

VENTURA COLLEGE

Administrative Council - Minutes

October 14, 2009

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

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
President's Report/ Items – R. Calote	Dr. Calote mentioned that committees related to governance need to follow the Brown Act rules. Dr. Calote distributed the list of Governance Committees at Ventura College. She said that any meeting documents need to be posted/distributed 72 hours prior to a scheduled meeting.			
Summer 2010 Session (4, 6, 7-week sessions) – R. Sanchez	Ramiro said that all 3 campuses are in agreement to postpone entering summer 2010 courses until October 26 th . For summer 2010, there will be no 4-week session. It appears that a June 21 st start date for the summer sessions would allow high school graduates to register.			
Enrollment Priorities -Special Admissions Students	<p>Ramiro distributed a document generated by Ed Knudson, EVP at Moorpark College, which is based upon discussions the EVPs had regarding the Chancellor Cabinet's request for them to look at the current registration priority system to see if it would allow continuing ed students to get priority into classes. This will be discussed at this month's DCSL meeting.</p> <p>Ramiro distributed the new process for special admissions students for high school concurrent enrollment and K-8 students. Starting in the spring 2010 semester, students in grades 9-10 will now be required to obtain an instructor's signature. Also, students in grades 9-10 will now enroll on the first day of the semester. El Camino High School students are excluded from this. Another change is students who previously took 9 units will now be limited to take 6 units per semester. However, exceptions can be made and will need EVP or designee approval. The majority of students seeking an exception will probably come from El Camino High School.</p>	Take this document back to your constituents for review and discussion.		Deans

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Student Grievances Procedure (Information)	Ramiro said there was a request for clarification to the current procedure for student grievances. This has already been discussed at DCSL.	Will ask at Chancellor's Cabinet for status.		R. Calote
Limitation on Grade Changes (Information)	Ramiro said this item will be forwarded to DCSL for discussion. Currently, there is no limitation on grade changes. However, there is a proposal in the work to change the limitation to 5 years.			
Enforcement of Prerequisites -Spring 10 -Summer 10 -Fall 10	Ramiro met with Connie Baker, Monica Zavala, and Susan Bricker. For the spring 2010 semester, Chemistry will have all courses enforced. The courses that will be offered are the ones that Monica will have to populate in Banner catalog. Deans will need to assess and break up into categories the prerequisites for fall courses being offered to see what's more important. The other two campuses are already moving forward on this.	Cross check with summer courses offered last summer and are being offered this summer to see which courses that have prerequisites are not being enforced.		Deans
Proposed Spring 2010 New Community Ed Classes	Karen Gorback shared the proposed new classes for spring 2010 and asked for comments.			
Distance Education Update	Heather mentioned that she received an email for Terry Cobos regarding meeting about selling books to online students. She mentioned that Victoria Lugo, Bea Herrera and herself worked on an online counseling request form. She will be meeting with Victoria and Bea to put together an online student orientation regarding assessment to see whether or not they understand how they can get started.			

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Facilities Concerns	<p>The number of construction workers has increased and are taking up staff parking spots.</p> <p>There is a letter missing from the east side signage on the student services center building.</p> <p>The railing from the steps leading from the parking lot to the Science building where taken out. There are holes now causing someone to have an accident.</p>			<p>D. Keebler</p> <p>D. Keebler</p> <p>D. Keebler</p>
Budget Update	Dave Keebler announced that the adopted budget was approved by the Board of Trustees last night. The colleges are now operating under the adopted budgets.	Working on the reports.		D. Keebler
Design Team Status Reports	Dave reported that the Transformational Operating Budget team met 2 weeks ago. They basically talked about the conceptual report and what they are trying to do and how it corresponds to program review.			
Information Technology Update	Rick said that the outage we experienced on Monday was a real shocker because the switch was brand new. Fortunately there was a spare and they were able to clear the problem by 9:30 a.m. He mentioned that he has additional staff working until 7 p.m. to refresh smart classrooms.			
Other	<p>Michelle Serros presenting tonight.</p> <p>Parking is \$2 per permit now.</p>			
Next Meeting	Wednesday, October 21, 2009 Robin Calote			