

VENTURA COLLEGE

DRAFT-Department Chair Council-Minutes
Campus Center Conference Room
Tuesday, February 26, 2013

Present: C. Mansfield, S. Melton, S. Bricker, C. Lange, T. Pardee, M. Pauley, M. Rose, T. O'Connor, A. Kolesnik, B. Moskowitz, J. Garey, S. Graham, J. Stauffer, S. Palladino, S. Quon, R. Lawson, J. Parker, P. Wendt, T. DeClerck, E. Martinsen, K. Harrison, T. Harrison, D. Kumpf, R. Sanchez, K. Schrader, G. Huddleston, K. Scott

Guests: Rachel Marchioni, Erica Tartt, Rebecca Chandler, Danielle Rodriguez

Recorder: Linda Resendiz

Minutes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|---|---|----------------------|---------------------|--------------|
| 1. Welcome | <p>Ramiro welcomed everyone to today's meeting. The meeting commenced at 3:05 p.m.</p> <p>Ramiro welcomed two new members to the Department Chairs and Coordinators Council: Malia Rose, Department Chair for the Chemistry Department and Tom O'Connor, Coordinator for Paramedic Studies.</p> | | | |
| 2. General Announcements or New Issues Needing to be Addressed – Council | <ul style="list-style-type: none"> • J. Garey: Student One-Act Play Festival scheduled for April 12, 13, 18, 19, and 20 at 8 p.m. and April 21 at 3 p.m. in the VC PAC. Spring Dance Concert scheduled for May 2-4 at 8 p.m. in the VC PAC. • B. Moskowitz: Stop by the Faculty Art Show in Gallery 2 and an Art Auction in the New Media Gallery. There are many works from faculty and some students. The auction will go on for 30 days. The Ceramics Department is busy creating souvenir cups for the auction. Visitors can park in the west parking lot and will not be ticketed. • E. Martinsen: Student VOICES will now be open to any student who wrote in any class. The submission deadline is March 9th. Submissions will need to be submitted through the English Department website. | | | |

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| <p>General Announcements or New Issues Needing to be Addressed - <i>continued</i></p> | <ul style="list-style-type: none"> • A. Kolesnik: The Student Math League is coming up on Tuesday between 3 p.m. and 4 p.m. • M. Pauley: The Psychology Club THINK event will be on March 7. This is an awareness event dealing with drug and alcohol issues. • J. Stauffer: CTE had a very successful event through SB70 with over 200 high school students attending from 6 area high schools. Faculty presented our programs and what the expectations are. Celine Park did a very good job in organizing this event. • S. Graham: Currently working on C-IDs for TMC, schedules, and 5 year SLO plan. • C. Lange: VC has a hockey team which joined with Moorpark. They got invited to the nationals. • B. Lawson: The VC Symphony Orchestra will be performing Bethoven on March 23rd at 8 p.m. in the VC PAC. The Music Department will be celebrating English composer Benjamin Britten all year. The Sword & Stone concert will be choreographed by Krenly Guzman and will have visual aids. • T. DeClerck: The Foreign Language Department will be showing the French film <i>Amelie</i> this Thursday at 4 p.m. in the VC PAC. A discussion will follow after the film. • G. Huddleston: Well-known writer, Luis Rodriguez, will be speaking tomorrow evening in Guthrie Hall at 6 p.m. Olla Washington has been working on various events for Black History month. • T. Harrison: Both men's and women's basketball teams won their conference. Joey Ramirez got coach of the year. Playoffs start this Saturday. • R. Sanchez: Thanked everyone for their work on curriculum and all its changes. | | | |

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| 3. Discussion/Updates | | | | |
| a. Financial Aid Awareness Week – D. Rodriguez | Danielle provided a brief update of this week's Financial Aid activities. Financial Aid will be providing general financial aid information and Q & A sessions for students. Refreshments and a free lunch on the last day will be available to students. | | | |
| b. Accreditation, SLOs, and Input on Program Review – K. Scott | Kathy thanked everyone on their hard on the accreditation. She mentioned this is a 6 year cycle and will happen again in 2016. She said that the mid-term report is due October 2013 and will need to go to the Board for approval in September 2013. She mentioned that WASC is requesting achievement data and will be on the next program review. She distributed that email that went out with the orange checklist of SLO items that still need to be completed. She mentioned that she is working on the program review report from last semester and needs input from everyone regarding the strengths and weaknesses of program review. She went around the table and got input from various members. | | | |
| c. Latest Trends on Distance Education – G. Huddleston | <p>Gwen, Erica Tartt, and Rebecca Chandler presented the distance ed website with its various resources. A handout was distributed that contained what the Distance Education Committee has accomplished and where they are going.</p> <p>Gwen talked about the distance ed trends going on across the nation and how the Governor is pushing to expand distance education.</p> | | | |
| d. Stats on SB 1440 Fall 2013 – R. Sanchez | Ramiro shared that 187 students indicated they had completed a transfer degree. Of those 187, 52 students applied to San Diego State. CSU sent notices to all community colleges indicating the number of students that applied. Admissions & Records have validated all students who have completed their requirements. March 15 th is the deadline for students to submit their information to CSU that they are on track to complete their transfer requirements. | | | |

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| e. Spring 2013 Enrollment Data – Council | Ramiro indicated that he emailed four handouts to everyone on various enrollment information. | | | |
| f. Rotation of Courses to Complete Degrees/ Certificates – Council | Ramiro mentioned that the deans should be working with department chairs on the rotation of courses to complete degrees/certificates. A 2 year rotation plan on curriculum is needed so students can complete their degree in two years. He said that some of the required courses can be used as GE somewhere else. The challenge is that for those degrees that have a multiple number of electives. | | | |
| g. Requests to Change Tier Course Placement – R. Sanchez | Ramiro indicated that departments have until the end of the month to submit their request to change tiers. | Send requests to Ramiro and cc your division dean. | End of February 2013 | Council |
| 4. New Items | | | | |
| a. New BP/AP on Course Approval/Repeatability – R. Sanchez | Ramiro said that the district does not have anything on course approval at the moment. A committee is working on this and will go through the normal approval cycle. There is also nothing on repeatability. This is also being worked on as well. | | | |
| b. Exploring District-wide SARS – R. Sanchez | Ramiro mentioned that the district is looking at software that counseling and others can use to schedule appointments with students. It has the functionality to store written notes. | | | |
| 5. Next Meeting | Tuesday, March 26, 2013 – 3:00 p.m. Campus Center Conference Room | | | |