

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, August 23, 2016 3:30-5:00 p.m. MCW-312

Present: Phillip Briggs, Marcelino De Cierdo, Marta de Jesus, Maureen Eliot, Deanna Hall, Karen Harrison, Kim Hoffmans, Mary Jones, David Keebler, Casey Mansfield, Eric Martinsen, Sandy Melton, Michelle Millea, Lydia Morales, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Maureen Newton-Eliot, Marian Carrasco Nungaray, Tom O'Connor, Jennifer O'Toole, Steve Palladino, Terry Pardee, Jennifer Parker, Damien Peña, Lazaro Salinas, Malia Rose-Seisa, Stacy Sloan Graham, Michael Ward, Cory Wendt, Patty Wendt, and Jeff Wood

Guests: Greg Gillespie

Recorder: Jenifer Cook

Minutes: Convened: 3:30 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<ul style="list-style-type: none"> • Introductions • 10.1.16 Ventura County 5K – Heart Walk. American Heart Association. • Sept. 26-29- Accreditation Team on campus • Sept. 9 from 12:30-2 pm- Accreditation Pep Rally - Food will be served. Advantageous for department chairs and coordinators to attend. • August 19- Spring Schedule was due. Limited Data Tech staff. 	
II. REVIEW MINUTES	Minutes approved via consensus	
III. REVIEW OF 2015-16 & 2016-17 GOALS & ACCOMPLISHMENTS	Please review the handout "Department Chairs & Coordinators Council Goals" for discussion at the next meeting. The group will discuss charge and membership at next meeting.	
IV. MEMBERSHIP AND CO-CHAIR	Michael Ward was nominated for Co-Chair and he agreed to serve.	
V. VICE PRESIDENT UPDATES	<p>a. Damien Peña – expressed his gratitude for the faculty and staff helping with the welcome tables.</p> <ul style="list-style-type: none"> • #Pirate Pride – ordered 5000 t-shirts to distribute to the pirate nation. More pirate swag is coming. • Mary Jones secured a \$7,500 grant to promote a tobacco free campus. There will be survey sent out regarding on campus smoking. • Ellie Yoo is on maternity leave. Sandra Gustafson (A/R) will take the lead for International Students while Ellie is away. • ADA Desks and chairs are required by law in the classrooms. Please remind the faculty to keep them in classrooms. Any questions, please contact Damien. • Damien will be serving as Dean of Student Services until the permanent position is filled. 	

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	<p>b. Dave Keebler</p> <ul style="list-style-type: none"> • FTES Shift – Occurred this summer as a one-time benefit. This “stabilization” gave us additional growth funds for FY 2017. He encouraged the DCCC to look at ways to grow enrollments. A discussion began about ways to increase student enrollment: <ul style="list-style-type: none"> - Need a printed schedule - Registration date is problematic; fall registration should start in May. - FAFSA will be opening up in October instead of January. This will help colleges be on the same page with sending out acceptance notices, etc. - Our goal is to optimize the resources so we can serve as many students as possible. • Program Review Funding Sources (Handouts) shows the enhancement dollars for next year. • Ricoh Copy costs – Where appropriate we will be starting charge backs for the Ricoh copiers all over campus. Departments will have unique code(s) to input into the copier. Each department will be given an additional copy budget. • Education code is specific that we are required to provide everything necessary for students to be successful in a course. We can give the student reasonable materials. Education Code also says that if a material/supply has value to the student after the class, the student can pay for it (e.g. stethoscope). • If you have line item adjustments related to program review, please meet with your dean and make sure your budget is correct. • Some of the initiatives weren't spent on last year's program review, Dave is working on details/analysis to make those happen this year. Kim encouraged to go ahead and include your initiatives on this year's program review. <p>c. Kim Hoffmans</p> <ul style="list-style-type: none"> • Credit by Exam list (handout) - please submit corrections to the list. • Noncredit courses (handout) – please promote our non-credit courses: <ul style="list-style-type: none"> • Applied Technology (Business-ATEB & writing-ATEW). • IDS N100 (individualized study lab courses). It's no cost to student, self-paced, and helps us with FTES. There is no grade and is open entry. They can register for up to 60% of the class. We only get paid for the time they spend in the class. Kim will send an email with information to disperse. • Pirate treasure – Kim explained the Pirate Treasure pay-it-forward handouts. 	

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VI. INFORMATIONAL/DISCUSSION	<ul style="list-style-type: none"> Program Review (Phil Briggs) October 9th 11:59 program review is due. The program review form is posted on line. Go to: VC Program Review Website <p>Prioritize within your program. Resources should be tied to an initiative that will help increase student success rate.</p> <p>For details regarding initiative ranking, please see the attached diagram of the Resource Allocation Request Prioritization Process.</p> <p>Phillip is providing Drop-In Program Review Workshops in MCE-343:</p> <ul style="list-style-type: none"> Sept 13, 9-11 a.m. Sept 16, 1-3 p.m. October 7, 1-3 p.m. <ul style="list-style-type: none"> Please add events to the “VC Master Calendar”; simply invite “VC Master Calendar” to your events when scheduling through Outlook. 	
VII. STUDENT LEARNING OUTCOMES (DEBBIE NEWCOMB)	<ul style="list-style-type: none"> PSLO Reports (Handout). Felecia needs changes ASAP. Please review, make any changes, sign and send them back to Debbie. The TracDat software upgrade feedback has been good. Please come to a training. 	
VIII. GENERAL ANNOUNCEMENTS	September 8 th 6:30 p.m. Art Gallery Opening.	
IX. FUTURE AGENDA ITEMS?	None	
X. ADJOURNMENT	5:00 p.m.	
NEXT MEETING	September 27 rd 3:30 – 5:00 p.m. MCW-312	

**Department Chairs & Coordinators Council Meeting Schedule
MCW-312 Conference Room 3:30 p.m. – 5:00 p.m. (4th Tuesday of Every Month)**

August 23, 2016	November 22, 2016	March 28, 2017
September 27, 2016	January 24, 2017	April 25, 2017 (last meeting of year)
October 25, 2016	February 28, 2017	

Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the Student Success Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Student Success Committee meeting.

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 Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464

Human Resource Allocation Request Prioritization Process

