

Ventura College
Department Chairs & Coordinators Council Meeting Agenda

November 24, 2015

3:30 p.m. - 5 p.m. – MCW Conference Room (3rd Floor)

Charge: The Department Chair and Coordinator Council provides a forum for the discussion of academic, operational and institutional issues. This is a faculty-driven body that makes recommendations to the Administrative Council.

Membership: Vice President of Student Learning; department chairs (and assistant chairs); coordinators; Academic Senate President (or designee).

Chair: Vice President of Student Learning and Faculty Co-Chair (selected by the Council).

Meetings: Fourth Tuesday of the month, 3:30 p.m., MCW-312 Conference Room, [Minutes](#).

I. Welcome

II. Informational / Discussion

- a) Dept. Chair/Coordinator Council purpose and membership (10 minutes)
- b) Possibility of offering a handful of Saturday classes in the Spring
- c) Enrollment Management (waitlist number) (20 minutes)
 - Waitlist Numbers
 - Productivity
 - Enrollment Management Plan
- d) College Organization Discussion
- e) Copy Center Services
- f) Spring Retreat?
- g) Grading policies/student failure/student drops
- h) Contract language regarding the roll and responsibilities of Dept. Chairs (Kim and Jenifer will leave for this discussion)

III. General Announcements – *Council* (Time permitting.)

- a) Grade submission in December
 - Important for prerequisite completion, transfer, financial aid
 - **Please submit grades in accordance with contract “within two working days after finals;” Last day of finals is 12/16 with all grades in by 12/19**
 - **Timeliness is really important in December because Banner will be offline 12/20 & 12/21**

IV. Future agenda items?

V. Adjournment

Items in Reserve:

- Communication of new processes and state mandates (i.e. closed caption)
- Online/hybrid/web enhanced courses
- Textbook access codes
- Department Chair training for student complaints
- Peer/Student references