

VENTURA COLLEGE

Administrative Council - Minutes

Campus Center Conference Room

February 24, 2010 – 9:00 a.m.

Present: T. Harrison, V. Lugo, B. Cogert, R. Sanchez, R. Calote, J. Mortensen, D. Moore, P. Sezzi, K. Faulconer Boger, D. Bransky, R. Shaw, K. Gorback, D. Oliver, K. Scott

Guests: Luann Swanberg, Michael Callahan

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
President's Report/Items – Robin Calote	<p>President Calote introduced her new assistant, Laura Brower, who will be replacing Kim Fuhrmann who is retiring this Friday.</p> <p>President Calote confirmed that the last two positions that had been advertised as “pending funding” (English and math) were now clear to proceed as firm hires.</p>			
Information Technology Update – Rick Shaw	<p>Rick reported that IT is continuing to identify and troubleshoot issues with the phone system.</p>			
Posting Information Regarding Prerequisites on College Website – Ramiro Sanchez	<p>Ramiro mentioned that at yesterday's Department Chairs Council Bea Herrera reminded all department chairs that March 12th is the deadline to submit contact information to counselors regarding who students need to contact in the event they want to challenge a prerequisite. The counseling department is in the works of developing links with the challenge process information for the website. The plan is to place a narrative on the schedule page and student portal.</p>	<p>Diane Moore will be contacting Bea to work on a simple template for the contact information.</p>		<p>Diane Moore</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Second Life Virtual World Presentation – Luann Swanberg and Rick Shaw	Luann Swanberg, who works with ICPD, and Rick did a presentation of the Second Life virtual world and how people can use this in education.			
Data Enrollment Comparisons of Spring 2009 to Spring 2010 – Michael Callahan	Michael presented an overview of the data enrollment comparisons of spring 2009 to spring 21010.			
History SLO's and Assessment Tools – Ramiro Sanchez	At yesterday's Department Chairs Council meeting, Scott Corbett presented the work being done on SLOs in his department. Ramiro asked the deans to inquire with their department chairs about the model that was presented to see if it's a good idea to use. Ramiro said that Scott presented a good layout and how the assessment tools are used. There was a suggestion made for Scott to present his SLO concept at flex week in August.			
Facilities Concerns	<ul style="list-style-type: none"> • Final walk through of the S building will be today. • Water heater on third floor of Math & Science building is leaking. • Parking ticket dispenser in front of the Administration Building has been out of order for more than 2 weeks now. • Issues with students coming up to the third floor of the LRC. • Electricity is still out in the DP building. • Students are smoking pot in the garden area between 9am-12pm. • The long hand rail on the wheel chair ramp of the Science building coming from the east parking lot is not attached to anything; • Light pole by new music building is leaning against the building. 			
Next Meeting	Wednesday, March 3, 2010 Refreshments: Linda Resendiz			