

VENTURA COLLEGE

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

Campus Center Conference Room

Tuesday, October 28, 2014

**Present:** G. Arevalo, S. Bricker, M. De la Rocha, S. Graham, G. Guillen, K. Harrison, P. Jefferson, M. Jones, K. Karkos, A. Kolesnik, C. Lange, R. Lawson, E. Martinsen, S. Melton, M. Millea, B. Moskowitz, R. Mules, P. Muñoz, D. Newcomb, S. Palladino, T. Pardee, T. Prell, A. Rodriguez, M. Rose, B. Somoza, P. Wendt, J. Wood

**Guests:** Tim Harrison, Andrea Horigan, Dan Kumpf, Art Sandford

**Recorder:** Linda Resendiz

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

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome/Introductions – A. Kolesnik/P. Jefferson</b>	Alex welcomed everyone to today's meeting.			
<b>Open Issues</b>				
<b>a) Program Review – T. Harrison</b>	T. Harrison informed the Council that Program Review has been pushed to spring 2015. The reason for this is we do not want to rush Program Review and put together a poor document. He mentioned that there are two important tasks that do need to be completed during this fall semester. Faculty and classified staffing priorities will need to be done this semester in order for us to start early recruitment. Tim directed everyone to the Program Review website where all information with regard to this can be found.	Stop by Tim's office to pick-up a t-shirt.		Council

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>b) SLO Announcements and Forms – <i>D. Newcomb, A. Horigan, E. Martinsen</i></b></p>	<p>D. Newcomb informed the Council on a change in TracDat due to Accreditation standards. She said that modalities need to be reported now. A new drop-down box has been added to select the modalities. The SLO assessment findings were also reviewed as well as the form. She mentioned that each department needs to meet and come up with what their initiatives will be. She said that she and Andrea are still available for assistance in creating, entering and assessing SLOs.</p> <p>A. Horigan announced that “Bring Your Data” days have been scheduled for December 12<sup>th</sup> from 9 a.m. to 12 p.m. and December 15<sup>th</sup> from 1 p.m. to 3 p.m. There will be cookies, snacks, and drinks available. Extra staff will be on hand to assist people. She also mentioned that she is available on Wednesdays afternoon and D. Newcomb is available on Monday afternoons.</p> <p>E. Martinsen shared a form he created in Google docs that faculty can use to input their SLO information. Once the information is inputted into the form, it automatically feeds to an Excel spreadsheet. If anyone is interested in creating a form like this, please contact Eric.</p>			
<p><b>c) Courses Excluded – <i>G. Arevalo</i></b></p>	<p>Gloria reminded the Council that this was brought up at last month’s meeting. She said that she did hear back from a few Department Chairs regarding their courses.</p>	<p>Please submit your information to Gloria if you have not submitted it yet.</p>	<p>Now</p>	<p>Council</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>d) Department Chair Training - Council</b></p>	<p>A. Kolesnik mentioned that Dean Huddleston had come up with a list of topics for a possible Department Chairs training for new department chairs. He asked the Council if they wanted to come up with a new list or modify Dean Huddleston's list. P. Jefferson reminded the Council that the feedback he had received from the Council was that they were not in agreement with what her list contained. The Council recommended taking the bulleted points in the AFT contract with regard to department chairs and use those as a means for training. M. De la Rocha volunteered to be a trainer of new department chairs. A. Kolesnik, B. Moskowitz, and E. Martinsen also volunteered to be trainers. P. Muñoz nominated Beatriz Herrera to be a trainer as well.</p>			
<p><b>General Announcements – Council</b></p>	<p>A. Kolesnik: The Student Equity event was good. We were disappointed to see that very little faculty showed up to the event. It was well attended by other staff. He said that the facilitators were great and encouraged faculty to participate in future events. P. Muñoz said that she would like to hear from faculty if a better time should be planned in order for people to attend these types of events. P. Jefferson stressed that Friday is a work day for all staff. A. Kolesnik also mentioned that S. Melton informed him that there was a room scheduling committee. P. Jefferson said that he will be bringing this group together next fall 2015. A. Kolesnik also mentioned that there will be a free preview next Wednesday night on the "She Kills Monsters" production.</p> <p>B. Moskowitz: Ann Bittl put together an incredible exhibition on Asian art. Please stop by to see it. Everything is for sale.</p> <p>M. De la Rocha: Tomorrow at 6 p.m. we will be</p>			

	<p>having our Día de los Muertos event. There will be food, entertainment, and culture sharing.</p> <p>P. Jefferson: There will be a community on-campus open house on Saturday, December 13<sup>th</sup>. We are currently working on getting advertisements around the city. The whole community will be invited. We are looking forward on having faculty come out and displaying their departments.</p> <p>C. Lange: There will be an Anthropology Club event on Thursday, October 30<sup>th</sup> in Guthrie Hall.</p>			
<b>Adjournment</b>	Meeting adjourned at 4:18 p.m.			
<b>Next Meeting</b>	Tuesday, November 25, 2014 – 3:00 p.m. MCW (312) Conference Room			