

Ventura College

Department Chair & Coordinator Council

February 24, 2008 – 3:00 p.m.

MINUTES

PRESENT: K. Scott, T. Prell, B. Moskowitz, G. VanMeter, S. Bricker, S. Waltzer, T. DeClerck, K. Harrison, M. De la Rocha, J. Beem, J. Stauffer, D. Kumpf, S. Palladino, P. Sezzi, J. Garey, V. Lugo, N. Latham, P. Muñoz, S. Quon, D. Oliver, R. Koerner, Z. Simmons, J. Parker

GUESTS: D. Keebler, D. Pollack

1. Welcome/Introductions – Kathy Scott

Kathy welcomed everyone to today's meeting. She introduced Tania DeClerck who will be the new Department Chair for the Foreign Language Department. She's replacing Bob Arce.

2. Budget Update – Dave Keebler

Dave mentioned that the budget is in better shape this week. He said that 80 sections will be cut from the fall schedule. This may change when we know what the budget will be for next year. There was a question as to how equitable are sections being cut. Dave said he has not seen a list. When and if some sections get approved to be added back, it will be up to the divisions to decide as to what gets added back. He mentioned that department chairs should have a plan in place on how they'll be adding back sections.

3. Student Learning Outcomes – Kathy Scott

Kathy mentioned that next fall the college will be writing its self-study for the fall 2010 visit. She said to make sure all departments have their SLOs on file. She mentioned that documentation on how faculty assesses students should be completed. She also presented a form called “Documentation of Student Learning Outcomes” that will be used on an annual basis which will serve as the college’s method of maintaining a portion of the documentary evidence needed for accreditation purposes. The form will be e-mailed to all department chairs and due to the EVP office by May 15, 2009.

4. Library Surveys – Kathy Scott & Peter Sezzi

Peter mentioned that library surveys have been done for about 5-6 years. He said that it’s important to get departments doing the surveys. The surveys will be due sometime during the month of March. He distributed a sign-up sheet to see who wants to do the survey in their department. Completed surveys are to be returned to the library.

5. General Announcements – Council Members

- Bob Moskowitz – The VC Faculty Art Exhibition will be happening this Thursday at 7 p.m. in both galleries. There will be an art auction in the LRC on Friday, February 27th. The student art show will be in April.
- Judy Garey – “Witness for the Prosecution” is being held in both theatres.

NEXT MEETING
Thursday, March 24, 2009
3:00 p.m.
Campus Center Conference Room