

VENTURA COLLEGE

**Administrative Council- Minutes**

September 30, 2009

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

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Curriculum/Curricunet – R. Sanchez</b>	Ramiro reminded the group that October 1 is the deadline to submit new/revised/updated courses to Curricunet for approval. He mentioned that there are two items that will be discussed at next week’s Curriculum Committee meeting. The first item is the development of new courses or courses significantly revised by faculty that deans should know that faculty are working on. The second item is that workshop and variable courses will not be offered in fall 10 if they are not revised by Oct. 1. Talk to main faculty regarding these courses. Curricunet messages were going into the junk folder; Rick has taken care of this issue.	Come to next week’s Curriculum Committee meeting for more information.		Deans
<b>Program Review – R. Sanchez</b>	Ramiro said that he has received some program reviews. He mentioned that under the timelines all the drafts can be reviewed through October 14 <sup>th</sup> . The dean will be submitting the final program review. Ramiro asked where would be the best place to post all program reviews. It was suggested that since it’s an internal document it should be viewable by faculty and staff only and possibly posted on Luminis (MyVCCCD).			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Priority Registration for Special Admissions Students – R. Sanchez</b>	<p>There will be a change to the priority registration for special admissions students starting in the spring 2010 semester. All 9th and 10<sup>th</sup> grade students will now register with K-8 students on the first day of class. They will be required to obtain instructor signature. The other two campuses have been requiring signatures for this grade group all along.</p>			
<b>Measure S Remodel Projects – R. Sanchez</b> <ul style="list-style-type: none"> <li data-bbox="201 586 411 805">a. <b>Health Tech Center, General Purpose Classroom, Adv. Tech Center</b></li> <li data-bbox="201 846 411 902">b. <b>Theatre Arts (G Building)</b></li> <li data-bbox="201 943 411 1032">c. <b>Auto, Welding (S Building)</b></li> </ul>	<p>Ramiro attended a meeting with Heery regarding the remodel status on some particular classrooms. They are all coming along very nicely and all on target.</p> <p>There was a walk through yesterday for a bid for swing space. There was a large turnout of individuals.</p> <p>Bob and Dave been working on negotiating space for the auto and welding departments; The auto department will be moving into the vacated VOLVO shop. Welding will be going to the ROP facility at the Camarillo airport; Contracts need to be in for November Board of Trustees approval.</p>			
<b>Fall 2009, FTES &amp; Spring Schedule – R. Sanchez</b>	<p>The FTES report that John Cooney sent out shows that we are slightly down by .4% of FTES target (only projections); We do not have a Sheriff's Academy in the spring and we reduced the hours in the non credit ESL. Ramiro mentioned that there will be no 4-week summer session in 2010 for all 3 colleges. There will only be 6-8 week sessions.</p> <p>The spring 2010 schedule is in the final stages; Monica sent out the proof for staff to look at. The schedule will not be distributed to households and only 25,000 will be available for the campus.</p>			

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<b>Distance Education Update – H. Untalan</b>	<p>OMNI update training has been scheduled for October 16 from 10-12 in Room 205 of the LRC. Heather sent out an email to recommended people from Kim's list.</p> <p>Distance Ed training continued last week. So far 2/3 of faculty have not responded or attended training. Heather is constantly changing times and days every week to accommodate people. She mentioned that Blackboard will not be available at all in the spring. People who have web enhanced classes will need to use core studio in Luminis. She stressed that training is critical for distance ed and hybrid faculty. She said that faculty with web enhanced courses should not be signing up for training. She said that if online people don't schedule a training date they will not be able to teach in the spring. Ramiro asked Heather to do a demo on core studio at the October's Department Chair Council meeting.</p>			
<b>Facilities Concerns</b>	There is no supervision by trailers (5,6,7,8). There has been some vandalism. It was suggested that instructors who use those trailers be given keys.			
<b>Budget Update – D. Keebler</b>	Dave reported that DCAS met last week and went over proposed adopted budget which will be going Board of Trustees approval in October.	Will send to deans the entire DCAS package and cite narrative on reserves.		D. Keebler
<b>Design Team Status Reports – D. Keebler</b>	No report.			
<b>Information Technology Update – R. Shaw</b>	Rick said that all copiers should be online. They are setting up a central print server. He requested from the deans that if they are thinking about any moves (phones, internet connectivity, etc) to please notify him right away.			
<b>Next Meeting</b>	Wednesday, October 7, 2009 Staff Lounge - Cafeteria			