

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

Tuesday, September 27, 2016 3:30-5:00 p.m. MCW-312

**Present:** Phillip Clinton, Marcelino de Cierdo, Tania Declerck, Robin Douglas, Maureen Eliot, Nancy Fredrickson, Deanna Hall, Kim Hoffmans (VP), Marta de Jesus, Mary Jones, Robert Lawson, Eric Martinsen, Sandy Melton, Michelle Millea, Bob Moskowitz, Paula Munoz, Debbie Newcomb, Tom O'Connor, Damien Peña (VP), Ted Prell, Malia Rose, Stacy Sloan Graham, Michael Ward, Cory Wendt, Patty Wendt

**Guests:** Margarita Pillado & Dennis Harkins

**Recorder:** Sebastian Szczebiot

**Minutes:** Convened: 3:31 p.m.

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME/ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• Introductions                             <ul style="list-style-type: none"> <li>• Sebastian Szczebiot is provisionally replacing Jennifer Cook in supporting the Academic Affairs office.</li> <li>• Brenda Be – <a href="http://gofundme.com/Brendabe">gofundme.com/Brendabe</a> page started to help cover medical costs</li> </ul> </li> <li>• <b>Sept. 26-29</b> – Accreditation Team on campus</li> <li>• <b>Oct. 1-2</b> – Ventura Art Walk</li> <li>• <b>Oct. 1</b> – Ventura Harbor – Heart Walk 5K</li> <li>• <b>Oct. 15</b> – DAC – Get MOOVin 5K</li> <li>• <b>Oct. 31</b> – Registration for Special Population; Continuing students on Nov. 4, new students on Nov. 21</li> </ul>	
<b>II. REVIEW MINUTES</b>	Minutes approved via consensus	
<b>III. ACCREDITATION TEAM DISCUSSION/QUESTIONS</b>	Meeting was suspended for discussion with visiting Accreditation Team at 3.35 pm Meeting recommenced at 4.45 pm	
<b>IV. REVIEW OF 2015-16 AND 2016-17 GOALS &amp; ACCOMPLISHMENTS</b>	<i>Not addressed</i>	
<b>V. VICE PRESIDENT UPDATES</b>	a) Damien Peña <ul style="list-style-type: none"> <li>• More Pirate Pride T-shirts have arrived</li> <li>• Student Success Days 10/3 and 10/4</li> </ul> b) Kim Hoffmans <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Draft of Proposed Instructional Calendar distributed following feedback from 1<sup>st</sup> draft. Kim has been charged with bringing back feedback on second draft.</li> </ul>	

Agenda Item	Summary of Discussion	Action due by whom
	<ul style="list-style-type: none"> <li>○ Some concern about self-assigned flex days around Spring Break</li> <li>○ It was recommended to match our spring break with Ventura Unified.</li> <li>○ Chairs with Laboratory Classes mentioned it is difficult to miss out on too many of the same day of the week. Asking for more balance in placement of flex days.</li> </ul>	
<b>VI. INFORMATIONAL/DISCUSSION</b>	<p>a) Credit by Exam List (Kim and Corey)</p> <ul style="list-style-type: none"> <li>● All course are open to credit by exam unless determined by a department to be exempt.</li> <li>● List to be checked by chairs/faculty for next meeting. Copy to be maintained in the Office of Student Learning.</li> </ul> <p>b) Spring Enrollment Expectations (Kim)</p> <ul style="list-style-type: none"> <li>● New Instructional Data Specialist hired – Kelly Denton</li> <li>● Kim proposed maintaining same enrollment targets as discussed during Flex and at August meeting. If adjustments need to be made to make targets, it would be less disruptive to adjust the four week summer session, focusing on transfers and highly productive courses.</li> <li>● Kim suggested proactive planning: e.g. offering classes once a year, as opposed to low enrolled classes each semester or cancelling on the students/faculty when numbers aren't reached.</li> <li>● Bob is concerned that targets may be too high. Ron thinks the numbers may be miscalculated. Ron and Kim to discuss in greater detail.</li> <li>● Looking at raising caps for four week summer session was suggested.</li> </ul> <p>c) Distance Education (Michael)</p> <ul style="list-style-type: none"> <li>● Ron – What is the cap? Fulltime Faculty can have 2 classes out of 5 classes online. But nothing in contract limiting this—just stipulates being on campus. What should this number be?</li> <li>● 30% planned increase in future—how do we as department chairs deal with this? Ron suggested a meeting on just this issue.</li> <li>● Success and retention are generally low, but depends on individual faculty—what is the difference? <ul style="list-style-type: none"> <li>○ Kim – Ventura has good success rate; much better than</li> </ul> </li> </ul>	

Agenda Item	Summary of Discussion	Action due by whom
	<p>state averages.</p> <ul style="list-style-type: none"> <li>• Kim suggested a retreat? <ul style="list-style-type: none"> <li>○ A retreat could allow for sufficient time to discuss DE and other items.</li> </ul> </li> <li>• Ron suggested future discussion regarding hybrid classes and clarification. <ul style="list-style-type: none"> <li>○ Part time faculty need guidance on what is okay and what isn't—so chairs need to be well informed/versed.</li> </ul> </li> </ul> <p>d) Department Chairs reassigned time (Michael)</p> <ul style="list-style-type: none"> <li>• Chairs suggested that they don't receive enough reassigned time. Should have discussion...</li> <li>• Kim – reassigned time as well as DE have negotiated union components that Dept. Chairs may want to discuss with their representatives. <ul style="list-style-type: none"> <li>○ Kim suggested she could step out from DCCC meeting in the future to allow open conversation on the subject.</li> </ul> </li> <li>• Reassigned time to be readdressed during next meeting.</li> <li>• <u>7<sup>th</sup> October is deadline</u> for offering feedback to Union negotiating committee—Ron asked for suggestions to be sent to team.</li> </ul> <p>e) Retreat – fall and spring? Ted wants free food, and off campus...</p>	
<b>VII. STUDENT LEARNING OUTCOMES (DEBBIE NEWCOMB)</b>	<i>Not addressed</i>	
<b>VIII. GENERAL ANNOUNCEMENTS</b>	Accreditation Team Conclusion Report out will take place Thurs. 11 am in ASC-150	
<b>IX. FUTURE AGENDA ITEMS?</b>	Chair reassigned time, Distance Education policies for faculty, Credit by Exam list, Retreat	
<b>X. ADJOURNMENT</b>	5:03 p.m.	
<b>NEXT MEETING</b>	October 25 <sup>th</sup> , 2016 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. (4<sup>th</sup> Tuesday of Every Month)

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

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*