Ventura College Department Chairs & Coordinators Council – Meeting Notes
2/23/2021 3:00-4:30 p.m. ZOOM Meeting

Present: ☒Kammy Algiers ☒Michelle Beard ☐Kaela Casey ☐Marcelino de Cierdo ☒Marian Carrasco Nungaray ☐Phillip Clinton ☐Robin Douglas ☐Gema Espinoza Sanchez ☐Rubisela Gamboa ☒Ralph Fernandez ☒Maria Flores ☒Deanna Hall ☒Rocio Hernandez ☒Rachel Johnson ☐Mary Jones ☒Crystal Kallik ☐Raeann Koerner ☒Cari Lange ☒Eric Martinsen ☒Sandy Melton ☒Michelle Millea ☐Terry Morris ☐Bob Moskowitz ☒Ron Mules ☐Paula Munoz ☒Tom O'Connor ☒Lazaro Salinas ☒Joe Selzler ☒Peter Sezzi ☒Stacy Sloan Graham ☒Michael Ward ☒James Walker ☒Patty Wendt ☒Brent Wilson ☒Jeff Wood

☒Jennifer Kalfsbeek-Goetz (VP) ☐Cathy Bojorquez (VP) ☐Damien Pena (VP) ☒Dan Clark (ASP)

Guests:

Recorder: Sebastian Szczebiot

Convened: 3:40 pm

Notes:

Agenda Item	Summary of Discussion	Action due by whom
I. Announcements	Diversity in Culture Virtual Week April 12, 2020	
II. Discussion - Chairs only (3:00-3:30)	- Dept. Scheduling process discussion - Banner and Courseleaf are not communicating correctly, so we are anticipating that the fall schedule will be posted up to a month later than originally planned. - FYE discussion - Suggestion was made to create taskforce that would look in to creating a process for identifying which courses are available for FYE. Reach out to Dan Clark if interested. - VC Mission discussion - Survey was sent out to the college. Meetings are open to all to participate.	

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III. Vice President Reports and Items for Discussion (3:30-4:30)	Previous meeting notes available online.	
a) DE addenda needed ASAP	• We are not able to offer classes online if they do not have DE addenda attached to them. Michael Bowen has a spreadsheet listing all classes with current addenda – Jennifer will upload to the department chair one drive.	Jennifer to post spreadsheet to OneDrive

b) Hi Flex classroom opportunity	• Fall 2021 presents an opportunity to pilot some Hi Flex course offerings. This does not mean that students choose whether they attend in person or online – rather, faculty creates schedule when part of class meets in person, while others are zooming in, and perhaps they alternate days or weeks.
	• Equipment is expensive and requires training – so ideally this would take place this spring. Interested faculty should let Jennifer know by end of February so orders can be placed in March by IT services. This can be somewhat flexible. Currently we have two sets of equipment on campus. Jennifer set a new deadline for faculty to volunteer by March 8th.
	• Faculty that may be interested would be asked to share their experience after the fall semester and would be paid an extra 10 hours using the existing AFT-VCCCD MOU.
	   o Faculty would be paid to use, test, and assess the HI Flex technology and methods for teaching and then to report out on what they learned - best practices and things to avoid - in a written summary and possibly at a FLEX event in the Fall of 2021.
	   o The goal is for these reports to support future faculty who may use the HI Flex model.
	• Joe asked how to document this on schedules, and how will rooms be allocated for these courses?
	   o Once we have a list of interested faculty, we will host a meeting to discuss logistics, etc.
	   o Brent is offering Hi Flex for choir courses – less students attend in person than was expected. Assumption is that students are finding it easier to opt to stay home when intent was to give them the opportunity to learn in person.
		Refer interested faculty to Jennifer

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	• Administration is working with MO on detailed plans for campus functionality – i.e. building monitors, one way in and out, protocols for students, etc.	
c) Standby Courses with "0" Cap Option - Discussion	• Standby courses are courses that the college intends to open for enrollment when student registration demand demonstrates the need to open additional sections. • Would stand by courses ever be part of FT faculty loads? They would be listed as staff – but yes, all HR roles, bumping PAL etc., still apply. • Patty Wendt mentioned this was done in the past at VC. • Allows us to be transparent with classes that we are currently probably "holding" for late start etc. Also, standby classes allow classroom reservation, post-COVID-19 for example. • Jennifer wants support from chairs before college starts publishing standby courses	
d) SCFF highlights and managing enrollment that is grounded in the SCFF	• Institutional Effectiveness completed two student surveys – one was recently completed for students who did not return to campus to take classes this last fall. Survey results are pretty telling and have been added to the Chair OneDrive • Hold Harmless is expiring and yes VC will be bumped down to a small college status, but DAC is rolling out more a budget allocation model that incorporates elements of the SCFF which benefit VC	
IV. FUTURE AGENDA ITEMS?	Credit for Prior Learning was brought up by a chair: District wide committee is currently discussing VCCCD implementation. CPL was approved by the state chancellor's office for all courses, except those that are excluded. This goes beyond credit by exam, however, so it is not as simple as renaming the CBE exclusion list to a CPL exclusion list. This will ultimately work through the curriculum process, but it is also very equity focused.	
V. ADJOURNMENT		

Department Chairs & Coordinators Council Meeting Schedule
Zoom Meeting 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)

~~August 25, 2020~~	~~November 24, 2020~~	March 23, 2021
~~September 22, 2020~~	~~January 26, 2021~~	April 27, 2021
~~October 27, 2020~~	~~February 23, 2021~~	May 2021 – No Meeting

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