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

**11/23/2018 3:00-4:30 p.m. MCW-312**

**Present:** Bea Herrera, Bob Moskowitz, Cari Lange, Deanna Hall, Eric Martinsen, Jeff Wood, Joe Selzler, Kamelia Algiers, Kelly Wellman, Laura Woyach, Lazaro Salinas, Marian Carrasco Nungaray, Mary McDonough, Michael Ward, Michelle Beard, Patty Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Rachel Johnson, Raeann Koerner, Ralph Fernandez, Robert Lawson, Rocio Fajardo, Tom O’Connor

**Guests:** Tim Harrison

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:00**

| **Agenda Item** | **Summary of Discussion** | **Action due** **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS**
 | * **Faculty certifications:**
	+ - 3.10 **State Certification Salary Credit**
			* + *A $250 per semester salary credit will be added to Classes I through IV for contract faculty and a pro-rata salary credit commensurate with the semester load shall be added for non-contract members who are admitted to practice before the California Bar, are Certified Public Accountants, or who hold registration, certification, or licensure from the State of California for Engineer, Architect, Landscape Architect, Radiological*
				+ *Technician, EMT/Paramedics, Automotive Technician, Registered Nurse, or Dental Hygienist, if and only if such faculty member is teaching a course that is specifically and directly related to the holding of such State certification as determined by which discipline the course is assigned to on the Course Outline of Record in conjunction with the current “Minimum Qualifications for Faculty and Administrators in California*
				+ *Community Colleges” handbook. Faculty shall not be eligible for more than one salary credit per semester.*
	+ AFT article 3.10 (see above). The list of eligible certifications was expanded and part-time faculty were added.  The instructions below were provided by HR as a mechanism for faculty to obtain the certification salary payment.
		- **For full-time faculty**: Work with your dean to to send a copy of the current license/state certification to HR.  The $250 per semester (500/yr) is added into his/her full-time contract paycheck for that academic year.  That faculty member is then responsible for sending HR a copy of renewed certifications to be able to maintain receiving the salary credit.
		- **For Part-time faculty**:  Work with your dean to send a copy of the current license/state certification to HR.  The faculty member is then responsible for sending HR a copy of renewed certifications to be able to maintain receiving the salary credit. S/He will likely receive the pro-rated $250 in his/her December and/or May paycheck (like what is done for the office-hour pay).
* [Ceramic Art Sale](https://www.venturacollege.edu/about-ventura-college/college-events/arts-and-events) **November 27, 28, and 29th**
* [NutcrackerSuite Symphony Orchestra](https://www.venturacollege.edu/about-ventura-college/college-events/arts-and-events) **November 28 at 12 pm** in LRC
* Summer schedule to Deans **by November 30th**
* **Other Guided Pathway** SAVE THE DATES- **December 3** from 3-5 pm Roundtable Discussion (future date- **Spring retreat 2/8 and Flex 4/25** lunch)
* Ventura College **Holiday Gathering** in Guthrie Hall on **December 13 from 12-3 pm**
* **No classes and holiday break from 12/20-1/3**
* **Men of Color** return Spring Flex**- January 4th**

Football team won Southern California Championship and will be in the state championships for the first time ever. The committee discussed different formats to allow more time for Department Chair discussion without administration. MW suggestion was to add half an hour at the end of the meeting, or meeting twice a month to meet without administration once.Another was concerned that as a council, the main goal is communicating between chairs and vice presidents. Another suggestion was that perhaps every other meeting chairs could meet without VPs – starting in the spring or once a semester.  |  |
| 1. **REVIEW MINUTES**
 | Minutes approved via consensus – Chairs asked that verbiage be changed from “minutes” to “notes”. |  |
| 1. **Student Centered funding model – P Briggs**
 | No presentation needed as the concerned had seen the information presented after Dept. Chair/Coordinator Orientation or other meetings on campus. |  |
| 1. **Dual enrollment-eric martinsen**
 | Eric shared some experience regarding dual enrollment with the AS and they suggested he bring this to Dept Chairs. There are two types of dual enrollment: CCAP – college class taught during regular high school hours at high school. College and High School claims apportionment for this too after the student has meet the high school minimum of 240 minutes/day.Non-CCAP – our dual enrollment classes at high schools after hours. The model English used had both teachers in the same classroom. So logistics were a little hard and high school curriculum seemed to rule the day over college curriculum. Students agreed to this but were preselected not out of free choice at one of the sites. Concern is to make sure students are truly opting in. Other logistic issues: calendars do not match. College teacher never received log on for computers at HS, or Parking pass etc. The English Department opted out in the end because of the challenges to make this work.There are other models that exist- at Ojai High School we have only our college faculty teaching. In other institutions, the college “hires” a high school instructor with proper MQs and they teach both High School and College curriculum. Music – has offered elective dual enrollment classes, and the teachers have been overly supportive. Requests originate from the HS and are brought to the deans – Discipline department chairs and faculty are also brought into the conversation and have the option to turn down the assignment.The question was asked: “What is the vision of the college for dual enrollment? Are we looking for growth?” Kim answered: Our vision is more focused on getting students excited about college and successful. We want to serve our community and collaborate with the high schools to promote their matriculation to VC. We are trying to grow dual enrollment as a way to sustain and improve VC declining enrollment and to promote student success.Business program experience was that the class was stocked with unprepared students during zero period that ultimately were being set up for failure. Since the first Section of this business class at this time was unsuccessful, the College did not proceed with offering the next section in Spring.Tim: CCAP was not envisioned in CA for example to serve as a way for AP students to get 60 credits pre graduation. It was to lift up that next 25% and to move them along in the pipeline.  |  |
| 1. **Grade changes – bp/ap 4231 – bea herrera**
 | Over the last year many students have had grade change requests due to things like the fire. Students are quick to demand an A, whereas a faculty member says the best grade earned is a C. This has at times resulted in pressure from perhaps Deans to reconsider. Bea states the AP is clear that management should not pressure faculty. As such, she wanted to place this item on our agenda.Kim made it clear that administration cannot change grades and grades are determined by the instructor of the course. The only exception could be in the case of mistake, fraud, bad faith, or incompetence. At VC, this typically is determined through a grievance process (Ed Code Section 76224Ca). She will reiterate this conversation with the deans. The formal and informal grievance process is described in the catalog. (pg274)It would be good to have clarification on the process in the event of death as well.  |  |
| 1. **HELD BACK/HIDDEN COURSE DISC. CONT.**
 | It is important to remember that we are all colleagues and there was no malice intended as we are all trying to support our students, and that should guide our conversations and team spirit. Multiple sections of Title 5 address these concerns stating that all courses must be listed and open to all students. There are very few allowable exceptions (Ed Code 76004).Since this was raised last time, Bea claimed that there remain courses hidden. Students were given cards to enroll in specific English classes, and counselors weren’t even aware of these classes existing. (Later, it was revealed that no classes remained hidden at the time of the meeting.)Counseling is still seeking confirmation whether or not 1) this is happening in other places and…2) if these changes in scheduling practice were approved by Kim. (Kim responded on behalf of the Executive Team to counseling department concerns in a written response. See attached.) EM explained that Engl V02 classes have low success rates into V01A, therefore a pilot to create a cohort class was created which gave the option of taking the sequence class with the same teacher that they opted into. The reason to hide the classes was to keep space open for these students.Kim: At the time special populations and priority registration starts, the schedule is never 100% complete. The reality is that we are not always clear on the demand and often are adding and/or canceling classes to meet student needs. |  |
| 1. **vP REPORTS**
 | 1. VPSS
2. VPAA
	1. Assistant dean retiring and a dean position that is not returning leaves two vacancies.
	2. The dean position will be replaced.
	3. Not sure how to address the assistant dean retirement (this is a separate position from the East Campus Assistant Dean)
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| 1. **gENERAL council aNNOUNCEMENTS**
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| 1. **DISCUSSION WITHOUT ADMINISTRATION**
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| 1. **Adjournment**
 | 4:30 pm |  |
| **Next Meeting** | **January 22, 2019** |  |

**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 28, 2018~~** | **~~October 23, 2018~~** | **January 22, 2019** | **March 26, 2019** |
| **~~September 25, 2018~~** | **~~November 27, 2018~~** | **February 26, 2019** | **April 23, 2019** |

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the*

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