Ventura College Department Chairs & Coordinators Council – Meeting Notes
2/22/2022 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 ☐Dorothy Farias ☐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: Deans

Recorder: Sebastian Szczebiot – Attendance not taken.

Convened: 3:30 pm

Notes:

	Agenda Item	Summary of Discussion	Action due by whom
I.	Announcements	• Compressed calendar is moving forward; current implementation plan is 2024-2025 • New class scheduling and compressed calendar consultant group will meet with Chairs, academic data specialists, Deans, and others in the first week of MAY to help us make informed decisions about moving forward in these inter-related topics. Stay tuned!	
II.	Discussion - Chairs only (3:00-3:30)	General discussion Longevity reports: How accurate are they? What is the process of making corrections? Dept chair access to major contact info: Need for other data? Notes: Chairs discussed inaccuracy of longevity reports. Chairs are not opposed to a more centralized process.	

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III. Vice President Reports and Items for Discussion (3:30-4:30)	Previous meeting notes available online.	
a) New online Catalog (CAT) issues – curriculum reps will explain (Dorothy and Rubisela)	Some courses remain not up to date, and some that haven't been offered in a long time remain present in CourseLeaf. The problem is that CAT reads courseleaf word for word, including all mistakes! All of these courses will be listed in the new online catalog, along with inaccurate program information if it is not cleaned up by faculty on courseleaf.	
	Dorothy gave list to Deans of programs that include any "glitches" - ie not active or not updated courses.	
	We cannot make changes in CAT.	
	Outdated courses that have not been updated will show up in the catalog. Chairs will need to deactivate these courses (this is not the same as deleting).	
	Programs also need to be corrected.	
	Time is of the essence! Changes need to go through curriculum committee – deactivation of a course does not, just requires an email.	
	Chairs and Faculty will need to take the lead here. But if chairs are comfortable, a curriculum committee workgroup could take some of this work on.	
	Workshop Next Thursday March 4th – will be recorded	
	Deadline is April 2022 in order to have changes reflected int the Fall 2023 catalog.	
	Prioritize program cleanup as inactive courses will show in catalog otherwise.	
	What is Hyflex and what should Hyflex be at VC was discussed recently as part of conversations that arose from faculty evaluations. When and how we deploy hyflex options is also an important question.	

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b) What's Hyflex? What should Hyflex learning be at VC (Ventura College)?	There is a concern about some classes being offered as "hyflex" when they weren't designated as such on the schedule. Originally at VC, this was indeed an option for COVID safety. Indeed, even recently we realized that switching to hyflex temporarily can be used to assist students as we transition to being on campus, and/or deal with student covid exposure and illness. However, this practice may become problematic once we are no longer in a transition phase. If used properly, temporary hyflex setups can be great for our students, but the option to use zoom could also be abused by instructors that are meant to be teaching in person – and this would not be a student centered approach. A fully in person class can have online homework for example, but it cannot be hybrid and request zoom lecture participation in lieu of on campus instruction. (It should, however, ideally be labelled as web enchanced. On the flipside, an online course that requires students to physically sit their final exam would need to be labelled as hybrid, not fully online. Also, anything synchronous cannot be required of asynchronous classes.) Jen is suggesting asking the DE committee, or a workgroup, to discuss how we move forward with offering zoom flexibility for students as we emerge from the pandemic.	
c) New ACCJC (Accrediting Commission for Community and Junior Colleges) process and DE (Distance Education) (Distance Education) review – update	The ACCJC visiting team will review courses for accreditation purposes from the Fall 2022 schedule. VCCCD randomly selects 50 or 5% of DE classes, from each college. ACCJC will wait to do the review in spring 2023, in prep for their fall 2023 visit. ACCJC is looking for weekly regular and substantive interaction during instructions – we cannot teach correspondence courses. Grading needs to happen inside of canvas. External tools can be offered but need to have access and instructions present in canvas. Zoom links and instructions as well as requirements need to also be clearly stated in canvas.	

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	Of note, accreditors will not be visiting classrooms/courses as term will have ended. Individual courses/faculty will not be singled out in any ACCJC review/reports. The feedback will be generalized. In other words, we can still make adjustments before the visit and provide evidence of changes, where necessary. Accreditation is not a "gothca" exercise! Now is the time to reflect on practices and correct if need be. Any classes coded as DE can be pulled, but we are not just pulling random canvas shells. Jen will work with IE team to identify any classes listed as DE that should not be included in the pull list. VC is hosting the DE summit this year and there will be some accreditation pieces to this professional development opportunity.	
d) Discussion about joint DCCC/Dean meeting opportunity	Insufficient time	
IV. FUTURE AGENDA ITEMS?	• Guests: BICT (Behavioral Intervention Care Team) Team Members – explain and discuss the updated BICT process	
V. ADJOURNMENT	4:30 pm	

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

~~August 24, 2021~~	~~November 23, 2021~~	March 22, 2022
~~September 28, 2021~~	~~January 25, 2022~~	April 26, 2022
~~October 26, 2021~~	February 22, 2022	May 2022 – No Meeting

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