

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, January 31, 2017 3:30-5:00 p.m. MCW-312

Present: Bob Moskowitz, Cari Lange, Casey Mansfield, Corey Wendt, Damien Pena, Deanna Hall, Debbie Newcomb, Eric Martinsen, Jeffrey Wood, ~~Jennifer Parker~~, Joe Selzler, ~~Karen Harrison~~, Kimberly Hoffmans, ~~Lazaro Salinas~~, Lydia Morales, ~~Marcelino De Cierdo~~, Marian Carrasco Nungaray, Marta de Jesus, ~~Mary Jones~~, ~~Michael Ward~~, ~~Michelle Millea~~, ~~Patricia Wendt~~, Paula Munoz, Peter Sezzi, Philip Clinton, Raeann Koerner, Robert Lawson, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Tania DeClerck, ~~Ferry Morris~~, Thomas O'Connor.

Guests: Dan Kumpf, Karen Engelsen, Kathleen Schrader, Phil Briggs, Ralph Fernandez, Roxanne Forde, Tim Harrison

Recorder: Sebastian Szczebiot

Minutes: Convened: 3:33 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<p>a) Thank you for joining this informal meeting.</p> <p>Debbie</p> <p>1- Remember to run reports 2- ISLO Forum on Feb 14th 3- Proposal to make SLO cycle 6 years. 5 years of assessment and 1 year of reflection. CPC was initially very receptive (on Feb agenda).</p> <p style="padding-left: 40px;">i. This would also give a year to catch up.</p>	
II. VICE PRESIDENT QUICK UPDATES	<p>a) Credit by Exam Exclusion List – final draft agreed upon</p> <p style="padding-left: 40px;">a. To be taken to Curriculum review next week</p> <p style="padding-left: 40px;">b. DM was removed from the list.</p> <p>b) 2017 -18 Catalog Memo</p> <p style="padding-left: 40px;">a. Any catalog changes need to be submitted to Sarah Ayala by the 21st of February.</p>	
III. INFORMATIONAL/DISCUSSION	<p>a) Overscheduling/Class Cancellations</p> <p style="padding-left: 40px;">a. Attention drawn to handout regarding class cancellations comparisons – Spring 2016 vs Spring 2017.</p> <p style="padding-left: 40px;">b. Kim finds it distressing to have to cancel classes. We should really do what we can to avoid this. It is very disruptive to students and faculty.</p> <p style="padding-left: 40px;">c. We are overscheduling by 10%, while enrollments are flat.</p> <p style="padding-left: 80px;">i. Ideally we should reduce overscheduling to approx. 2%</p>	<p>Ron held informal vote.</p> <p>15 Chairs voted in favor of MC</p>

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	<p style="text-align: center;">1. The idea would be to prepare classes, hidden in the schedule, ready for enrollment should the need arise, but not advertised in advance.</p> <p>d. We did cancel classes earlier overall, which is a plus, compared to last spring.</p> <p>e. We also retained more students, 92%, and the average units stayed the same.</p> <p>The concern is the college has been overspending related to budgeted salary. The goal is to be on budget by 2018/19.</p> <p>Kathy – Two years ago, there was a drive to fatten the schedule and chase FTES. However, this was never readjusted when the mission changed, so the schedule stayed overinflated.</p> <p>Kim – enrollments are low across the state. The state may need a reset on the mechanism for funding college base apportionment to not focus on growth. Shifting students is not sustainable. We need to be sustainable.</p> <p>b)Summer Targets</p> <p>a. Preliminary view on information looks close to meeting targets. 4-week session is basically the same as 2016.</p> <p>b. Reduced a few FTEF during the 6-week session – this is to keep the Fall and Spring approximately the same.</p> <p>c. Eric – we appreciate wanting to work on a balanced budget.</p> <p style="padding-left: 20px;">i. What would a 525 productivity schedule look like?</p> <p style="padding-left: 40px;">1. Kim – we were at 525 as recently as 2012/2013.</p> <p>d. Ron – summer enrollment targets have gone up, but enrollment is static and we are cutting FTEF, how can numbers be increased? Concern is that Dept. will not make it. Historically, Dept. hasn't had these numbers even during better summers.</p> <p style="padding-left: 20px;">i. Kim – Unfortunately we can only work within the framework we are given and the calculations as they are currently being worked out. The class selection for the 4-week summer will have to focus on higher enrolled classes.</p>	<p>schedule for Fall 2017.</p>

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	<ul style="list-style-type: none"> e. We need to keep in mind that these are “Targets”. If there are mistakes, or if the history shows something else, we need to analyze this and adjust as we move forward. f. Kim – an option would be to set department goals for divisions. But this should come from the divisions and discussions, not from the top down. g. Kim – To be a fully functioning community college, we need a mix, and all departments are important – so let’s work like a team and not let this be divisive. h. Brief discussion regarding dual/concurrent enrollment ensued, led by Tim – We will bring this back again for a more in depth discussion. <p>c) AY 2017-18 – <i>Not specifically addressed outside off the above discussion</i></p> <p>d) Tableau help tools</p> <ul style="list-style-type: none"> a. Phil showed some highlights from Tableau – Phil is also able to meet for further training. b. Access is granted to Department Chairs – lead faculty can be given access, but please note that in principle this could be linked back to individuals. We do not want to single out individual instructors/courses, etc. c. Phil – combining historical data with current targets, should help schedule more wisely and effectively d. Counseling – what about fast track courses during the year? <ul style="list-style-type: none"> i. Agreed that it needs to be considered <p>e) Block Schedule</p> <ul style="list-style-type: none"> a. Block scheduling generally isn’t a bad thing, but the block schedule that was implemented at VC is not flexible enough. b. Debbie – 8 o’clock start time is problematic. c. To avoid classroom conflicts, classrooms should be reserved for classes of the some length. d. Damien – We should also take bus schedules into consideration since we are encouraging the use of public transport. e. Kim – different start times should alleviate some pressures 	

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	<p>accessing campus in period one classes, while second block would be at the same time.</p> <p>f. Kathy – pump up productivity via Distance Ed.</p> <ul style="list-style-type: none"> i. Kim - You need to find the right mix, a healthy balance. ii. Introductory classes work well for DE. iii. Our DE success rates are similar to face-to-face class offering at VC, but that is not the case at MC or OC. iv. We have gone from 11% to 14% of classes being DE. v. Debbie – Mix is important because DE affects night classes. <p>g. Stacey – Can we better identify late start classes somehow in banner?</p> <ul style="list-style-type: none"> i. This was also discussed at the previous meeting. <p>h. Kathy – 7 am classes in Math and Sciences were very successful amongst industry workers.</p> <p>f) College hour</p>	
IV. STUDENT LEARNING OUTCOMES (DEBBIE NEWCOMB)	<i>SEE ANNOUNCEMENTS – discussed briefly at start of meeting.</i>	
V. CHAIR UPDATES AND GENERAL ANNOUNCEMENTS	<p>March 1st and 2nd Student services –</p> <p>Cash for College Feb 11th</p> <p>Webinar on Tuesday the 7th – 80 already</p>	
VI. FUTURE AGENDA ITEMS?	<ul style="list-style-type: none"> • Dual/concurrent enrollment • College Hour 	
VII. ADJOURNMENT	4:51	
NEXT MEETING	February 28 th , 2017 3:30 – 5:00 p.m. MCW-312	

Department Chairs & Coordinators Council Meeting Schedule
MCW-312 Conference Room 3:30 p.m. – 5:00 p.m. (4th Tuesday of Every Month)

August 23, 2016	November 22, 2016	March 28, 2017
September 27, 2016	January 24, 2017	April 25, 2017 (last meeting of year)
October 25, 2016	February 28, 2017	

Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the Student Success Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Student Success Committee meeting.

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