

VENTURA COLLEGE

Administrative Council - Minutes

September 16, 2009

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

Guests: Kim Fuhrmann

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
President's Report/ Items – R. Calote	<p>Dr. Calote and Kim Fuhrmann talked about the webpage placeholders that were created for each department's webpage that have not been updated. They said that people need to be trained again. Kim distributed a list of recommended staff to receive this additional training who could assist in updating their area's sites.</p> <p>Dr. Calote mentioned that there are some staff members that are still uncertain how they are to submit with program review feedback. Department Chairs should submit to the Deans, who then submit the documents for their divisions electronically to Linda Resendiz, with copies concurrently sent back to the Department Chairs.</p>	<p>Contact Kim with any changes to the list.</p> <p>Program review timeline will be emailed again to all users.</p>	9/23/09	<p>Deans</p> <p>Dr. Calote</p>
Budget Update – D. Keebler	<p>Dave provided an update on the final allocation budget for FY10 which will be going for Board approval in October. The final allocation for VC is \$41,803,156. He distributed handouts on revenue projections and productivity factor from the 525 report.</p>			
Design Team Status Reports – D. Keebler	<p>Dave provided a handout on transformational budgeting. The charge of the Design Team will be to define the core budget. Dave asked if any of there were any reports from any of the teams. Alex Miranda indicated that his team has met 3 times. His team consists of Tim Harrison, Kathy Scott, Dave Oliver, Bob Taylor and himself.</p>			

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District Student Portal Work Group – H. Untalan	Heather mentioned that the District Student Portal Work Group is looking for a faculty representative who has a good understanding of how the portal works. The work group meets once a month for about 2-3 hours. The next meeting will be in October.			
Curriculum Update – R. Sanchez	Ramiro said the Priority 1 list of courses due for revisions went out to deans and departments chairs. Out of the 235 courses that are due, 22 have been submitted to Curricunet. Variable and topics courses are top priority. The deadline to submit course updates/revisions or new courses is October 1 st . If any course does not meet the October 1 st deadline, the course will not be offered in the fall 2010 semester.	Contact Paulette Johnson or Linda Resendiz for tech support on Curricunet.		
Update on Spring 2010 Schedule Development & Class Schedules – R. Sanchez	The spring 2010 scheduled is being finalized. 1,185 sections are being offered. Class schedule will not be mailed. Postcards will be mailed out notifying people of the availability of the schedule. An ad will also be included in the Kaleidoscope of the availability of the schedule.			
Update on Measure S – Alex Miranda & Bob Taylor	Alex said that the G building is scheduled to begin remodeling on January 10 th . All funding is in and faculty are starting to move out. Four trailers will be used. The project is projected to last 1½ years to complete.			
Distance Education Update – H. Untalan	Heather has been conducting trainings on Desire 2 Learn. She stressed the important of faculty getting trained on the new program. Blackboard will no longer be available starting the spring 2010 semester.	Encourage faculty to respond to the emails sent regarding training dates.		Deans

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Facilities Concerns	<p>The lights by building SA-B1 need to be checked out. A student fell by that area.</p> <p>There are concerns with people from the outside coming onto the campus at night.</p>	Will have custodians tag all the lights that are out.		D. Keebler
Next Meeting	Wednesday, September 23, 2009			