**Ventura College Department Chairs & Coordinators Council – Meeting Notes**

**4/2/2019 3:00-4:30 p.m. MCW-312**

**Present:** Andrea Horrigan, Bea Herrera, Bob Moskowitz, Cari Lange, Deanna Hall, Eric Martinsen, Joe Selzler, Kamelia Algiers, Kim Hoffmans, Lazaro Salinas, Marian Carrasco Nungaray, Michael Ward, Michelle Beard, Michelle Millea Patty Wendt, Peter Sezzi, Philip Clinton, Rachel Johnson, Raeann Koerner, Ralph Fernandez, Robert Lawson, Rocio Fajardo, Tom O’Connor

**Guests: Greg Gillespie**

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:00**

| **Agenda Item** | **Summary of Discussion** | **Action due** **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS**
 | See attachment |  |
| 1. **Approval of Meeting Notes**
 | Notes approved via consensus  |  |
| 1. **General COuncil Announcements**
 | Faculty love receiving email prompts about dropped students – very helpful.Film instructor, Faren Humes, won prizes at three international film festivals.Child Development Center won Golden Gear Award as exemplary stem base program for Ventura County.Please encourage students to go to Diversity festival as alternative day of instruction. |  |
| 1. **Workforce and economic development**
 | What questions do the chairs have for Greg? In addition, what is pertinent to district IEPI area B? – what can Greg take back and share with this group? Complaints have been made about Alexandra Wright (WED- Work force + Economic Development) and her business model: eg AW held campus meeting early morning on Friday to discuss grant opportunity. AW was informed that the group felt those programs should be hosted by the college. Meeting group also noted that it should not happen that WED contracting with competitors such as Caterpillar and John Deere at the same time. This meeting was followed up by email from AW which stated that VC offered zero input!? There was input and it was the opposite of what was pursued. Other examples revolve around biotech and negatively affected industry relationships. Greg agrees that communication is concerning. However, there are also multiple pathways for students to succeed. WED can offer some pathways that don’t currently exist.  Perception for some chairs is that adult ed is being moved from the colleges to the district – why? AW is meant to contact related faculty + Deans and touch base with them when opportunities arise: consultation should include is this a credit or noncredit opportunity, etc.?AW is also in a good position to advertise our existing programs – but she needs the information. Part of IEPI area B focus group is creating a district wide support system that leverages offerings at all campuses. What is the process? Who approves AW’s direction?-curriculum process on campuses, for example, is very cumbersome… what sort of process do customized trainings go through and as part of WED?Outcomes and format is based on employer need and it does not require any other vetting. The test is did the employees succeed and will the employer return. More tension exists perhaps in situations where there exists a pathway to college. Currently, WED and 4 programs have students: AG Sup, Pre-residential Building, Caregiver, and one other. They served around 113 students. Majority of revenue comes through grants. AW should also be working with colleges on apprenticeship placement. Ideally, faculty and deans would value AW’s work as much as the industry does. However, yes, she does need to work closely with the colleges to make this happen, and Greg is not happy with where the relationship currently is. ESL – AW went directly to adjunct faculty at east campus, and Eric only learned about it post fact. In the end, the process has been implemented, but why not openly approach the chair and deans in the first place?On Facebook, caregiver program is advertised as if it is a Ventura College program. Perhaps there need to be clearer lines of deliniation. If it is confusing for us as faculty, how can our students navigate this mess? Students need to know what they are involved in. Otherwise, students contact college thinking they are enrolled and expecting services. The process needs to be more upfront. Unsuccessful programs, even when labeled as VCCCD, end up negatively affecting VC’s image. Students need to be made aware what they are taking and what alternatives exist on campus. However, chairs and deans are left out of the loop.A part of the problem is that when the deans say no, AW proceeds anyway…KA – what are our roles vs the district’s? Are we competing? Does AW have parameters that prevent her from competing with the colleges?AW focus is on industry need. However, she still needs to have these conversations with the colleges. RF mentioned she is losing CalWORKs students who have been referred to WED instead. One caregiver student thought she was doing the caregiver program to get into nursing. Also, the County assumed originally this was a Ventura College program. Who is assessing these students? Concern is that students in Santa Paula are underserved and are getting the wrong type of assistance. They are misled into thinking they are taking VC certificate programs. Are we targeting the wrong population? For example, medical assistance program is a lot more beneficial than caregiver program. Salaries are higher, it impacts the budget etc. Greg was under the impression that all students are told they are not receiving credit! Greg will talk to AW – his expectation is that all CalWORKs students are referred to RF first. If it is not happening, Greg will reset that expectation.Holly Lashment has been asked to go to all WED classes to inform participants that these are not college classes. Ultimately, Greg would like the colleges to feel good about the WED programs. However, he is aware that there are also strategic conversations on a district level about gaps and needs. Colleges currently implement their own noncredit for example without consulting WED, yet eventually it would be smart to be strategic about this partnership as well. Unfortunately, AW reports to the Chancellor which is not ideal. In the long-run, the hope is that she would report to the vice chancellor of education services which would provide greater oversight.Process and attitude needs to be adjusted. Process needs to be transparent. Greg is committed to creating communication and structure.At the same time, at the beginning, there was some resistance from the colleges about collaborating as a district. Culturally, we are inclined to see ourselves as independent. And generally, that is okay. However, especially with WED there are state funds and initiatives that really do require us to work together. Of the 113 students how many have transferred into college programs?Our guiding principle needs to be student success and creating value for the public. Follow-up letter from Chancellor Gillespie to Camilte now attached. |  |
| 1. **Discussion of Organization structure**
 | These are drafts but Kim would like conversations to start for implementation this Fall. Why are we doing this before new College President starts?In AA, for example, we have a vacant dean position that needs filling which forces changes. We are also hiring an assistant dean for VCEC, and David Bransky is retiring. These factors alone bring the need to update these charts before the new president even starts.Why is Anne King on charts? Board of VC Foundation delegates oversight of the Executive Director to college president.Why does Articulation Offices (AO) not report to instructional? HR was adamant that position has been counseling and AO as a counselor should report within the counseling structure. Sciences/Distance Ed Area – Dan is currently working with Distance Ed committee to help organize work along with Matt Moore, Sharon Oxford and Ali Olson-Pacheco. They need to have reporting structure. How about Matt, Sharon and Ali reporting to Phil Briggs?Phil has no instructional programs or experience with DE. If new dean comes in and has a strong background in DE, the reporting structure may change.Has Dan ever taught online? Science is probably the smallest percentage of online classes. In absence of new dean, this has been the best solution, but it could be discussed again. Assistant Dean is supervised by VPSA – should they not be under an instructional dean. VCEC needs both – instructional and student services, but Jesus does not actually supervise any faculty. The faculty report to instructional deans. That is why Jesus was placed under SA but he will be working closely with the instructional deans. Some counselors that were included on org charts are Part Timers. We will ask to remove them and make a note the chart is mostly full-time employees.Title IX would fall under new dean of SS instead of Lynn Wright. Tutorial services moving out of instructional area which seems concerning given AB 705 etc. One challenge is lack of a tutoring “coordinator” – does the VP have enough time to oversee tutoring?Library has also never reported to SA. Even for Accreditation, instruction is 2A, and SA is 2C, while library is 2B. Sezzi’s suggestion is reporting to IE – Phil Briggs. Operationally, library techs do not fall under the faculty either. Mesa – April Montes …when did the change happen to not report to Dean of Science? The more time that the specialist can spend interacting with faculty the better. PM noted that VCEC was always under instructional deans and that’s how it has flourished. Need to clarify that org charts only list FT faculty. MCN – assessment should be under Student service Deans not under registrar.Why is career center under VPSA – instead of Dean of SS?What happened to student connect and outreach? Under registrar?… outreach, student services and info center etc, should be under Office of Student Success and Engagement (OSSE). Admissions & Records (AR) staff should not be involved with outreach and FYE etc. This negatively affects AR services. Why is International Students under AR? Are they involved in AR – it is definitely an important piece yes. CTE – automotive tech listed as own branch – separate or part of Ralph’s department? Needs to be one boxJoshua Goodman’s supervisor? Grant or Rick |  |
| 1. **vP REPORTS**
 | Campus Budget update on Thursday at 1:30 in Guthrie hall (April 4)We still don’t know what we will get from the state in terms of Student Centered Funding Formula since state over shot. President Candidate forum on 4/15As a result, CurricUnet is no longer…but Michael Bowen downloaded all our existing courses outlines. Curriculum Committee reviewed over 400 courses/programs this year. Curriculum process should be more responsive.If you want to attend the “train the trainer” session with Courseleaf, the company, Leepfrog is offering training in June. We will pay faculty to attend. New library database: films on demand 31,000 films – BBC, HBO, national geo etc. it is all closed caption. They have a variety of lengths too. Next agenda item: FYE/ COUN V01 classes with DamienDual enrollment for SPHSAB897 – potential of having part time faculty at an 80% load. |  |
| 1. **Adjournment**
 | 3:30 pm |  |
| 1. **DISCUSSION WITHOUT ADMINISTRATION**
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| **Next Meeting** | **April 23, 2018** |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

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| **~~August 28, 2018~~** | **~~October 23, 2018~~** | **~~January 22, 2019~~** | **~~March 26, 2019~~** |
| **~~September 25, 2018~~** | **~~November 27, 2018~~** | **~~February 26, 2019~~** | **April 23, 2019** |

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