

VENTURA COLLEGE

Department Chair Council-Minutes

Campus Center Conference Room

Tuesday, September 25, 2012

Present: T. Pardee, C. Mansfield, R. Sanchez, A. Kolesnik, B. Moskowitz, T. Harrison, C. Lange (for P. Sezzi), M. Mundell, S. Melton, K. Scott, M. Jones, A. Rodriguez, J. Parker, T. Prell, P. Wendt, S. Quon, B. Lawson, T. DeClerck, R. Koerner, S. Bricker, P. Muñoz, D. Kumpf, J. Garey, G. Huddleston, K. Harrison, E. Martinsen, M. Pauley, S. Palladino, J. Selzler, K. Schrader, S. Graham, V. Lugo

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	The meeting was called to order at 3:00 p.m. Ramiro welcomed everyone to the first meeting of the 2012-2013 academic year.			
General Announcements or New Issues to be Addressed – Council Members	<p>The following announcements were made by the Council:</p> <ul style="list-style-type: none"> • Mary Jones: The Student Health Center will be giving flu vaccines for \$20. • Meredith Mundell: Meredith announced she'll be retiring in December. • Sandy Melton: The Board of Registered Nursing has approved the VC Nursing program for a full 8 years. We are up for accreditation in January 2013. • Alma Rodriguez: Financial Aid is keeping busy with packaging of applications and getting ready for the new year. Workshops for the Dream Act have been scheduled. Students can start applying on January 1 applying for Cal-Grants as part of the Dream Act for fall 2013-2014. • Stacy Graham: Currently working on sabbaticals. There are two meetings scheduled: October 4 in LRC-114 and October 10 in her office. • Susan Bricker: Currently working on new regulations that have become law. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>General Announcements or New Issues to be Addressed – <i>continued</i></p>	<ul style="list-style-type: none"> • Paula Muñoz: EOPS has one work study student and no staff in front most of time. • Patty Wendt: EAC has been having issues with students hand carrying tests to the EAC. Please remind faculty to either use the website to send the test or deliver them personally to the EAC mailbox. • Judy Garey: Join us this Saturday between 3:00 p.m. and 8:00 p.m. for the PAC open house. There will be music, demonstrations, and a special guest musician who was a VC student. • Eric Martinsen: Busy with program review and developing 3 year rotation schedule for SLOs. • Terry Pardee: Working on program review, initiative process and spring schedule. • Alex Kolesnik: Making some curriculum changes so we can move forward on the math TMC. • Raeann Koerner: VC football team is now ranked nationally. The Health Ed Department is cosponsoring a Holistic Health week with focus on more lectures and there will be a Holistic Health film festival. Kickoff will be on Monday October 8. An announcement will be sent out. • Steve Palladino: Planning our GIS day for Friday, November 16. • Steve Quon: The Physics Department has a new Lab Technician. • Bob Moskowitz: There are two different exhibitions in the galleries: one is on the work done Jenchi Wu and another is work curated by Jenchi. The next show will be in Gallery 2 and will showcase works about Che Guevara. Bill Hendricks is the curator. • Bob Lawson: Getting building ready for open house. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Discussion/Updates	Ramiro clarified the data scorecard that was sent out to all department chairs was sent out as an FYI.			
a. Program Review Deadlines – <i>K. Scott</i> *Proposed deadline changes *Clerical Support	Kathy presented the proposed deadline changes for Program Review. She also mentioned that clerical support will be available for anyone needing help with their Program Review.			
b. SLO Assessment – <i>K. Scott</i>	Kathy mentioned that the SLO report is required to go to WASC on October 15 th . The report was written by Kathy and shows 98% of courses have an SLO. It also shows courses that are offered in rotation and courses that are ongoing on a regular basis. The report also indicates the 7 areas that need to be addressed. The SLO deadline is set for December 19 th . She said that the focus this semester is on assessing one program SLO and institutional SLOs.			
c. Title 5 Changes *Course Repeatability *Lec-Lab Combination	It was mentioned that not all courses are impacted by these Title 5 changes. Curriculum Committee met last week and will meet next week to vote on some of these courses.			
d. Non-employee Accident Report – <i>M. Jones</i>	<p>Mary mentioned that the non-employee accident report is available on the portal. The form is for the students. She encouraged the Council to get word out with faculty about the availability of this form for the students. She mentioned that if a faculty observes an accident to please assist the student in filling out the form. If an accident occurs in the evening, then the evening dean will assist the student.</p> <p>It was suggested to Mary to write something up and send it out to faculty or to the department chairs so they can relay this information to faculty.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
4. New Items				
a. Board Goals & Objectives – R. Sanchez	Ramiro said that at this month's Board meeting the Goals and Objectives were approved.			
b. VC's Spring 2013 Applicants to CSU System under SB 1440 – R. Sanchez	<p>Ramiro said that information was received last week that CSU will only be accepting transfers on approved TMCs. He complimented everyone on their hard work to get these TMCs approved.</p> <p>VC has 74 students who have submitted their CSU application for spring 2013 indicating they have met the criteria or will complete it by the end of the semester. CSU has sent these names to VC. VC will now need to validate these students are in progress to complete their degree.</p> <p>These 74 students in their mind they meet the criteria or will complete the criteria by the end of the semester; they contacted CSU wanting to transfer; CSU sent names to VC; now we need to validate they are in process in completing degree;</p>			
Next Meeting	Tuesday, October 23, 2012 – 3:00 p.m. Campus Center Conference Room			