

VENTURA COLLEGE

Department Chairs Council - Minutes

Campus Center Conference Room

January 25, 2011 – 3 p.m.

Present: C. Mansfield, R. Sanchez, S. Melton, J. Kobayashi, B. Moskowitz, T. Prell, J. Garcia, J. Garey, G. Fiumerodo, R. Koerner, B. Arce, P. Wendt, S. Bricker, J. Parker, B. Herrera, J. Stauffer, P. Muñoz, S. Quon, D. Kumpf, P. Sezzi, C. Lange, K. Harrison, M. De La Rocha, T. DeClerck, M. Bowen, J. Selzler

Guests: T. Harrison, S. Corbett, D. Bransky, R. Calote, G. Huddleston, K. Gorback, S. Hajas, V. Lugo, K. Scott, J. Mortensen, T. Gardner, D. Oliver

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. REVIEW OF 11/23/10 MEETING MINUTES	Meeting minutes for 11/23/10 were reviewed and approved as submitted.			
3. UPDATES				
a. Narrative in college catalog listing recommended courses after degrees	There was a discussion at last week's Curriculum Committee meeting regarding the narrative in the college catalog listing recommended courses after degrees. It was mentioned that some students do not know if these recommended courses are part of the degree or not and often times end up taking every single courses listed on the degree. The options discussed were to leave the narrative as is, change it for clarity, or take the narrative completely out.	Department Chairs to follow up with their constituents regarding this and report back at the next meeting.	February 2011	Council
b. Spring 2011 enrollment	Ramiro mentioned that VC is doing well in terms of units taken. He said that some extra large classes have been increased. He said that he sent the FTEs report to all Department Chairs.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
4. Training Session on Assessment of Student Learning Outcomes – T. Gardner, S. Corbett, D. Oliver, K. Scott	An overview and preliminary training on the steps involved in assessing student learning outcomes at the individual course level and among faculty who teach course(s) in common. Ty Gardner and Scott Corbett were following up with Department Chairs and faculty to ensure that the process is understood and to assist those who are unfamiliar with the variety of possible classroom assessment techniques or the development and application of performance rubrics. The Department Chairs have been charged with ensuring that the faculty in their programs complete this portion of the student learning outcome assessment process by the end of March.	All forms and workshop schedule will be emailed.	January 2010	K. Scott
Next Meeting	Tuesday, February 22, 2011 3:00 p.m.			