

VENTURA COLLEGE

DRAFT - Department Chairs & Coordinators Council – Meeting Minutes

Campus Center Conference Room

Tuesday, September 22, 2015

Present: Sharon Beynon, Phillip Briggs, Marian Carrasco Nungaray, Nathan Cole, Will Cowen, Marta de Jesus, Nancy Fredrickson, Greg Gillespie, Karen Harrison, Tim Harrison, Kim Hoffmans, Gwen Huddleston, Mary Jones, Raeann Koerner, Dan Kumpf, Cari Lange, Robert Lawson, Casey Mansfield, Lydia Matthew-Morales, Michelle Millea, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Maureen Newton-Eliot, Steve Palladino, Jennifer Parker, Ted Prell, Alma Rodriguez, Malia Rose, Peter Sezzi, Stacy Sloan-Graham, Ben Somoza, Corey Wendt, Patricia Wendt, Jeff Wood, Lynn Wright

Guests: Connie Baker, Nan Duangpun

Recorder: Jenifer Cook

Minutes: Convened: 3:35 p.m.

Agenda Item	Summary of Discussion	Action due by whom	Completion Timeline	Assigned to:
WELCOME – <i>Kim Hoffmans</i>	Introductions			
INFORMATIONAL/DISCUSSION				
a) Organization structure – <i>Greg Gillespie</i>	<p>Greg will be sending out updated organizational charts. Immediate attention will be given to the Vice President for Student Affairs as Patrick has taken a position in Houston, Texas. An interim vice president should be hired by the end of October. Greg will be the contact person for student services.</p> <p>Will Cowen has been hired as the Interim Dean of HED/ICA/KIN and Raeann Koerner will serve as Interim Dean of Life and Political Sciences.</p> <p>The workload for deans is overwhelming and the structure will be evaluated and discussed over the next six months. Kim is looking for input from this committee to find some synergism among what discipline should be assigned to what dean/division for 2016-17 academic year.</p>			
b) Spring Schedule – <i>Guests Connie Baker and Nan Duangpun</i>	Connie and Nan articulated the need for complete and accurate information when submitting your schedule.	Data techs will provide a list of short term classes		

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	<p>If labs are partially online (hybrid) please list on the Enstat so Banner can be coded correctly. For accreditation purposes, lecture and lab hours information should be delineated on the course syllabus.</p> <p>Preferred short term starts are the 3rd, 5th and 8th/9th weeks of the semester. If you schedule a class other than full-term, it should end before finals week and the final should be administered on the last day of class. This doesn't apply to fully online classes.</p> <p>It was brought up that staffing classes in a timely manner is difficult as the district doesn't get longevity information on time.</p>	<p>that might be affected by finals week this semester.</p> <p>Kim Hoffmans will forward longevity lists and ask HR if they can be received prior to scheduling classes.</p>		
<p>c) Program Review – Guest Phillip Briggs</p>	<p>Phillip Briggs has done an excellent job simplifying data for program review. All info (e.g. data sheets and template for submission) is on the Ventura College Program Review website. Drop-in help sessions are available and dates can be found on the website.</p> <p>Key dates:</p> <ul style="list-style-type: none"> -Prioritized program review initiatives within divisions due by October 30th -All campus committees will prioritize in November. -Final program review initiatives due to district December 1st. 			
<p>d) Courses without SLO's – Debbie Newcomb</p>	<p>Kim Hoffmans informed the committee about an action item on the Curriculum Committee agenda for next week recommending that courses without SLO's in CurricUNET be deleted from the catalog and archived at the State level. Every single course/program should have SLOs, and be assessed, in order to meet accreditation standards.</p> <p>Debbie Newcomb needs signatures on PSLO reports so they can be posted on website. Additional SLO training is scheduled for October 2, 2015.</p>			
<p>e) Faculty hires for 2015</p>	<p>Due to time restraints, this items was not discussed.</p>			

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f) Dept. Chair/Coordinator Meeting purpose and format – Kim Hoffmans	<p>The committee discussed possible formats for future meetings including . . .</p> <ul style="list-style-type: none"> • Alternating every other meeting without deans to strategize and work amongst the peers. • Inviting deans/administration to attend meetings depending on agenda items. • Using this meeting for internal communication of department chairs/coordinators without deans. • Including deans during the last half hour. <p>Further discussion on this item to occur at next meeting.</p>			
g) Waitlist numbers –	<p>Due to time restraints, this items was not discussed.</p>			
h) Other items from group –	<p>Due to time restraints, this items was not discussed.</p>			
GENERAL ANNOUNCEMENTS – Council (Time permitting)	<p>Please send any agenda items to Cari Lange.</p>			
a) CurricUNET Training	<p>CurricUNET training will be October 6th 3:30 pm</p>			
b) Patrick Jefferson's new position	<p>Patrick Jefferson has accepted a new position in Houston and will be leaving VC at the end of September.</p>			
ADJOURNMENT	<p>Meeting was adjourned at 5:09 p.m.</p>			
NEXT MEETING	<p>Tuesday, October 27, 2015 – 3:30 p.m. MCW-312 Conference Room</p>			