

# Ventura College Department Chairs & Coordinators Council – Meeting Notes

4/28/2020 3:00-4:30 p.m. ONLINE

**Present:** *Attendance not recorded*

**Guests:**

**Recorder:** Sebastian Szczebiot

**Minutes:** **Convened:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action due by whom</b>
<b>I.</b> Brief Announcements and Approval of meeting notes	Notes approved via consensus	
<b>II.</b> Discussion - Chairs only (3:00-3:45)	No recorder present	
<b>III.</b> Vice President Reports and Items for Discussion (3:45-4:30)	<p>Chairs asked for clarification regarding loaner laptops for students: VC has webcams available to students as well as chromebooks which are currently already being loaned out to students.</p> <p>Chairs stated that chromebooks are considered not capable enough for all classes: It was noted in response that students also have access to emergency grant funds via the Financial Aid office. VC is also looking at providing hotspots and IT is also looking for solutions to software compatibility issues with chromebooks.</p> <p>Chairs asked if college budgets are being reviewed and/or adjusted? EG: If cleaning budgets are lower due to closure, can the money be use to lower lab size? In response it was clarified that VC is having to redirect a lot of funds to deal with the pandemic emergency and that M&amp;O is refocusing some resources to help complete larger college projects.</p>	

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	<p>It was stated that there is still support funding available for the summer, however with stipulations attached to the CARE Act, and therefore, students should be encouraged to reach out to the Financial Aid Office.</p> <p>Faculty also enquired regarding final grades, which are due two days after the final: Some faculty have asked if A&amp;R can avoid sending out reminder emails to faculty. The difficulty we face however, is that we have an extremely quick turn-around time on our campus with the summer session starting on Monday the 18<sup>th</sup>. Technically, as long as final grades are in by Sunday the 17<sup>th</sup>, students will not be impacted.</p> <p>Spring 2021 schedule needs to be posted by approx. Sept 20, 2020. Jennifer identified 3 planning options: option one chairs and deans work before summer on spring 21 schedule, option two chairs and deans work on the schedule after the summer, and option three would be a combination of options 1 and 2.</p> <p>Chairs stated that it is difficult to plan for the Spring when the Fall is still unclear – but communication is important. Option 3 from the above seems the most realistic based on individual needs and expectations.</p> <p>Chairs enquired again about the FYE criteria for course inclusion – Office of VPAA will reach out to Rick Trevino to set a meeting for clarification.</p>	
<p>a) Discuss Summer and Fall Scheduling</p>	<p>Chairs asked what the range of possibilities would even be for scheduling? Do we have enough MO staff to even partially open, for example, taking into consideration a need for extra sanitary measures? Do we have a plan to check student temperatures, or check in, etc.?</p> <p>From the college perspective, it seems unlikely that we would all be back on campus this summer or Fall– but there are still many other questions remaining? For example, When will we know for certain if we will be fully online in the fall?</p> <p>Chairs need to have answers to plan accordingly – and faculty need to plan their classes and train appropriately.</p> <p>Office of AA will follow up with Office of the President in regards to a timeline for decision making.</p>	

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	<p>How does this impact students that are already registered for face to face fall classes and are concerned about their courses going online or being hybrid?            How are changes being communicated to students? –            Messaging to students will be that students need to monitor their schedules for changes due to Covid19 - A&amp;R we will not be automatically dropping enrolled students if a course modality changes. Students can opt to drop changed classes or work with A&amp;R to be moved into a different class.            May 15<sup>th</sup> is the deadline for applying for pass/no pass for Spring semester.</p>	
<p>b) DE Blanket addendum for summer and fall to waive title 5 and ACCJC requirements</p>	<p>“Emergency DE / Emergency hybrid / Emergency 100% online” option in CourseLeaf now available.            Curriculum Committee will be sharing four template addendums for faculty to choose from for updating courses that are not already DE approved. Please share comments and suggestions with your Curriculum Committee representatives.</p>	
<p>c) Discussion regarding textbook selections for Fall and potential increased use of OERs/ZTCs</p>	<p>In some subjects, ZTC seems limited.            It was emphasized that the library and staff are ready to support faculty in this endeavor!            All databases are accessible online: but please embed link in canvas not the content itself.            VC also wants to be able to <i>advertise</i> our ZTC, but administration understands that it is a lot of work.</p> <p>ZTC may not be appropriate for every course, but if we can help students save money on books, we should endeavor to do so wherever possible.</p> <p>It was asked if there is a “low cost” textbook designation as well? In response it was stated that the District DE committee was working on this – and that generally there is a lot of support for this option. There even already exists a logo and the mechanism – but it is something that needs be actioned districtwide! It was suggested to add this designation to the VC equity plan, and that having Academic Senate support this recommendation would be a great place to continue the conversation.</p>	

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<b>IV. FUTURE AGENDA ITEMS</b>		
<b>V. ADJOURNMENT</b>		

**Department Chairs & Coordinators Council Meeting Schedule**  
**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4<sup>th</sup> Tuesday of Every Month)**

<b>August 27, 2019</b>	<b>November 26, 2019</b>	<b>March 24, 2020</b>
<b>September 24, 2019</b>	<b>January 28, 2020</b>	<b>April 28, 2020 (last meeting of year)</b>
<b>October 22, 2019</b>	<b>February 25, 2020</b>	

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464*

**DRAFT**