

VENTURA COLLEGE

**Department Chair & Coordinators Council - Minutes**

September 22, 2009

**Present:** J. Beem, S. Bricker, M. De la Rocha, T. DeClerck, G. Fiumerodo, J. Garey, L. Hall, K. Harrison, B. Herrera, D. Kumpf, N. Latham, B. Lawson, P. Muñoz, J. Parker, T. Prell, S. Quon, A. Sandford, J. Selzler, J. Stauffer, G. VanMeter, S. Waltzer, B. Moskowitz, R. Sanchez

**Guests:** J. Mortensen, V. Lugo, K. Scott, S. Pourmoghim, S. Hajas, P. Johnson, D. Flanagan, T. Harrison, C. Baker

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome &amp; Review of the Agenda</b>	Ramiro welcomed everyone to the first meeting of the academic school year. He noted that he placed on the agenda the charge and purpose of the council.			
<b>LRC &amp; Library Update</b> <b>a. Library &amp; Accreditation – Salomeh Pourmoghim</b>	<p>Salomeh thanked everyone for all their help to the library. She asked the council if a contact person can be appointed from every department to work with her in purchasing new material for the library. She mentioned that in order to have a good and valid collection of reading resources, new material needs to be purchased. There were some suggestions from the group as to who could be a contact person to work with her. At the end, it was recommended that the Department Chair or Coordinator be the contact person to work with Salomeh.</p> <p>She also thanked everyone for participating in the library survey for students. This survey was created by Simon and is administered every year. She thanked everyone for donating textbooks to the lending library for students who cannot afford textbooks.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>LRC &amp; Library Update (continued)</b></p> <p><b>b. Beach &amp; Software Upgrades – Sandy Hajas</b></p>	<p>Sandy distributed a handout which contained the hours the LRC is opened. She mentioned that pullout classrooms in the Beach area are reserved for faculty who have reserved them ahead of time. She said they are currently having problems with other instructors bringing in their classes when they do not have any reserved pullout classrooms. She said that faculty are all welcomed to use the Beach area but they do need to contact Mike or Cindy 24 hours in advanced to make a reservation. Sandy mentioned that all software upgrades are done during break times. She said they have received a lot of requests for upgrades this year. She said that they will gladly do the upgrades but with prior notice.</p>			
<p><b>Fall 2009 Debriefing</b></p> <p><b>a. Student Services – Victoria Lugo</b></p> <p><b>b. A &amp; R (wait lists) – Susan Bricker</b></p> <p><b>c. Ordering Textbooks – Susan Royer</b></p>	<p>Victoria mentioned that there were some reductions in staff in her area; particularly in the areas of EAC, Cal-Works and Non-credit Matriculation. In the area of counseling, counselors have been counseling students in groups so that when they meet one-on-one with a counselor, the student is better prepared. She mentioned that Financial Aid is very behind in processing applications. There are more budget cuts anticipated for categorical programs in 2010-11. They're being proactive in trying to meet all the demands on limited resources.</p> <p>Ramiro thanked department chairs and staff who worked around with the wait list issue at the beginning of the semester. Susan Bricker said that the problem was a result of an upgrade to Banner. She said that this was a district-wide problem and a solution will be utilized for all 3 campuses. Bea Herrera asked Susan to talk about the MyVCCCD portal. Susan said that it has been released to students This will provide better communication between faculty and students. Students will have the advantage of immediately accessing online services, information and access to library learning resources. Students will also be able to register through the portal. December 15<sup>th</sup> is the deadline to sign-up. Student Services is providing workshops to students on how to use the portal.</p> <p>Susan thanked everyone for the opportunity to speak about textbook adoptions and online ordering process. She mentioned that the deadline for textbook adoptions is October 15. She said the reason for this deadline is that textbook adoptions are related to other operations in bookstore and it's important to be able to get hands on the most used books available. It also allows for a successful buyback.</p>	<p>Speak to Victoria if you know of any student in a desperate need to receive their financial aid now.</p>		

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<b>Preparations for Flu Season (H1N1) – Deanna Flanagan</b>	<p>Deanna said that her department has been distributing information to post on bulletin boards, bathrooms, classrooms, etc. in department area on how to prepare for the flu season this year. She mentioned that last month the Safety Committee distributed tubs of sanitized wipes and were made available to departments. These should be used to wipe down surfaces (phones, desks, keyboards, mouse, door knobs, etc.). She encourages the continue practice of hand hygiene, respiratory etiquette, and staying home if sick. She mentioned that the public health department came out with a very good slide presentation that talks about good distant spacing in classrooms and workspaces. There is a flu shot clinic going on today from 4 p.m. to 6 p.m. The cost of the flu shot if taken at the health office is \$20.00. More information is available on her website:  <a href="http://www.venturacollege.edu/departments/student_services/shps/index.shtml">http://www.venturacollege.edu/departments/student_services/shps/index.shtml</a></p> <p>She informed the group that the county will be getting a small amount of the H1N1 vaccine.</p>			
<b>Curriculum Update</b> <b>a. Curricunet – Paulette Johnson</b>  <b>b. Training on “Stand Alone Courses” – Ramiro Sanchez</b>  <b>c. Variable Unit Courses and Priority 1 Courses – Paulette Johnson</b>	<p>Paulette reviewed the approval process. She mentioned that any comments made on a course remain permanent. She distributed a list that with the status of all the courses going through the approval process in Curricunet. She suggested that a faculty member should be designated as the main person to work on moving courses through the approval process.</p> <p>Per Title 5 changes, certification needs to be submitted to the State Chancellor’s Office that any person who touches curriculum has been certified through a stand alone course training. A handout was distributed by Ramiro where he indicated to the group to refer to handouts 2, 3 and 4 for reference.</p> <p>Paulette distributed the Priority 1 list of courses due for update/revision. She said that out of the 232 courses due, 84 have been submitted. All courses need to be submitted to Curricunet by October 1<sup>st</sup>.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Updates</b> <b>a. New Software for Distance Education Courses – Heather Untalan</b>  <b>b. Program Review – Ramiro Sanchez</b>  <b>c. SLO Assessment Matrix – Ramiro Sanchez</b>  <b>d. Comparable Courses (new Title 5 Compliance Regulations on Repeatability)</b>  <b>e. Enforcement of Prerequisites/ Co-requisites – Ramiro Sanchez</b>	<p>Heather mentioned that a decision was made over the summer to acquire Desire 2 Learn as the new online system for all 3 campuses. She said that everyone who is teaching online will be switched to this new system. All online faculty need to go through training. She said that emails have been sent with training information. She asked the department chairs to please remind faculty to respond to these emails or contact Heather.</p> <p>Ramiro said that Robin Calote has resubmitted the Program Review timelines. Once the Program Review documents are finalized, they need to be submitted to the dean who will then send the document electronically to Linda Resendiz. Linda is currently working on posting all the Program Review documents on the Luminis portal so VC staff and faculty can review them or make copies. Program Review documents are due to the dean by September 25<sup>th</sup>.</p> <p>Flex activity matrixes need to be submitted electronically or by hard copy to Linda Resendiz by October 15<sup>th</sup>.</p> <p>There is currently no mechanism in place which monitors repeatability of courses. Last spring, the Registrars asked the AOs to help them develop a list of comparable courses from each campus so they can see which are comparable. Ramiro sent out this list to all faculty asking them to review it. He received a few responses. This list will be revisited again for accuracy and to insure integrity of equivalencies;</p> <p>Currently, all campuses are out of compliance with the enforcement of prerequisites with the exception of math, English, ESL and various science courses that are being enforced. MC is enforcing prerequisites for all Biology major courses this academic year. Their plan is to fully implement all enforcement of prerequisites by the fall of 2010.</p>	<p>Let Ramiro know if you need the template sent again.</p>		
<b>Open Line – Council Members</b>	<p>There was a discussion regarding the current hiring process for full-time faculty.</p>			
<b>Next Meeting</b>	<p>Tuesday, October 27, 2009 3:00 p.m. – Campus Center Conference Room</p>			