

VENTURA COLLEGE

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

Campus Center Conference Room

Tuesday, August 26, 2014

**Present:** G. Arevalo, S. Bricker, M. Carrasco-Nungaray, M. De la Rocha, G. Guillen, K. Harrison, P. Jefferson, M. Jones, K. Karkos, A. Kolesnik, D. Kumpf, R. Lawson, E. Martinsen, S. Melton, B. Moskowitz, R. Mules, P. Muñoz, D. Newcomb, T. O'Connor, S. Palladino, T. Pardee, T. Prell, A. Rodriguez, M. Rose, A. Sandford, S. Sloan-Graham, B. Somosa, P. Wendt, J. Wood

**Recorder:** Linda Resendiz

**Minutes:** Convened: 3:30 p.m.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome/Introductions – A. Kolesnik/P. Jefferson</b>	A. Kolesnik and P. Jefferson welcome everyone to the first Department Chairs & Coordinators meeting of the academic year.			
<b>Open Issues</b>				
<b>a) Format of the meeting. – P. Jefferson</b>	P. Jefferson mentioned that he does not want to be the only one talking at the meetings. He mentioned that early on last semester there were discussions on how to make these meetings more productive and engaging. He said that other members should be on the agenda discussing items. He would like for the Council to come up with a list of topics that would be discussed throughout the year in these meetings. He wants regular standing items where members within the group can take the lead on and present to everyone. This way everyone can take ownership of the meeting. This will be a better format to get everyone engaged and involved in two-way conversations.	Come up with items to discuss/cover throughout the year.	September 2014	Council

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>b) Issues to address for the semester/year. – P. Jefferson</b></p>	<p>P. Jefferson opened up the discussion asking what issues should be addressed this semester/year. Some of the responses were:</p> <ul style="list-style-type: none"> <li>• Have Human Resources attend a meeting to discuss the questions that were sent to them last year.</li> <li>• Saturday classes.</li> <li>• Process for scheduling rooms.</li> <li>• Scheduling software.</li> <li>• Lag time on receiving the longevity reports and not jiving with schedule deadlines.</li> <li>• Grades and links with federal financial aid regulations.</li> <li>• Academic progress impacting BOGG waiver.</li> <li>• Flow between A &amp; R and faculty.</li> <li>• Implications with D's, F's, and W's.</li> <li>• Compliance issues.</li> <li>• Census reporting.</li> <li>• Required items being requested from auditors.</li> </ul>	<p>Email Patrick and Alex any other issues to be discussed.</p>	<p>September 2014</p>	<p>Council</p>
<p><b>c) Block Schedule – P. Jefferson</b></p>	<p>P. Jefferson asked for feedback on the block schedule. The following were the responses:</p> <ul style="list-style-type: none"> <li>• Some departments have always been on the block schedule.</li> <li>• Enjoying the 8 a.m. start time.</li> <li>• Many complaints on traffic.</li> <li>• What about a 7 a.m. or 7:30 a.m. start time?</li> <li>• 7 a.m. start time would work best for the laboratory classes.</li> <li>• How about a shortened semester?</li> <li>• What data exists on student success with a condensed calendar?</li> <li>• How about creating a late start spring.</li> <li>• Need advertising on the late start classes that are starting.</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Block Schedule - <i>continued</i></b>	P. Jefferson mentioned that the issue with the traffic has been communicated to the district as well as the issue with students having to pay their fees within a 24 hour period after registering. Patrick will look into the existence of any data on student success using a condensed calendar.			
<b>d) Department Chairs Training – P. Jefferson</b>	<p>P. Jefferson agreed that Department Chairs need some type of training and professional development. He wants this to come from this group and what the specific needs are. This way whatever planning happens is planned around what your needs are. Some ideas are:</p> <ul style="list-style-type: none"> <li>• Scheduling</li> <li>• PAL</li> <li>• Longevity</li> <li>• Conflict management between faculty and students.</li> <li>• Equipment and supplies</li> <li>• How to hold an effective staff meeting.</li> <li>• Effective support</li> <li>• Leading an effective program review.</li> <li>• Catalog Descriptions</li> <li>• How to help new part-time faculty.</li> <li>• Room scheduling protocol.</li> <li>• Use VCCCD and AFT bargaining unit agreement for the training.</li> </ul>			
<b>e) Department Meetings – P. Jefferson</b>	P. Jefferson asked if everyone was having regular department meetings. He suggested that every department should be holding regular department meetings at least once a month. There should be an agenda, minutes taken, and records being kept. The record of the conversation should be robust and enriching. SLOs should be covered on every agenda as well as an update on them.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>General Announcements - <i>Council</i></b>	No announcements.			
<b>Adjournment</b>	4:00 p.m.			
<b>Next Meeting</b>	Tuesday, September 23, 2014 – 3:00 p.m. MCW-312 Conference Room			