

VENTURA COLLEGE

DRAFT - Department Chairs & Coordinators Council – Meeting Minutes

Campus Center Conference Room

Tuesday, March 24, 2015

Present: A. Kolesnik, P. Jefferson, G. Guillen, A. Rodriguez, S. Bricker, D. Newcomb, T. O'Connor, P. Wendt, J. Wood, M. Millea, R. Koerner, R. Mules, T. Pardee, C. Lange, P. Clinton, M. Rose, S. Graham, B. Somosa, S. Melton, M. Jones, P. Muñoz, L. Morales, J. Parker, M. Ward, M. Carrasco-Nungaray, E. Martinsen, B. Moskowitz, R. Russell

Guests: T. Harrison, L. Wright, D. Kumpf

Recorder: Linda Resendiz

Minutes: Convened: 3:35 p.m.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome/Introductions – A. Kolesnik/P. Jefferson	A. Kolesnik welcomed everyone to today's meeting. He stated that the committee should start thinking about nominations for DCC chair for next year since he will be stepping down. R. Mules nominated C. Lange. Motion was seconded by M. Ward. C. Lange accepted the Chair position.			
Review 1/27/15 meeting minutes	A Kolesnik mentioned that him stepping down from this committee needs to be mentioned in the minutes from 1/27/15.			
OPEN ISSUES				
a) Common Cause – P. Jefferson	P. Jefferson opened up a discussion on the betterment on campus-wide communication. He stated that he wanted to make sure all were working together and on the same path to support each other. The following ideas from the Council were presented: <ul style="list-style-type: none"> • Regular email or newsletter communication to keep everyone updated coming from the EVP office. • Getting enough lead time on upcoming 			

	<p>changes and having the opportunity to provide input before the change happens.</p> <ul style="list-style-type: none"> • Have email discussions on topics that may come up between meetings. • Have a back-up for key positions. For example, the Articulation Officer has been out and it's been difficult not having someone answering questions regarding degrees. • Have online a rotational plan of when courses will be offered and make it available for the public. 			
b) Faculty Diversity Hiring – P. Muñoz	P. Muñoz asked if anyone has had discussions regarding faculty diversity hiring. She stated that this is important to bring to the district.			
c) SLOs – D. Newcomb	<p>D. Newcomb made the following announcements:</p> <ul style="list-style-type: none"> • Training will be provided in TracDat and how to run reports for Department Chairs and/or designees. Training will take place on Thursday from 3 p.m. to 5 p.m. or however long it's needed. • Check with D. Newcomb on the status of your SLOs. 			
d) DRAFT 2014-2015 Courses Excluded from Credit by Examination (attached) – L. Resendiz	P. Jefferson mentioned that Department Chairs needed to be aware of VC Innovates when excluding courses.	Submit any changes to L. Resendiz.	Now	Council
General Announcements - Council	<p>-M. Jones: There will be a panel discussion on Student Sexual Assault and Campus response on Thursday, April 16th from 4 p.m. to 6:30 p.m. in Guthrie Hall with Senator Hannah-Beth Jackson and Assemblymember Das Williams. If you have students in history and/or sociology, please invite them to this presentation. Please help get the word out.</p> <p>S. Bricker: Asked if anyone knew which courses</p>	Celine Park will be	April 2015	P. Jefferson

	<p>have been articulated for the high school articulation agreements. She stated that Department Chairs need to know this. She suggested having Celine Park come to the next meeting and do a presentation on VC Innovates.</p> <p>R. Russell: There will be an active shooter drill on April 14 in the LRC.</p> <p>R. Koerner: Think Before You Drink is tomorrow. The Holistic Health Festival is on Wednesday, April 8th and has been move to the MCW quad area.</p> <p>P. Jefferson: VC is the official sponsor of the Art Walk taking place July 18-19 in downtown Ventura Mission Park.</p>	invited to the next meeting to do a presentation on VC Innovates		
Adjournment	Meeting was adjourned at 4:52 p.m.			
Next Meeting	Tuesday, April 28, 2015 – 3:30 p.m. MCW (312) Conference Room			