

VENTURA COLLEGE

Department Chair Council-Minutes

Campus Center Conference Room

Tuesday, October 25, 2011

Present: R. Sanchez, M. Pauley, C. Lange, B. Moskowitz, C. Mansfield, T. Pardee, J. Stauffer, B. Lawson, J. Garey, S. Quon, V. Lugo, D. Kump, J. Garcia, J. Parker, T. Prell, K. Scott, R. Koerner, S. Melton, P. Sezzi, K. Harrison, S. Palladino, J.Selzler

Guests: Daniel Aguilar and Rick Shaw

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
1. Welcome	Ramiro welcomed everyone to today's meeting.			
2. General Announcements or New Issues Needing to be Addressed – <i>Council Members</i>	<ul style="list-style-type: none"> • Karen H. - Building coming along nicely. • Ramiro S. - Welcomed Cari Lange as cochair for Anthropology. • Raeann K. - Women soccer will have their 2nd playoff today. • Bob Lawson – Had a successful Nutcracker performance which sold out in the Oxnard auditorium. There will be selections of the Nutcracker performed next Thursday in the Quad area at noon. • Bob Moskowitz - Student art sale going on as well as ceramic sale. • Judy G. - Dance concert December 1, 2, and 3 in the Wright Library. • Steve P. – Had a successful GIS day on Friday. • Steve Q - CSU has a STEMS grant which they are solicitating support in various ways. 			
a. Financial Aid Customer Service Training for Student Workers – <i>Daniel Aguilar</i>	Financial Aid has scheduled customer service training for student workers on Friday December 9 th . There will be a customer service expert presenting various customer service techniques. Space is limited. To reserve a space please call x3110 or email Daniel at daguilar@vcccd.edu . Breakfast and lunch will be provided. Location will be announced.			

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b. Instructional Materials Fees – Ramiro Sanchez	Ramiro has spoken to all impacted departments other than art and photography. Departments are not going to be adversely impacted for this semester. Ramiro mentioned that every year the college is audited for various items. Two years ago we were found out of compliance by an audit finding in not following state rules and regulations on instructional materials fees. The other two colleges basically went through their curriculum committee to either delete or make other arrangements for their materials fees. We did nothing. In general, instructional materials fees are products that students take away. Because is this last audit we cannot charge students for materials fees. If your department will be adversely impacted because of this, let Ramiro know.			
c. Spring 2012 Enrollment Data – Council Members	Ramiro reviewed the spring 2012 enrollment data. A handout was distributed.			
d. FTES projections for 2011-2012 – Ramiro Sanchez	Ramiro reviewed the FTES projections for 2011-2012. A handout was distributed.			

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<p>e. Program Review Feedback – Kathy Scott</p>	<p>Kathy asked for feedback on the program review process so improvements can be made for next time. She said a survey will be sent out to all faculty. She mentioned that the process for SLOs is same as last semester. Final paperwork will be due January 6th.</p> <p>The feedback she received from DCC is as follows: -Get data to everyone sooner. -Check validity of data being sent out. -Difficulty with format of program review. -Difficulty in interpreting data; demographic information; need by course; -Did not show exactly what departments are being served. -Include some self-surveys. -More time to look over the reports. At division meeting, more time to give back feedback.</p> <p>Kathy thanked everyone for their work and good attitude. It was a good accrediting visit.</p>			
<p>f. Software Change - Rick Shaw</p>	<p>Rick distributed a draft of the software request form and deadlines associated with this.</p>	<p>Send feedback to Rick Shaw</p>		
<p>3. Discussion/Updates</p>				
<p>a. Designated Classrooms – Council Members</p>	<p>Ramiro met with Raeann and Terry last week regarding the designation of classrooms. It was agreed that any room changes will be put on hold.</p>			
<p>b. List of Core Courses (Tier 1, 2, 3) – Ramiro Sanchez</p>	<p>Ramiro mentioned that he was late on this. He has the requests for consideration of changing course status for those that are 3 to higher and 2 to higher. He hopes to get this done before everyone leaves on break. This will be work in progress.</p>			

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c. Ad Hoc Group on BOT Goals & Objectives – R. Sanchez/M. Pauley/P.Sezzi	Peter, Mark and Ramiro updated that council the work the group has progressed in.			
d. CSSSE	This is being funded by current Title 5 funds; The next go around will be in spring 2012. The Austin group has been provided with our information. Connie Baker will be our designated lead person. Two additional components have been added. They are going to be mapping us with other Hispanic serving institutions in the nation as well as surveying faculty.			
Next Meeting	Tuesday, January 24, 2012 - 3 p.m. Campus Center Conference Room			