# Ventura College Department Chairs & Coordinators Council – Meeting Notes
### 3/23/2021 3:00-4:30 p.m. ZOOM Meeting

**Present:** ☒Kammy Algiers  ☒Michelle Beard  ☐Kaela Casey  ☐Marcelino de Cierdo  ☒Marian Carrasco Nungaray  ☒Phillip Clinton  ☐Robin Douglas  ☐Gema Espinoza Sanchez  ☒Rubisela Gamboa  ☒Ralph Fernandez  ☒Maria Flores  ☐Deanna Hall  ☐Rocio Hernandez  ☒Rachel Johnson  ☐Mary Jones  ☒Crystal Kallik  ☒Raeann Koerner  ☒Cari Lange  ☒Eric Martinsen  ☒Sandy Melton  ☒Michelle Millea  ☐Terry Morris  ☒Bob Moskowitz  ☒Ron Mules  ☐Paula Munoz  ☒Tom O'Connor ☒Lazaro Salinas  ☒Joe Selzler  ☒Peter Sezzi  ☒Stacy Sloan Graham  ☒Michael Ward  ☒James Walker ☒Patty Wendt  ☒Brent Wilson ☒Jeff Wood

☒Jennifer Kalfsbeek-Goetz (VP)  ☐Cathy Bojorquez (VP)  ☐Damien Pena (VP)  ☒Dan Clark (ASP)

**Guests:**

**Recorder:**    Sebastian Szczebiot

**Convened:**  3:33 pm

**Notes:**

| | Agenda Item | Summary of Discussion | Action due by whom |
|---|---|---|---|
| **I.** | Announcements | Diversity in Culture Virtual Week April 12, 2021 | |
| **II.** | Discussion - Chairs only (3:00-3:30) | ➤ 2yr rolling schedule (ACCJC 2.a.6)<br>➤ Diversity and Culture Announcement | |
| **III.** | Vice President Reports and Items for Discussion (3:30-4:30) | Previous meeting notes available online. | |
| | a) CPL – Debbie Newcomb | • Credit for Prior Learning – seen as an equity measure and driver of completion. See presentation from Dean Debbie Newcomb, and summary from Jennifer.<br>  o  VC has had Credit By Exam, which is just one component under the CPL umbrella<br>  o  Supports Workforce needs – also upskilling for students<br>  o  CPL credit is notated on transcript as CPL | Supplementary documents can be found on sharedrive |

| Agenda Item | Summary of Discussion | Action due by whom |
|---|---|---|
| | • VC needs to create list of courses to be excluded from CPL, and create process for assessment.<br>   ○ There is a district wide committee which Debbie and Dan Kumpf are a part of<br>• Palomar College has great examples of how to implement CPL<br>   ○ CPL Canvas Shell and webpage could serve as resources for faculty, but will require faculty assistance to develop<br>   ○ AR is working on releasing MyPath<br>• All VPAA's support faculty compensation for development of rubrics etc<br>• AP discussions also revolve around whether there are limits to CPL, ie for degree completion<br>   ○ Fire Academy for example would support giving maximum credits as some students come into their program with 2 years credit etc.<br>• The state Chancellor's office has already made CPL available to CCC students, however, we do not yet have rubrics etc at VC for implementation | |
| b)  SLOs | • *To be rescheduled.* | |
| c)  Small Classes | • Need to be on schedule for registration by April 15<br>   ○ Chairs want to know how the determination will be made to prioritize requests for small classes, and what the maximum for VC will be.<br>      ▪ Range will probably fall between 35 and 50 classes. 40 classes would cost around $250k<br>      ▪ Focus will be on courses that are more critical for being in person.<br>      ▪ Jennifer is waiting to hear from Deans what the different divisions are proposing<br>   ○ What is the goal of the smaller classes?<br>      ▪ To grow enrollment, and to create more access for students that are avoiding returning to college<br>      ▪ Reminder that it is more difficult to switch from online to in person once students began enrolling. A hybrid schedule may help alleviate this. | |

| Agenda Item | Summary of Discussion | Action due by whom |
|---|---|---|
| | <ul><li>○ Concern that this is late in the game and faculty that agreed to high flex models are now disadvantaged in comparison to these small cap classes. How should these classes even be distributed amongst departmental faculty?<ul><li>▪ Small cap classes can be reassigned to those high flex instructors perhaps. But yes, these will be tough decisions.</li><li>▪ What are the occupancy limits for rooms 50%?<ul><li>• MO is measuring all rooms for a 3 ft and 6 ft scenario and establishing caps based on those measurements</li></ul></li></ul></li><li>○ If a larger class is made smaller, the hope is that we are adding another section. CARES funding will be applied. Does not hit budgets. "Freeing up FTEF" does not have to be one for one.</li></ul><ul><li>Summer schedule is posted and 100% online.</li><li>Outdoor Classroom requests are being reviewed through the phase in plans</li><li>CARES budget report is posted through the BRC – many items "self-earmark" themselves – ie loss of revenue, or student support.</li></ul> | |
| d) Cultural Curriculum Audit Revision | <ul><li>March 26th is deadline to participate – would be great to have robust department chair participation so that chairs can advocate for this departmentally.</li><li>What are the criteria for applying/being a mentor?<ul><li>○ Mentor deadline was earlier this month.</li><li>○ No rubric currently exists for participation – maximum funds allowed for 125 participants and currently we have around 55.<ul><li>▪ Ideally, VC would institutionalize this practice and it would continue to be available to all faculty</li></ul></li></ul></li></ul>Labster and other programs that were contracted for this year will continue to be funded next AY. Proctorio is somewhat up for discussion since it does not have completely support from faculty, but this is more long-term discussion. 24/7 canvas support will continue as well. | |
| IV. FUTURE AGENDA ITEMS? | | |
| V. ADJOURNMENT | 4:40 pm | |

**Department Chairs & Coordinators Council Meeting Schedule**
**Zoom Meeting 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

Page 3

| | | |
|---|---|---|
| ~~August 25, 2020~~ | ~~November 24, 2020~~ | ~~March 23, 2021~~ |
| ~~September 22, 2020~~ | ~~January 26, 2021~~ | April 27, 2021 |
| ~~October 27, 2020~~ | ~~February 23, 2021~~ | May 2021 – No Meeting |

Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464