

VENTURA COLLEGE

Department Chairs & Coordinators Council – Meeting Minutes

Campus Center Conference Room

Tuesday, November 25, 2014

Present: G. Arevalo, S. Bricker, M. Carrasco-Nungaray, M. De la Rocha, S. Graham, G. Guillen, K. Harrison, P. Jefferson, M. Jones, K. Karkos, A. Kolesnik, C. Lange, R. Lawson, E. Martinsen, S. Melton, M. Millea, B. Moskowitz, R. Mules, P. Muñoz, D. Newcomb, S. Palladino, T. Pardee, T. Prell, A. Rodriguez, M. Rose, B. Somoza, P. Wendt, J. Wood

Guests: Tim Harrison, Andrea Horigan, Dan Kumpf, Art Sandford, Michael Shanahan, Michael Arnoldus, Gary Maehara

Recorder: Linda Resendiz

Minutes: Convened: 3:05 p.m.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome/Introductions – A. Kolesnik	Alex welcomed everyone to today's meeting. As well as the guests from the district office (human resources).			
Review 10/28/14 meeting minutes	The meeting minutes were approved with a noted corrected from D. Newcomb.			
Informational				
a) Human Resources Talk	<p>Michael Shanahan, Michael Arnoldus, and Gary Maehara were in attendance to respond to various questions and concerns the Council had. They clarified items regarding minimum qualifications, PAL, load, and longevity list. There was a discussion on the changes to the emergency hiring process. The Council was reminded to submit any questions or issues by email to Michael Shanahan.</p> <p>It was mentioned that diversity training is mandatory by California code. Human Resources will be offering during the 2nd or 3rd</p>			

	week in January training for anyone involved in a selection committee. This training is not available online.			
b) Positive Attendance Hours	Susan Bricker mentioned that there was a small issue encountered which is not an audit finding. She said that the state is going deeper into audits. She had to contact instructors to request records which the auditors were requesting. In doing this, we found out one class was grossly under reported. An email will be sent next week advising instructors to turn in their backup documentation to Susan Bricker. Deans will be cc'd on this communication.			
Informational				
c) SLOs	<p>Tabled for next agenda.</p> <p>The Council was reminded that Bring Your Data Day will be on Friday, December 12th from 9 a.m. to 12 p.m. and December 15th from 1 p.m. to 3 p.m. People will be available to assist in training and inputting. Personal appointments will also be made</p>			
d) Waitlists	There was an extensive discussion on the 35 student waitlist. There was mention on the poor communication about the change to the list. It was suggested that the list be cut down to 19 students and that communication improve. Alex will take this issue to Administration.			
General Announcements	<p>S. Melton: The group who volunteered to be on the room assignment committee will be meeting next week. Alex Kolesnik will contact Peter Sezzi so he can bring the list Academic Senate came up with.</p> <p>S. Graham: Stacy asked who was working on the summer schedule and if anyone noticed the</p>	Email any thoughts or criteria to be considered to Sandy Melton or Stacy Graham.	November/December	Council

	changes to the evening classes. There are now limits on what instructors can teach and students can take. This affects the 6 week section. Before it was 2 nights, 3 hours a week. Now its 4 nights, 2 hours a week. Art Sandford will bring this up to Patrick's attention.			
Adjournment	4:50 p.m.			
Next Meeting	Tuesday, January 27, 2015 – 3:30 p.m. MCW (312) Conference Room			