

VENTURA COLLEGE

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

**Campus Center Conference Room**

**Tuesday, September 23, 2014**

**Present:** G. Arevalo, M. Carrasco-Nungaray, W. Cowen, A. Gaines, G. Gillespie, G. Guillen, P. Jefferson, M. Jones, C. Lange, K. Karkos, A. Kolesnik, D. Kumpf, C. Mansfield, E. Martinsen, S. Melton, B. Moskowitz, R. Mules, P. Muñoz, D. Newcomb, S. Palladino, T. Pardee, T. Prell, A. Rodriguez, M. Rose, A. Sandford, S. Sloan-Graham, B. Somoza, J. Wood

**Guests:** Jenifer Cook, Nan Duangpun, Tim Harrison, Beatriz Herrera, Dan Kumpf, Perry Martin, Art Sandford

**Recorder:** Linda Resendiz

**Minutes:** Convened: 3:05 p.m.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Welcome/Introductions – A. Kolesnik/P. Jefferson</b></p>	<p>A Kolesnik welcomed everyone to today’s meeting. He said that today a couple of issues that were discussed at the last meeting will be included in today’s agenda.</p> <p>Dr. Gillespie was present at today’s meeting to share with the Council some items that are in the works. He thanked the Council for their hard work on campus. He stated that the college is off to a great start this year. He mentioned that we are currently a little lite on our enrollment numbers. There are plans to increase these numbers. He said that he is working with Patrick and the Deans to move toward spring 2015 and have an early summer session to help with the growth enrollment and increase funding for next year. He said that Patrick will be speaking to the Council further about this.</p> <p>Dr. Gillespie shared that the college will be participating in a \$13 million Career Pathway grant. The idea of this grant is to create pathways from high school to community colleges for students. He said that the hope is that at the end of the 3<sup>rd</sup> year period we will have three articulated campuses. He also shared that categorical funding is</p>			

	available in areas we really never had before. He said that one area is in SSSP and Student Equity dollars. He said that the SSSP plan is currently in process to be finalized. He said that in order to help address the additional workload, we are looking at some categorically funded positions. Two positions have already moved forward to Chancellor's Cabinet for review/approval then moving for BOT approval. More information will be provided at College Planning Council and both the Academic and Classified Senates.			
<b>Review 8/26/14 Meeting Minutes - Council</b>	The minutes were reviewed. The correction P. Muñoz sent has been included.			
<b>Open Issues</b>				
<b>a) SLOs – Announcements – D. Newcomb</b>	D. Newcomb said that TracDat is being cleaned up. She said that department lists of courses will be distributed to all Department Chairs for their review. Patrick mentioned if there are any courses that are not in the plans to be offered soon, a course deletion needs to be submitted. Debbie also mentioned that the departmental webpages needs to be updated with current SLOs. She said that this needs to be assigned to someone to complete. This is something Accreditation wants to see. Patrick said that his staff will be inserting all SLOs in TracDat into the CORs.	Provide feedback on any changes to D. Newcomb.	October 15 <sup>th</sup>	Council
<b>b) Courses Excluded from Credit by Examination – G. Arevalo</b>	Gloria shared that the list has not been updated since 2001/2012.	Take the list back to your departments for review. Provide the following answers to these questions: Why are these courses on the list? What is the process to determine the testing options?	October 28 <sup>th</sup>	Council
<b>c) Sexual Awareness and</b>	There are requirements that Title IX requires campuses to			

<p><b>Prevention – P. Jefferson</b></p>	<p>do. A sexual awareness and prevention campaign needs to be planned. Tim Harrison mentioned that this has to do with the Clery Act.</p>			
<p><b>d) Saturday Classes – Council</b></p>	<p>Alex mentioned that this is one issue that was brought up at the last meeting. He said that the Deans have been advocating about doing Saturday classes. There is a population of students that are not being reached. Patrick said that a strong 2 year plan needs to be in place. He said he will be conversing with the Council more about this.</p>			
<p><b>e) Process for Scheduling Rooms – Council</b></p>	<p>Patrick mentioned that talks have been underway since the spring about coming up with a process for scheduling rooms. He invited Jenifer Cook and Nan Duangpun, Instructional Data Technicians, so they can explain the current process they use to schedule rooms. Patrick asked for volunteers to be part of a committee that will work on coming up with a process for scheduling rooms. Sandy Melton, Stacy Graham, and Terry Pardee agreed to volunteer.</p>			
<p><b>General Announcements – Council</b></p>	<p>B. Herrera – Bea introduced Perry Martin as the new Vice President for part-time faculty. Bea is currently the Vice President for full-time faculty. She said that their role in AFT is to be the eyes and ears to the union. She said that this semester they have been working closely with Michael Shanahan from the district office. She made Perry and herself available to come to any department meeting to share information or answer any questions faculty might have. Perry shared that this year a new part-time faculty orientation took place during flex week.</p> <p>B. Somoza – Spanish Heritage Fiesta will be tomorrow in the evening. There will be a variety of music and musicians. Hope it is well represented by faculty.</p> <p>B. Moskowitz – There will be an Asian art exhibit curated by Ann Bittl on October 16<sup>th</sup>.</p> <p>P. Jefferson – An early summer session is being planned.</p>			

	<p>There will not be an extensive offering of courses. Only a few disciplines with high fill demand classes will be selected. Your Dean will be touching base with you regarding this. Everyone should have received a save-the-date announcement regarding the upcoming Student Equity event on October 24<sup>th</sup>. This event will take place to start conversations about what student equity is. He asked for campus commitment in participating in this important event. There will be facilitators coming from out of state and lunch will be provided. Susan Bricker and a committee are working on putting together a back to college event. This will be an all open invitation for the community to participate in. This will be on a Saturday after Thanksgiving break. Volunteers from all areas will be needed.</p>			
<p><b>Next Meeting</b></p>	<p>Tuesday, October 28, 2014 – 3:00 p.m. MCW (312) Conference Room</p>			