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

**8/27/2019 3:00-4:30 p.m. MCW-312**

**Present:** Bob Moskowitz, Crystal Kallik, Cari Lange, Deanna Hall, Eric Martinsen, Gema Sanchez, James Walker, Joe Selzler, Kamelia Algiers, Lazaro Salinas, Maria Flores, Michael Ward, Nathan Cole, Patty Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Rachel Johnson, Ralph Fernandez, Rocio Hernandez, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Tom O’Connor

**Guests:** Kim Hoffmans

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:00**

| **Agenda Item** | **Summary of Discussion** | **Action due**  **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS** | Announcements  * Evaluation – for Distance Education courses *(*AFT Article 23.3.D.) * Labor Day Holiday (No classes) **AUG 31-SEP 2** * CourseLeaf is up and running WITH some hiccups   + Do not submit anything in CourseLeaf   + Sarah Ayala, Curriculum Technician, will communicate when this function is available for use * New Department Chair Training- **Sept. 19 from 3-4:30** pm * Program Review due to Dean on **September 20** * **Guided Pathway College Retreat**- **September 20** * CVC-OEI + CE grant awarded to VC   + CA Virtual Campus – Online Education Initiative for Career Education |  |
| 1. **Approval of Meeting Notes** | Notes were posted and emailed to chairs for review |  |
| 1. **Co-chair recommendations** | Paula Munoz nominated Michael Ward.  Michael Ward and Peter Sezzi to discuss and bring back for further discussion in September. |  |
| 1. **review charge and group norms** | Group charge on website does not match the group charge on our agenda. We will bring back both charges in September to discuss. | Sebastian to search through previous notes. |
| 1. **vP REPORTS** | * 1. Kim Hoffmans:      1. Interim Vice Chancellor of Institutional Effectiveness hired at DAC: Dr. Larry Buckley      2. VC of Human Resources recruitment resulted in a failed search. Michael Arnoldus and Laura Barroso will continue sharing responsibilities in the meantime.      3. District leadership has been discussing community education offerings for students that have maxed out enrollment options. These proposals rely on existing inventory courses.         + Individuals could potentially join as community education students *after* the add/drop period, and *only* if there is room *and* the faculty consent.         + This could help support lower enrolled classes      4. Cafeteria Services Request for Proposals has been released by Board of Trustees.      5. Hiring evening attendant for VC and VCEC.      6. Preparing Accreditation midterm report this year      7. ModernThink 9/11 @ 3:00 PM: Consultant from ModernThink will be presenting to VC on college relevant data (Employee Perception Survey administrator)      8. Board of Trustee meetings will be Live Streamed starting in September   2. VPAA      1. Enrollments are down         + This is the time to make recommendations for late start classes to Deans      2. CVC-OEI: Finish Faster website: all online classes that are offered in CA are listed here. However, we have to provide data in a spreadsheet every year. In the future, hope is to have this pulled automatically and digitally so that it can be in real time.   3. VPSS |  |
| 1. **SLOs, and ftes allocation model** | Dean Briggs presented PowerPoint on FTES allocation model  Key takeaways: 90% of California Community College funding comes from taxes, and the money was previously allocated based on Fulltime Equivalent Students (college size) only.  New model now takes into consideration multiple factors on top of college size, such as completion rates, etc.  VC’s model, which is based on current district model, is based on old state model. However, VC is pioneering a new model for the district. The biggest change would be setting departmental rather than divisional targets and basing allocation on new state model success factors.  Example based on ADT Biology student provided in presentation: Students are awarded points based on metrics identified by state, summed up totals are then converted in FTEF and distributed among the various departments instrumental to the student’s success. In the case of the ADT Biology student, as much as 30% of allocation would go to chemistry, since this ADT happens to be very chemistry heavy. “Everyone gets a piece of the pie.”  Relevant Discussion points:   * Figures are based on district numbers * Different rates for different FTES * We are currently being held harmless at our previous FTES level * Cleanest data is from UC/CSU transfers, but yes Dean Briggs is looking into how to also incorporate transfers, etc., to private and out of state institutions. * Model is based on FTEF, yes, so not great for looking at counseling/administration etc. * FTES is based on contact hours not units * Department efficiency is measured against the department itself, not other departments on campus * Still some concern about the district allocating funds   SLOs  Asher and Aurora have split up the departments among themselves as “Service areas”  Easy access to website, just google search: “find an outcome Ventura College”  All assessment to take place in the Fall.  SLOs are public access, so new faculty can be guided to this page for syllabus construction, for example.  Dean Briggs presented example from Tableau which streamlined process on tracking - in terms of monitoring, reporting, and communicating with faculty. This data can be copied and pasted into tracdat! Phil will send out links and is open to assist anyone struggling. There is also a video on the SLO homepage which goes through this presentation. |  |
| 1. **Longevity** | Longevity lists are still not updated and lack clarity   * Kim’s suggestion is to meet with HR and department’s Dean to go line by line. * Jennifer: HR is always behind, so answer from them is to be clear on what happened during the previous year and to implement this knowledge. |  |
| 1. **General council announcements** | None |  |
| 1. **Adjournment** | 4:30 pm |  |
| 1. **DISCUSSION WITHOUT ADMINISTRATION** |  |  |
| **Next Meeting** | **September 24, 2019** |  |

**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 27, 2019** | **October 23, 2019** | **January 22, 2020** | **March 25, 2020** |
| **September 24, 2019** | **November 27, 2019** | **February 26, 2020** | **April 22, 2020** |

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