

VENTURA COLLEGE

**Administrative Council - Minutes**

**Campus Center Conference Room**

**February 17, 2010 – 9:00 a.m.**

**Present:** V. Lugo, R. Shaw, D. Moore, T. Harrison, K. Scott, K. Gorback, D. Bransky, R. Sanchez, D. Keebler, J. Mortensen, D. Oliver, P. Sezzi

**Absent:** K. Faulconer Boger, R. Calote, B. Cogert

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Update on Integrated Student Services Workshop – V. Lugo</b>	Victoria reported that last Thursday a mini retreat was held to come up with an integrated student services model. She distributed the proposed model which outlines a streamline process. She said that other places will be looked at with the same model centers. She mentioned that the work started on Thursday will continue until more feedback is received with broader participation.			
<b>Summary of Business Advisory Meeting – K. Gorback</b>	Karen mentioned that a meeting was held a week and a half ago with various business partners. Part of the meeting was to ask employers what they wanted to see from our students once they graduated. They mentioned that they need students with better basic skills, better understanding of business ethics, good social networking for business purposes, and with an “take a risk” attitude to manage expectations. They suggested expanding offerings in geography, problem solving, political thinking, resume writing, and interview skills. They would like for students to speak clearly, learn diplomacy and interpersonal skills, and know how to work in a teamwork environment. They will be meeting again in the fall.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Fall 2009 STEM Data – D. Oliver</b>	<p>David provided a report on the STEM grant. He said that the grant has provided support to students with the cost of books. A voucher system has been developed to purchase specific books for STEM classes. A lending book system has been put in place for STEM students. Tutoring in the STEM discipline is available in conjunction with the MESA program as well as counseling by Gema Espinoza. This year 30 students will be transferring to a university. Some of them are from the MESA program. This grant has provided a social component where student can work and support one another. He shared a data report compiled by Michael Callahan which presents a profile of the students who were served by the STEM grant in the fall 2009 semester. The report also compares the academic performance of STEM students to the academic performance of non-STEM students. Dave also mentioned that he is currently in the process of writing STEM 2 over the next 7 months. The idea is to increase the size of pipeline.</p>			
<b>Curriculum Updates – P. Sezzi</b>	<p>Peter provided the following updates from this week's Curriculum Committee meeting:</p> <ul style="list-style-type: none"> <li>• The course approval process for new courses has been revised. This was shared with the people from Curricunet which they thought was a great idea. The proposed implementation of this revised approval process is set to start in the fall 2010 semester. Curricunet will be shut down for about 2 days in or to complete this update to the approval process.</li> <li>• A list of non-transferable courses needing to be revised or updated was compiled. Some of these courses have not been reviewed in over 10 years. The reason non-transferable courses need to be reviewed is for accreditation purposes. The Curriculum Committee approved that if the courses listed on the non-transferable courses list were not revised/updated and submitted into Curricunet by April 16, the changes/updates made by this date will not be reflected until the 2011-2012 catalog. If these courses are not submitted to Curricunet by April 26, these courses will not be offered in the fall 2011 semester.</li> <li>• The Curriculum Committee approved the subcommittee's recommendations on degree requirements.</li> </ul>			

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<b>Technical Problems with D2L System this Weekend – R. Shaw</b>	Rick reports that there was an equipment failure on Friday morning that caused a major outage of many of our systems for about two and a half hours. The D2L system was offline during that time. There were subsequent problems with the D2L system after the equipment was repaired on Friday. Students were unable to upload assignments and faculty were unable to post new content until Saturday morning. Additionally, there were problems with modifying existing content for faculty and students that were not resolved until Monday. The system has now been functioning correctly since Monday afternoon.			
<b>2010 Accreditation Visit – R. Sanchez</b>	Ramiro mentioned that the college was notified by the accrediting commission that the next visit will be Monday October 11 through Thursday, October 14. He asked the deans to mark these dates on their calendar.			
<b>Facilities Concerns</b>	There are AC problems in Math & Science building.  The trench outside the MAC and LRC will go on for about 3-4 weeks.	Dave K. will look into this.		
<b>Budget Update – D. Keebler</b>	Dave mentioned that at the College Forum a macro view of the budget with the 3-5% cuts was presented. He said that there will be a reorganization of positions. He said that 2011-2012 fiscal year will be tougher. He talked about add backs and priorities.			
<b>Design Teams Update – D. Keebler</b>	The team on transformational instructional will make their recommendations to CRC today. These recommendations will be forwarded to Administrative Council.			
<b>Information Technology Update – R. Shaw</b>	Rick said that the reconfiguration with the phone system was completed during the long weekend. As of yesterday evening, all services have been restored. He also mentioned that there are plans during the spring break to work on the speaker system and hopefully install most of blue phones.	Send out a current list of all the rooms that have been smarted.		R. Shaw
<b>Next Meeting</b>	Wednesday, February 24, 2010 Refreshments: Tim Harrison			