

**Our Mission**

At Ventura College, we transform students’ lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

**Our Vision**

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

**Our Guiding Principles**

At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

* Embrace the strength of diversity
* Listen with intensity and compassion
* Communicate with integrity and patience
* Design student-centered solutions
* Spark self-confidence and a sense of discovery
* Pursue our vision and goals with passion

**Council Charge**

The Department Chair and Coordinator Council provides a forum for the discussion of academic, operational and institutional issues. This is a faculty-driven body that makes recommendations to the Administrative Council.

The Council agreed upon “Group Norms” to

* Stay focused on issues that will **improve student learning.**
* Remain positive, professional, and respectful of each other.
* Listen to, respect, and strive to understand all points of view
* Respect the time of the council by starting and ending the meeting on time.
* Work together to build consensus.

# Ventura College

## Department Chairs and Coordinators’ Council

### 10/22/2019

#### MCW – 312 | 3:00 – 4:30 PM

1. Brief Announcements and Approval of meeting notes for September
2. Discussion without Administration
3. New Chair Orientation (13.1.G) – scheduling & participation?
   * Past topics covered: Allocation Model, Program Review, Chair Contract, Chair Elections, 2-year Terms, Duties as outlined in the contract, Faculty evaluations, Enrollment and Tableau, and the Scheduling process.
4. Vice President Reports (see next page/reverse)
   * Student Affairs
   * Academic Affairs (Accreditation, Curriculum, & Enroll.)
5. Standing Agenda Item: SLO / SUO – Phil (4:00-4:15)
   * Comment on program review status (brief)
6. President Announcements (4:15-4:30)
7. Adjournment

**Next Meeting Date: 11/26/2019**

## Student Affairs Announcements

* Student Health Fair on Tuesday 9-1 in MCE/MCW Quad
* Thanks for the faculty participation in the Undocumented Student Week of Action. We want to continue the conversations throughout the year.
* Annual University Transfer Fair on October 31. Please wear you alma mater gear to support transfer success.
* November 4th, we have the Veteran’s Appreciation Luncheon in the Cafeteria.

## Academic Affairs Announcements

* **Holidays** / days off in **November**: 11/9 & 11/11 (Veteran’s Day observed) and 11/28-11/30 (Thanksgiving)
* **Accreditation**: The ACCJC Midterm (MT) report is due October, 2020. The timeline for completing the MT report has been distributed at ASAG and is briefly outlined below. For a detailed timeline, contact Jennifer or Lisa Putnam.
* **Curriculum**:
  + **CourseLeaf**: Faculty have full access to update and create new courses and programs in CourseLeaf. If you need assistance with the SLO/SUO portion, contact Phil Briggs. For assistance on the DE Addenda, contact Sharon Oxford. For general assistance with CourseLeaf, contact Michael Bowen or Callahan.
  + As of 10-2-2019, the state has approved curriculum (science labs and oral communication areas) to be offered **100% online**, making it *possible* for VC to offer seven fully online Associate Degrees for Transfer (ADTs).  Only 4 other colleges in the state have this capability at this time.
* **Enrollment and Schedules**:
  + **DISCRICT** – enrollments throughout the district are down by less than .1% for Fall as of OCT 1.
  + **VC** – enrollments have grown over the past month; however, we are down 38 FTES from our target or Fall by .8%.
  + **Summer scheduling packets** will go out to Chairs in late OCT. Anticipate more options throughout the summer.

**MT report brief timeline:**

**Fall 2019/Spring 2020 Midterm Report to be prepared – *due October 15, 2020***

September 2019 ASAG establishes Midterm Report process and timelines.

October 2019 ASAG Subcommittees prepare 1st Draft of Midterm Report

November 6, 2019 ASAG reviews and edits 1st Draft of Midterm Report

November 19, 2019 Executive management team reviews and provides input.

November 21, 2019 Academic Senate Meeting: Review and provide input

December 5, 2019 Classified Senate Meeting: Review and provide input

December 13, 2019 all corrections to 1st Draft submitted to ASAG Co-Chairs

January 2020 Final draft of Midterm Report prepared.

February 5, 2020 ASAG reviews final draft of Midterm Report

February 11, 2020 Captain’s Chat Review of Midterm Report

Mid-Feb - March 2020 MT posted for all-college review. Exec. Management Team reviews final draft.

February 18, 2020 Associated Students (ASVC), 1st Read

February 25, 2020 Associated Students (ASVC), 2nd Read

February 26, 2020 College Planning Committee, 1st Read

March 25, 2020 College Planning Committee, 2nd Read

April 2, 2020 Academic and Classified Senates’ Meetings, 1st Read

April 16, 2020 Academic Senate Meeting, 2nd Read of Midterm Report

May 7, 2020 Classified Senate Meeting, 2nd Read of Midterm Report   
May 18, 2020 Submit Midterm Report to District (PPSS Review)

May 29, 2020 Submit Midterm Report to District for Board Agenda^

June 16, 2020 VCCCD Board Mtg, 1st Read of Midterm Report

June 23, 2020 VCCCD Board Mtg, 2nd Read of Midterm Report

October 1, 2020 College Submits completed Midterm Report to ACCJC.