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

**Tuesday, Sept 26, 2017 3:00-4:30 p.m. MCW-312**

**Present:** Andrea Adlman, Bob Moskowitz, Bea Herrera, Cari Lange, Crystal Kallik, ~~Damien Pena~~, Deanna Hall, Eric Martinsen, Emily Bartel, Jeffrey Wood, ~~Joe Selzler~~, ~~Karen Harrison~~, Kimberly Hoffmans, Lazaro Salinas, Marcelino De Cierdo, Marian Carrasco Nungaray, ~~Marta de Jesus~~, ~~Mary Jones~~, Michael Ward, Michelle Millea, ~~Patricia Wendt~~, Paula Munoz, Peter Sezzi, ~~Philip Clinton~~, Rachel Johnson, Raeann Koerner, Ralph Fernandez, Robert Lawson, Rocio Fajardo, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Terry Morris, Thomas O'Connor, Will Cowen.

**Guests:** Andrea Horrigan, Nathan Cole, Phil Briggs

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:03 p.m.**

| **Agenda Item** | **Summary of Discussion** | **Action due** **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS**
 | * **All Campus Retreat** – September 29th
* **Student Success Days** – 3rd and 4th of October
* **Great American Shake Out –** 19th of October (at 10:19 am)
* **Special Population Enrollment starts on October 23rd**
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| 1. **Vice president updates**
 | * 1. Kim Hoffmans
		1. Program Review funds from last year to be available in October
		2. Late start classes: email advertisement, social media, print flyers.
			+ Foundation is offering 125 students tuition for adding late start classes.
			+ Patti Blair will be marketing on a district wide level
		3. Kim highlighted the BICT resource for anyone with concerns about students mental health and behavior.
		4. BICT form also creates a paper trail
		5. Even if campus police has been called, please still complete the BICT report.
	2. Damien Peña – not present.
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| 1. **Tenure Review**
 | Perhaps some discrepancies in the formation of tenure committees and faculty replacement.This is contractual – it should continue to follow contractual guidelines.Continuity of membership is desirable whenever possible.Replacement members need to be approved by the college president and the senate president. |   |
| 1. **Enrollment – Phil Briggs**
 | Hand out regarding enrollment and productivity. Targets are at the division level, it is felt that department level targets would be too prescriptive coming from administration. Ideally, this would be a conversation for Deans and Chairs. This is a question of balance: large classes need to counter smaller classes. Enrollments across the state are down, which complicates this equation. We need to continue looking at the mix. Everyone is feeling the pressure, even classified, who can be heard saying “if only faculty made their numbers we may not lose our jobs.” The balance is difficult because productivity and student success aren’t necessarily complementary. Sometimes, smaller classes, are important to the program and the students. Indeed, the consensus was that we cannot lose sight of the student over the numbers. Productivity does not affect funding. FTES is how funding is allocated. Is there a limit to hybrid classes for faculty? No contractual language. TABLED to a discussion for another time.For now, no more than 2 online classes in faculty load. |  |
| 1. **ProgrAM rEVIEW AND sCHEDULING FOR yOUTH aUTHORITY**
 | Phil distributed survey to gather feedback on new program review method. Ventura Youth Correctional Authority: challenge of what to teach. We teach 4 to 5 classes a semester. Phil distributed list of classes that the facility is interested in. This is contract ed. If any faculty have an interest in teaching any of these, please let Phil know.  |  |
| 1. **sloS**
 | Review, Reflect, ResetFinal stage, end of the previous cycle, resetting for new cycle. Fall 2017: review and reflect stageNeed measurable outcomes, for useful data – to help improvement. New course, that is being offered this fall, or a course that has been revised, does not need to be reassessed. It will be added to the next cycle.State will no longer accept terminology not consistent with Bloom’s taxonomy: such as “understand” or “know”.Due to not being able to assess SLO’s, please consider deleting courses not offered in over five years. |  |
| 1. **gENERAL aNNOUNCEMENTS**
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| 1. **Adjournment**
 | 4:30 |  |
| **Next Meeting** | November 28th, 2017 3:00 – 4:30 p.m. MCW-312  |  |

**Department Chairs & Coordinators Council Meeting Schedule**

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

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| **~~August 22, 2017~~** | **November 28, 2017** | **March 27, 2018** |
| **September 26, 2017** | **January 23, 2018** | **April 24, 2018 (last meeting of year)** |
| **October 24, 2017** | **February 27, 2018** |  |

*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