

VENTURA COLLEGE

Administrative Council - Minutes

September 2, 2009

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

Absent: H. Untalan, D. Oliver, B. Taylor

Guests: Elaine Tennen, Susan Royer

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Preparation for the Flu Season – <i>Elaine Tennen</i></p>	<p>Elaine Tennen distributed information to post on bulletin boards, bathrooms, classrooms, etc. in department area on how to prepare for the flu season this year. She made available tubs of sanitized wipes. These should be used to wipe down surfaces (phones, desks, keyboards, mouse, door knobs, etc.). She asked the deans to encourage the continue practice of hand hygiene, respiratory etiquette, and staying home if sick. In addition, the health intervention specialist is focusing on flu prevention during her outreach activities which have been taking place at the LRC. She mentioned that her office will be providing the first flu shot clinic on Monday, September 14 from 1 p.m. to 3 p.m. More information is available on her website: http://www.venturacollege.edu/departments/student_services/shps/index.shtml</p> <p>She informed the group that the county will be getting a small amount of the H1N1 vaccine.</p>	<p>Email or call Elaine with any questions or concerns.</p>		<p>Deans</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Feedback and Reiterate the Textbook Adoption Deadlines – Susan Royer	Susan Royer announced that in a couple of week the textbook adoptions for spring 2010 will be processed. She distributed the textbook adoption schedule. She mentioned that she is available to meet with faculty individually and/or by groups to walk them through the textbook adoption process on the computer. She really wants faculty to get comfortable with the process. She also mentioned that the buyback before the fall semester started was very successful. 80% of all the books bought back went back to the shelves. She stressed the important of faculty submitting their adoptions in a timely fashion. The Bookstore cannot assume that faculty will continue using the same textbooks again.	Any feedback or suggestions contact Susan Royer.		Deans
<i>(Tabled from Last Meeting)</i> Debriefing on SLO Activity During Flex Week - Deans	Clarification was asked about what should the data that each department gathered during the SLO activity during flex week be done with. It was agreed that each division/department will keep their data.	Email rubrics to Linda Resendiz.	Mid-September	All Deans
<i>(Tabled from Last Meeting)</i> Evening Dean – Ramiro Sanchez	Ramiro mentioned that he is in the process of hiring a student worker to serve as a runner for the evening dean. The student worker will work from 5 p.m. to 8 p.m. It is currently awaiting Board approval.			
<i>(Tabled from Last Meeting)</i> Distribution of Spring 2010 Schedule of Classes – Ramiro Sanchez	Ramiro mentioned that in order to save costs the college will not be mailing out the spring 2010 schedules to all households. Instead, postcards will be mailed out to notify people of the availability of the schedule online. 25,000 copies will be printed to be available on campus.			
Student Conduct/ Discipline – David Bransky	David mentioned that last spring an email went out to all faculty and staff with the link to access the student conduct/discipline forms. An email was once again sent out this fall semester with the same information. Since the form is available online, students have access to the form and are able to submit them. David said if he receives a form from a student he will look at it since student input is valuable.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Program Review Process and Data Provided - Deans	President Calote reviewed the Program Review process and the forms that were emailed last week. Program Review will start on September 4 th .	Contact President Calote with any questions.		Deans
Stand Alone Course Training – Ramiro Sanchez	Ramiro announced that with the changes in Title 5 that took effect last fall 2007, the State Chancellor's Office has said that any person who touches curriculum needs to be certified through stand alone course training. He invited all deans to attend this training at the next Department Chairs Council meeting which will be held on Tuesday, September 22 in the Campus Center Conference Room. The training will be a maximum of 15 minutes with a Q & A.	Email will be sent out with a definite time.		R. Sanchez
Budget Update – David Keebler	There was direction from the district office last week to plan for a \$30 million back fill. David said that the prior year balances that were frozen in the categorical budget have been released now. Monies need to be spent by October 1 st .	Work with Ginnie Atmore on a spending plan.	By October 1 st	All Deans
Information Technology Update – Rick Shaw	Rick mentioned that he has scheduled a student worker to work until 7:30 p.m. for any AV or IT needs. He's made this student worker available for the Evening Dean as well. He said he has AV carts available for faculty on a check-out basis. He will send out an email to faculty notifying them of the availability of the carts. Faculty will need to pick up the AV cart once it's requested. Surveillance cameras were delivered last week and are being programmed right now. The cameras will be monitored by Campus Police.			
Next Meeting	Wednesday, September 9, 2009			