

Ventura College

Department Chair Council

October 28, 2008

MINUTES

Present: R. Sanchez, A. Sandford, S. Quon, D. Oliver, B. Moskowitz, J. Garey, S. Turner, S. Waltzer, J. Parker, N. Latham, J. Beem, D. Kumpf, S. Bricker, M. Eliot, S. Palladino, T. Prell, B. Arce, B. Lawson, J. Stauffer, G. VanMeter, Z. Simmons, P. Sezzi, J. Selzler, K. Scott, P. Johnson

Guests: S. Royer, C. Baker, M. Zavala, R. Shaw, P. Schroeder

1. Welcome

Ramiro welcomed the group to today's meeting.

2. VC Bookstore & Textbook Requisition Process – Susan Royer

Susan reminded everyone that now is a critical time in the textbook cycle to submit timely textbook adoptions. All requisitions were distributed on October 16th. The deadline for the textbook adoption is November 3rd. She thanked everyone who has already submitted their requisitions. It is projected that the online textbook adoption process will begin fall of 2009.

3. Cal Banner Implementation – Connie Baker and Monica Zavala

Connie announced that there is a new modified version of Banner that will require a change on how data is inputted into Banner. Training for all administrative assistants is scheduled for October 29th from 9 a.m. to 11 a.m. in the ICPD computer lab.

Monica reviewed the template for the block schedule being considered for the fall of 2009.

4. Brief Presentation on Luminis – Rick Shaw

Rick gave a brief presentation on the layout of Luminis. Luminis will be available for students in the spring of 2009. He reminded everyone that Lotus Notes will end at the end of November.

5. Updates & Discussions

a. CurricUNET & Revision of Course Outline of Record – Paulette Johnson

Paulette went over the course outline process. She reminded everyone to check the course outline and catalog for accuracy. She mentioned that curriculum updates in the spring are very important. Also, a course is not complete until it appears on the Curriculum Committee agenda and old forms of distance education will not be accepted. She asked that if anyone needed a current Omni version of a course to please contact her.

b. Data on Fall Semester First-Time Student Enrollment by High School – Ramiro Sanchez

Ramiro share two handouts with the group regarding data on fall semester first-time student enrollment by high school. He congratulated the counseling department for a job well done in their outreach efforts to the high schools.

- c. Block Scheduling (MW, TTh, Fri) – Ramiro Sanchez
Ramiro presented the group with a template of a block schedule. He mentioned that Santa Monica City College has been using this type of schedule for the past 10 years. Oxnard College is currently using this schedule as well as Moorpark College for the summer. It was agreed that a work group will be formed and meet to get a feel of what everyone feels comfortable with. Bob Arce, Steve Palladino, Dan Kumpf, Bob Lawson, Judy Garey, Jennifer Parker and Ramiro Sanchez will be part of this group.

- d. Mathematics & English Graduation Requirements – Ramiro Sanchez
Representatives for math and English from each campus met last week to discuss the graduation requirement changes in math and English. English decided to keep the 1A requirement whereas math decided to raise the requirement to Intermediate Algebra or higher or passing of the AP, IP or CLEP.

- e. Other
 - i. Ramiro shared the latest information on the 525 report. He mentioned that as of census date the college was at 113% efficiency. He congratulated the department chairs and faculty for all of their hard work.

Next Meeting

November 25, 2008 - 3:00 p.m.
Campus Center Conference Room