

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

11/28/2017 3:30-4:30 p.m. MCW-312

Present: Andrea Adlman, Bea Herrera, Bob Moskowitz, Cari Lange, Damien Pena, Deanna Hall, Emily Bartel, Jennifer Parker, Joe Selzler, Kimberly Hoffmans, Lazaro Salinas, Marta De Jesus, Michael Ward, Michelle Millea, Patricia Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Rocio Fajardo, Ronald Mules, Sandra Melton, Stacy Sloan Graham

Guests: Maria Teresa Fiumerodo, Amy Kennedy, Phil Briggs

Recorder: Sebastian Szczebiot

Minutes: Convened: 3:30

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<p>a) President’s Holiday Gathering <u>December 5th 2-4 pm</u></p> <p>b) Men of Color Presentation by Dr. Wood and Harris <u>December 8, 9-2:30 pm</u></p> <p style="padding-left: 40px;">i. We had 75 students that took classes all year without completing a single unit.</p> <p>c) VC Nursing Pinning <u>December 11 at 5:00 pm in PAC</u></p> <p>d) Enrollment Schedule- Submit Summer on or before <u>Dec. 15</u></p>	
II. GENERAL DISCUSSION without Administration	Not on record – 3:00 to 3:30 pm	
III. REVIEW MINUTES	Minutes approved via consensus	
IV. Diversity in Culture Festival – Gigi Fiumerodo	<p>The festival will take place in the Spring (April 11th and 12th). The task force is a subcommittee of Professional Development. Please consider incorporating this in syllabi, as these will be alternative instruction days. Subcommittee is hoping to increase student involvement.</p> <p>The festival is working to nurture a sense of greater community on campus.</p> <p>Next task force meeting is on the 7th of December.</p>	
V. Barnes and Noble – Amy Kennedy	We are behind on Textbook Adoptions! We are at 85% instead of our goal of 100% from two weeks ago.	

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	<p>Amy will send out a list of courses with no books – please help her make these final arrangements by having faculty email Amy directly.</p> <p>Retail Buyback – Great time for students to sell back books!</p> <p>Please also verify via website if your correct books have been ordered.</p>	
<p>VI. Scheduling – Phil Briggs</p>	<p>Fall and Spring calendar is negotiated and has now been approved: calendar distributed.</p> <p>Fall Schedule must be online by Mar 1st to give first students 30 days before registration.</p> <p>April 20th – Fall and Summer Registration opens.</p> <p>Fall schedule packets will be sent out on December 1st to Dept. Chairs.</p> <p>Note: push HR for longevity lists and ARFs</p>	
<p>VII. Vice President updates</p>	<p>a) Introducing Cathy Bojorquez- new Vice President of Business Services</p> <ul style="list-style-type: none"> • Cathy is excited to be here and to be here for the long run! She comes to us from the DAC. Prior to that she was in K12 since 2000. • A/C update: Science building repair cost estimate is about 1.7millin. Currently, we are going through an engineer peer review. S. Melton also asked for an update on the Health Science building. Cathy will look into this and will return with more info. <p>b) Damien Peña</p> <ul style="list-style-type: none"> • No updates. <p>c) Kim Hoffmans</p> <ul style="list-style-type: none"> • New Curriculum COR Platform • Instructional Calendar 2018-19 handed out • Class Cancellation number hand out distributed. We are cancelling fewer classes! 	

Agenda Item	Summary of Discussion	Action due by whom
	<ul style="list-style-type: none"> • DC concerns: wanted to know what the “magic number” of students is for not cancelling a class, and what is the cutoff date for cancellations? <ul style="list-style-type: none"> • Overall, we want/need to schedule smarter! • Kim: no classes with 18 or more students should be cancelled (except, for example, if the class does not have an available instructor) – and the Deans have been told this same figure. • It was also suggested that a percentage may be better would work better. 	
VIII. GENERAL ANNOUNCEMENTS		
IX. FUTURE AGENDA ITEMS?	Professional Development processes and coordination.	
X. ADJOURNMENT	4:39	
NEXT MEETING	3:00 – 4:30 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.

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