EAC student had a late April due date, took a lot of online classes, 2 weren’t online, requested accommodation to take finals mid-April and not come back to campus for remainder of semester. One instructor said okay and one did not agree, question arose what is reasonable accommodation? ADA is a disability and has rights, school must make arrangements, also Title IX implications. Keep in mind, faculty can’t ask for medical paperwork from student, they need to go thru the EAC.
		2. Kim concern about being consistent: we only make accommodations for students when it comes through the EAC.
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| 1. **Chair announcements/updates**
 | * 1. *See agenda item 1*
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| 1. **Vice presidents’ updates**
 | * 1. Kim Hoffmans –
		1. 2-year Degree/Certificate/Transfer Patterns
		2. Raeann – meeting time of 3:30 does not work with block schedule.
		3. Kim will send out doodle poll
	2. Damien Peña –
		1. Pirate Fridays – going great, high schools on campus, 200 students on campus last week
		2. First Year Experience – 850 applications, breaking dowin into days 6/26 stem, 29 cte, 30 undecided, (handout from FYE)
	3. David Keebler –
		1. Budget Update –Discussed the general picture of the Budget for next year, which will be difficult overall. VC will need to use one-time dollars to balance budget.
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| 1. **future agenda items?**
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| 1. **Adjournment**
 | 4:58pm |  |
| **Next Meeting** | Fall 2017  |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:30 p.m. – 5:00 p.m. (4th Tuesday of Every Month)**

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| **~~August 23, 2016~~** | **~~November 22, 2016~~** | **~~March 28, 2017~~** |
| **~~September 27, 2016~~** | **~~January 24, 2017~~** | **April 25, 2017 (last meeting of year)** |
| **~~October 25, 2016~~** | **~~February 28, 2017~~** |  |

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