

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, March 28, 2017 3:30-5:00 p.m. MCW-312

Present: Bob Moskowitz, Cari Lange, ~~Casey Mansfield~~, Corey Wendt, Damien Pena, Deanna Hall, Debbie Newcomb, Eric Martinsen, ~~Emily Bartel~~, Jeffrey Wood, Jennifer Parker, Joe Selzler, ~~Karen Harrison~~, Kimberly Hoffmans, Lazaro Salinas, Lydia Morales, ~~Marcelino De Cierdo~~, ~~Marian Carrasco Nungaray~~, Marta de Jesus, Mary Jones, Michael Ward, Michelle Millea, Patricia Wendt, ~~Paula Munoz~~, Peter Sezzi, Philip Clinton, Raeann Koerner, Robert Lawson, Ronald Mules, Sandra Melton, ~~Stacy Sloan Graham~~, ~~Tania DeClerck~~, ~~Terry Morris~~, Thomas O'Connor.

Guests: Lauren Wintermeyer & Greg Gillespie

Recorder: Sebastian Szczebiot

Minutes: Convened: 3:31 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<ul style="list-style-type: none"> a) Ventura College Planning Retreat March 31st – Please encourage faculty attendance! b) Early April – Spending deadline for AY 2016-17 c) Colloquium on Cuba April 11th d) Diversity in Culture Festival April 12th and 13th - including Poet Laureate, Richard Blanco e) Flex days on April 20th and 21st <ul style="list-style-type: none"> • e.g. CPR training, Culturally Responsive Training f) Dept. Chairs and Coordinators Social April 25th g) Tutoring Center, Library, & Assessment Center – (Peter Sezzi) <ul style="list-style-type: none"> • FOG meeting last week discussed new initiative regarding assessment center location. • Currently, there are a variety of different places for assessment – initiative is to find one single assessment location. • Two of the options were (1) the reading room or (2) the tutoring center • Peter asked - Who will make this final decision and has it already been reached? What are the criteria for how this decision will be reached? • Peter sees reading room as very popular service. • Greg – there are competing needs for limited 	

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	<p>resources. We need to think about how to best serve our students.</p> <ul style="list-style-type: none"> • Greg – Ricoh center and faculty mailboxes moving to LRC • Kim – Safety was a big driver in making this decision to centralize services at night to a single location, such as the library. • Eric – To improve communication, every committee could come up with three bullet points/takeaways from each meeting that are distributed across the community to help communicate new initiatives, as it seems not everyone has all of the information. 	
<p>II. VICE PRESIDENT UPDATES</p>	<p>a) Kim Hoffmans - Audit of Lab/Activity Classes</p> <ol style="list-style-type: none"> i. Moorpark and Oxnard don't allow this practice – Ventura has allowed it to a certain degree. The reasons activity classes are not generally audited is because those “students” are not covered under our student insurance policy. ii. As such, we can no longer allow this to happen. This is too much of a liability. iii. Community Education is a possible solution, allowing student to pay for classes at a community rate, with unlimited repeatability. <ul style="list-style-type: none"> - We are working on a community ed plan. - Extra insurance for the students will be included in student cost. - Gives us the opportunity to serve the life-long learner. <p>b) Kim – Summer class schedule</p> <ol style="list-style-type: none"> i. 4-week schedule is finalized. ii. 6-week schedule is missing classes for high schools and VCSP – and we need to add a few of them back into the schedule. iii. Deans have been asked to provide FTEF targets for off- 	

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	<p>campus offerings.</p> <ul style="list-style-type: none"> iv. Targets will need to be revised for the fall/sping. v. Eric – there is concern about the fill rate at high school campuses. <ul style="list-style-type: none"> - Kim – we will ask counseling to come up with three-year-get-your-GE plan at VCSP. <ul style="list-style-type: none"> a. HS Principals are coming to campus on Thursday b. We want to support high schools but they need to support us and provide sufficient students. <p>c) Damien Peña</p> <ul style="list-style-type: none"> i. April 7th, and every Friday for the next six Fridays will be “Pirate Fridays” –Incoming HS students will be on campus ii. FYE – morphing. 640 FYE students now – we want 800. In the month of June, we will have 6 FYE days, and each day will be discipline specific. There will be two undecided days as well. This is a great opportunity for programs to get exposure. iii. Concerns from Club Advisors – April 5th at 3:30pm <ul style="list-style-type: none"> - Meeting for Club Advisors and Administrators to discuss concerns. iv. Autism Awareness month is April – ASC will light up blue! 	
<p>III. DUAL ENROLLMENT</p>	<p>Lauren Wintermeyer has professional expertise in Dual Enrollment and presented information on the subject.</p> <ul style="list-style-type: none"> • Concurrent vs Dual – distinction used to be that concurrent was at the high schools, during the day with HS teachers. Dual enrollment used to be after school or at college. CA doesn't make this distinction anymore. 	

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	<p>Articulation does not add to funds, dual enrollment does help increase FTES.</p>	
<p>IV. STUDENT LEARNING OUTCOMES</p>	<p>Debbie Newcomb</p> <p>Adding 6th year to our 5-year plan – approved by CPC.</p> <p>6th year is a time to close the loop on our entire process. Taking a step back and making sure everything makes sense – review, reflect and reset the cycle.</p> <p>Also 6th year will provide some time for catch up.</p> <p>Everything should of be assessed by now, and we are nowhere near that stage. All courses in catalog are now considered “active courses” by ACCJC. As such, the expectation is that this 6th year will allow all SLOs/SUOs to catch up with assessments.</p>	
<p>V. INFORMATIONAL/DISCUSSION</p>	<ul style="list-style-type: none"> a) College Hour – (Phil Briggs) – <i>Moved to future agenda</i> b) Pregnancy Accommodations – (Patty Wendt) – <i>Moved to April</i> c) Proposed changes to Minimum Qualifications and Equivalencies, BP 7211 – (Michael Ward) <ul style="list-style-type: none"> i. Item B1.A B1.B, and B2 ii. Statewide minimum qualifications vs local decided district equivalency process <ul style="list-style-type: none"> - This opens up the equivalency process and increases the applicant pool <p>Discussion tabled.</p>	
<p>VI. FUTURE AGENDA ITEMS?</p>	<ul style="list-style-type: none"> • Book Orders – Amy Kennedy • 2-year Degree/Certificates/Transfer Patterns 	

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VII. ADJOURNMENT	4:59	
NEXT MEETING	April 25 th , 2017 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

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