

VENTURA COLLEGE

Department Chair Council-Minutes

Campus Center Conference Room

Tuesday, September 27, 2011

Present: P. Wendt, S. Bricker, D. Kumpf, S. Palladino, A. De la Selva, A. Gonzales, R. Koerner, K. Harrison, P. Sezzi, T. Harrison, B. Lawson, J. Garcia, D. Bransky, D. Oliver, J. Parker, S. Melton, M. De la Rocha, C. Mansfield, B. Moskowitz, S. Quon, R. Sanchez, T. Prell, M. Pauley, K. Gorback, G. Fiumerodo, S. Graham, T. DeClerck, G. Huddleston

Guests: Eric Martinsen, Erica Tarrt, Sandy Hajas, David Keebler, G. Arevalo

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome				
Update on Program Review a. Initiatives Spreadsheet - D. Keebler	The Program Review Initiatives spreadsheet and instructions were reviewed. These documents were emailed to all department chairs.	Contact Linda if you did not receive the documents. Any questions on how to fill out the form contact David Keebler.		Department Chair Council
b. SharePoint Organization for SLO Documentation & SLO Webpage – S. Hajas	A demo on how the SLOs are organized and where they are located was presented. Ideas/opinions on how the organization of these files can be changed are welcomed.	Send current SLO information to Sandy Hajas.		Department Chair Council

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Updates a. Title V Coop – Welcome Center – G. Espinoza	Publication material that is distributed to the community was shared. Provided information on what the Welcome Center will be doing. One of the main duties is to inform students on the process of applying to Ventura College and all the services available.			
b. AP/CLEP/IB – G. Arevalo	<p>An updated on the revision to the CSU's credit-by-exam was provided. Gloria mentioned that our local AP credit procedures and how we apply credit has not been revised since 2002.</p> <p>Aurora De la Selva shared a concern counselors have with the courses excluded from credit by examination. The counselors want to know how this list is getting reviewed and how courses get put on this list. They are concerned that students are being given less opportunities to do a credit exam for a course. The discussion was that most of the courses on the list are lab courses (which are hands-on). Ramiro suggested counselors invite a department chair to one of their counseling meetings and have them hear their thoughts about this list.</p>	<p>Linda will send the information regarding this revision to the Council. Once received, please share with your constituents.</p> <p>This item will be further discussed at the next DCC meeting. The list will be attached.</p>	<p>October 2011</p>	<p>L. Resendiz</p>
c. Return to two separate registration periods for summer 2012 and fall 2012 – R. Sanchez	<p>DCSL will be recommending to Chancellor's Cabinet to revert back to two registration terms. All logistics related to the registration period (challenging of prerequisites and assessments) will be worked out.</p>			
d. TMCs and C-ID – Council Members	<p>SB 1440 is in the second wave of transfer model curriculum. C-ID asking for feedback from discipline faculty.</p>			

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<p>e. New Title 5 Regulations on Repeats and Withdrawals</p>	<p>Ramiro, Gloria Arevalo, and Mark Pauley attended a meeting regarding repeats and withdrawals last Friday at Mt. San Antonio College. New Title 5 says that the maximum number of withdrawals and repeats will be limited to 3. This new regulation is required to be implemented by summer 2012. It was discussed that whatever processes are determined will be applied district-wide.</p>			
<p>f. List of Core Courses (Tier 1, 2, 3)</p>	<p>This list was distributed a couple of weeks ago by Robin and also sent out last spring. There was a discussion on the concerns that have been emailed to Ramiro regarding the correct numbering of the core courses. Ramiro said he has been keeping a tab on these concerns. He said if there were additional concerns regarding this numbering an email providing a rationale as to why the course needs to be recoded needs to be sent to the area dean and cc Ramiro. Ramiro will then be meeting with each Dean to discuss these concerns. After this meeting takes place, a meeting with the faculty, Dean, and Ramiro will be scheduled to discuss the outcomes.</p>	<p>List of core courses will be resent.</p>		<p>R. Sanchez</p>
<p>g. Grant Proposals – Trade Adjustment Act, Individual STEM II and Coop with CSUCI</p>	<p>Two grant proposals for the Trade Adjustment Act grant and STEM II grant were not funded. The Trade Adjustment Act grant was very competitive. San Joaquin Valley Consortium was given the grant. Kathryn Jameson-Melody is trying to get the comments from the graders of the STEM II grant to see why we did not get it. CSUCI got funded for the STEM grant. We were part of their collaborative grant. The colleges that receiving funding for the STEM II are OC, Santa Barbara City College and Alan Hancock.</p>			
<p>h. DCSL Items – AP on Program Discontinuance and Early registration for Students with 90 or more units</p>	<p>Academic Senate will be discussing at this month's meeting the modified AP program discontinuance. If you would like a copy of this AP, contact Peter Sezzi or Ramiro. Input needs to be provided between now and the next DCSL meeting in October.</p> <p>DCSL also revisited the data from last spring of students who have over 90 units. Currently, students with larger amounts of units get to register first. Additional information was requested on units taken and degree applicability. This will be discussed further at DCSL.</p>			

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i. Next Budget Forum	The next Budget Forum is scheduled for Friday, October 14 at 1 p.m. in the Wright Library.			
j. Degree Works	The Board has agreed to purchase a degree audit program called Degree Works. The workgroup involved with this have had meetings and conference calls. Connie Baker and Monica Zavala are the leads for VC. There will be test runs in the summer. More information will be provided as this project progresses.			
Faculty presentations/Q&A	<p>Ramiro asked faculty who received a tablet to do a demo on how they have used their tablet during the semester:</p> <p>a. Jenna Garcia– Producing videos for her online classes</p> <p>Using the tablet for online class. Has been making videos to replace what would have been presented in a lecture format.</p>			
b. Eric Martinsen – Managing instructional materials	<p>Using the tablet for managing instructional materials. Currently using a free online program called Dropbox where files can be stored (up to 2 GB). These files can be synced between multiple computers. This makes collaboration easy for sharing files.</p> <p>http://db.tt/TluBnXt</p>			
c. Erica Tartt– lecturing capturing	A demo on a new lecture capturing initiative the college has was presented. There are currently 4 faculty piloting the program. This program syncs up with Banner and auto enrolls students. This is funded by Title 5 Coop monies.	If you are interesting in piloting this program contact Erica Tartt		Department Chair Council
General Announcements or New Issues Needing to be Addressed	There was a concern brought up by Raeann Koerner regarding the designation of classrooms. The concern is that there does not seem to be a process for designating classrooms to any department. She suggested a formula be developed that would calculate the number of classrooms a department can be assigned.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Next Meeting	Tuesday, October 25, 2001 3 p.m. Campus Center Conference Room			