

VENTURA COLLEGE

Department Chairs & Coordinators Council – Meeting Minutes

Campus Center Conference Room

Wednesday, April 17, 2013

Present: R. Sanchez, S. Melton, J. Garey, B. Moskowitz, J. Parker, T. Prell, K. Scott, M. Pauley, D. Newcomb, M. De la Rocha, P. Muñoz, S. Bricker, V. Lugo, R. Lawson, T. Pardee, S. Wendt, A. Gaines, S. Quon, D. Kumpf, T. O'Connor, C. Lange, S. Graham, A. Kolesnik, S. Palladino, R. Malia, R. Koerner, T. Harrison, E. Martinsen, A. Rodriguez, M. Carrasco-Nungaray, M. DeCierdo

Guest: William Hart

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Meeting was called to order at 3:02 p.m. Ramiro introduced Marian Carrasco-Nungaray and Marcelino DeCierdo in their new roles as Coordinators of the Transfer and Career Center respectively.			
DISCUSSION/UPDATES				
Transfer Center – M. Carrasco-Nungaray	Marian discussed the various responsibilities as the Coordinator of the Transfer Center. She mentioned that the center might be renamed "University Transfer Center". She provided clarification on what is done in the transfer and career center. She said that last October SB 2012 passed and how this bill will affect how students are helped. She mentioned that all students will need an educational plan. She would like the opportunity to speak to faculty one-on-one in every department to inform them on TAG. Flex activities will be conducted to help faculty and deans understand the complexity of the transfer center. A Facebook account will be kept up-to-date with current information. Students will have an email account at the center.			

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Career Center – M. DeCierdo	Marcelino mentioned that the hope is to put the Transfer and Career on the front burner. Services offered to students will be revamped. He said he would like to collaborate with faculty to get the word out to students about the Career Center and not just visit the center occasionally. He mentioned that last week the Career Center hosted a job fair with about 45 employers on campus. He also said that the center has a job posting system in place.			
Summary of Findings on VC Introductory College Courses – W. Hart	Bill provided a summary of the findings on VC's introductory college courses that are part of the Title V grant to increase student success. He said that an email was sent to all faculty teaching basic skills classes and their comments were compiled. He shared the faculty perspectives on why students struggle. He also shared the faculty recommendations that came from these perspectives. He also mentioned that the CCSSE survey has been administered and the results will be provided at the next academic school year.			
Basic Skills Report – K. Scott	Kathy reported that courses were tracked where a higher number of basic skills students are in. Michael Callahan did a report on these tracked courses. She mentioned that there are 20 courses where students are having a hard time passing.			
SLO/SUO Rotational Plans & Accreditation Report – K. Scott	Kathy provided information on the rotational plans and the accreditation report. She thanked Ty and Debbie for all their hard work. She said that Andrea Horigan will be the new SLO facilitator. She distributed a checklist of what faculty was asked to do. She mentioned that it has been revised various times. She asked to please let her know if there are any mistakes so they can get fixed.			

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Admissions & Records – S. Bricker	<p>Susan provided an update on the changes in Admissions & Records that will be affecting faculty and students:</p> <p><u>Faculty</u></p> <ul style="list-style-type: none"> • There is a new programmer at the district office. • A slight modification to the summer roster has been made. Instructors will receive an email outlining what the requirements are for positive attendance and how they will keep track of this. • Reminder for summer only: All courses are considered short term. Add codes are required as of the first day of instruction. <p><u>Students</u></p> <ul style="list-style-type: none"> • There will be two weekend outages that will affect the majority of our system. Access to email and D2L will still be available. • Rosters and schedules will be down May 4 and June 29 (look at registration calendars). • Timing on registration appointments have changed to start at 10 a.m. • Students have been advised of new enrollment priorities as of fall 2014. A flyer has been posted on the district website and a general email went out with targeted notices to students in two groups. • A required notice by law has been sent to students on academic probation and dismissal. The notice indicates that these elements may affect their registration priority. <p>Susan also mentioned that revisions to the student portal are being made. She's seen samples and developed content behind the elements. They are not ready but very close. The district is thinking about doing a soft roll out around May. There is still a lot of content to be built. There will be some changes to the staff portal as well.</p>			

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Financial Aid – A. Rodriguez	<p>Alma asked is faculty could please be reminded to get their spring grades submitted on time. The on-time submittal of grades depends on the money disbursements for students. This goes as well for summer. She mentioned that the federal government continues to grant students the Pell grant. She said that a lot of students a returning that have exhausted their money. Financial Aid has the responsibility to document how the money is used. She said that the government is starting to flag students every year and that there is no appeal process once they are cut off. She mentioned that any new borrower applying for a subsidized loan who has received 3 years of loans anywhere else will no longer be eligible. She said that students having an unusual enrollment pattern will be flagged. A justification will need to be given by students considered “runners”.</p>			
General Announcements – Council Members	<ul style="list-style-type: none"> • J. Garey: Dance concert scheduled for May 2, 3, and 4 in the Performing Arts theatre. • B. Moskowitz: There are student exhibitions up in both galleries. Art Department had their grand opening and awards ceremony last Thursday and gave away many prizes. Dr. Calote awarded for last time the President’s Award. • R. Lawson: Music concert on May 8, 9, 11, 13, and 15. • S. Palladino: We have partnered with an organization through Channel Islands to do the GIS conference on June 6. Everyone is welcomed. There will be very interesting maps and food. Contact Steve Palladino for more information. The conference will be held at UCSB. • R. Koerner: Made \$4,500 for Holistic scholarship through activities and festival. • C. Lange: Anthropology degree went through. • E. Martinsen: We will be having the VC Voices awards ceremony on May 13th in the Library. Students come in to read their work. • D. Newcomb: A new faculty from Moorpark will be joining our department. • R. Sanchez: Thanked Judy Garey for all her hard work and commitment to Ventura College. 			

Next Meeting	Tuesday, September 24, 2013 – 3:00 p.m. Campus Center Conference Room			
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