**Ventura College Department Chairs & Coordinators Council – Meeting Minutes**

**4//2018 3:00-4:30 p.m. MCW-312**

**Present:** Andrea Horrigan, Bea Herrera, Ben Somoza, Bob Moskowitz, Cari Lange, Crystal Kallik, Deanna Hall, Eric Martinsen, Jeff Wood, Jennifer Parker, Karen Harrison, Kim Hoffmans, Lazaro Salinas, Marta De Jesus, Mary Jones, Michael Ward, Patti Wendt, Paula Munoz, Philip Clinton, Rachel Johnson, Ralph Fernandez, Rocio Fajardo, Tom O’Connor

**Guests:** Patti Blair, John Cooney, Officer Patrick Cermenio

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:00**

| **Agenda Item** | **Summary of Discussion** | **Action due**  **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS** | * Men of Color Certificate Program**-** [Registration Site](https://coralearning.org/product/teaching-men-of-color-in-the-community-college/) * [**Preliminary Catalog online**](http://www.venturacollege.edu/sites/default/files/files/apply-and-enroll/catalog/vc-2018-2019-preliminary-catalog-03232018.pdf) * Summer/Fall Registration for Continuing Students begins **April 9** and for New Students begins **April 23** * Guided Pathway Roundtable Discussion **April 27 during Flex** * Flex 4/26-4/27 with time reserved for Department meetings the morning   of **April 26**   * Dean’s List Ceremony**- 4/26 at 3:30 pm in gym** * Transfer Student Celebration **May 7- at 5:30-7:30** pm in Wright Center * Nursing Pinning Ceremony **May 14 at 5:00 pm** in PAC * **Graduation- May 18 at 10:00 am** |  |
| 1. **REVIEW MINUTES** | Minutes approved via consensus  Corrections: All videos are AB “508” |  |
| 1. **VICE PRESIDENT REPORTS** | VPSA:  Not present  VPAA:  Rave Panic Button App (an emergency notification system) will be available for download to all faculty, classified professionals, and administrators of VC.  Kim passed around email from Grant.  Kim also passed around handout with enrollments targets for each Division as previously discussed for AY 2018-19. |  |
| 1. **DISTRICT MARKETING REPORT – Patti Blair** | At college level, marketing for programs and courses often falls on Department Chairs. By inviting Patti, we hope to learn about what the District does and to hopefully be able to work together.  Patti passed out and discussed a presentation from most recent Board of Trustees meeting.  Current marketing focus is on Summer and Fall – coordinated email and text message campaign to all students, including “just in time” messages that go out the day of registration for specific populations.  Other efforts include, paid advertising all over the county, website promotion: “Map your Future”, emails and social media.  In addition, the district is even reaching out to recently transferred or graduated students, as well as dropped students.  What is the connection between college and district marketing?  How do they complement each other? District is more global, however, yes, we need to look at some college processes and policies to streamline marketing and to coordinate with our marketing specialist. |  |
| 1. **STUDENT SUCCESS FILES** | *Video showed to any member who wanted to view it after the meeting.* |  |
| 1. **Active shooter training** | Officer Cermenio and Mary Jones presented an active shooter training focusing on the strategy: “ALICE”  A-lert  L-ockdown  I-nform  C-ounter  E-vacuate  Mary encourages Dept. Chairs to invite Mary and the Chief Justice to present in the classroom.  Waiting/hiding under the desk is often the cause of greater casualties. About 25% of shootings happen at educational facilities.  It is important to have a PLAN!  Bea suggested “safety” as a future agenda item: for example, what is the complete BICT reporting process. |  |
| 1. **gENERAL aNNOUNCEMENTS** |  |  |
| 1. **gENERAL DISCUSSION WITHOUT ADMINISTRATION** |  |  |
| 1. **Adjournment** | 4:30 pm |  |
| **Next Meeting** | **LAST MEETING OF AY 2018 - 19** |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

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| **~~August 22, 2017~~** | **~~November 28, 2017~~** | **~~March 27, 2018~~ (Spring Break)** |
| **~~September 26, 2017~~** | **~~January 23, 2018~~** | **~~April 3, 2018~~** |

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