

VENTURA COLLEGE

Administrative Council - Minutes

September 9, 2009

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

Absent: K. Faulconer Boger

Guests: Susan Bricker

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
President's Report/ Items – R. Calote	<p>President Calote talked about the availability of work study students and the fact that a limited number of areas on campus are making use of this opportunity to have no-cost help. Work study students cannot perform duties that are the routine assignments of classified employees, but they can do work that assists faculty and classified employees.</p> <p>Manager's retreat will be on October 1st from 11 a.m. to 4 p.m. at the Crowne Plaza.</p>	<p>Consider putting in a request for a work study student.</p> <p>Contact Tim Harrison for price.</p>		<p>Deans</p> <p>Deans</p>
New Student Petition – S. Bricker	<p>New forms have been developed which will help eliminate the problem of students forging signatures.</p>			
Enforcement of Prerequisites – R. Sanchez	<p>Ramiro mentioned that this was a carryover item from the August 27th DTRW meeting. DTRW asked the EVPs to share what MC was doing as far as enforcing prerequisites. Currently, all campuses are out of compliance with the enforcement of prerequisites with the exception of math, English, ESL and various science courses that are being enforced. MC is enforcing prerequisites for all Biology major courses this academic year. Their plan is to fully implement all enforcement of prerequisites by the fall of 2010.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Distance Education Update – H. Untalan	Heather announced that there will be training on Desire 2 Learn today and Friday as well as for the next several weeks.			
Information Technology Update – R. Shaw	Rick mentioned that his department is currently working on clearing all pending ticket logs.			
Other	<p>Workshops on how to use the student portal are being held in the Student Services Division for students.</p> <p>Barbara Cogert asked if anything was being planned for 9/11. At the moment nothing is planned. Robin Calote will have the flags lowered in remembrance. There is something planned for Constitution Day.</p>			
Next Meeting	Wednesday, September 16, 2009			