

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

Tuesday, February 23, 2015 MCW-312

**Present:** Nathan Cole, Nancy Fredrickson, Kim Hoffmans, Eric Martinsen, Lydia Matthew-Morales, Sandy Melton, Michelle Millea, Bob Moskowitz, Ronald Mules, Debbie Newcomb, Maureen Newton-Eliot, Tom O'Connor, Terry Pardee, Jennifer Parker, Malia Rose, Peter Sezzi, Stacy Sloan-Graham, Ben Somoza, Michael Ward, Jeff Wood

**Guests:** Lisa Davis, Ventura Youth Correctional Facility; Art Westerfield, Ventura Youth Correctional Facility

**Recorder:** Jenifer Cook

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

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME/ANNOUNCEMENTS</b> (Ron Mules filling in for Cari Lange)	<ul style="list-style-type: none"> <li>Next Thursday, March 3<sup>rd</sup>, is faculty art gallery</li> <li>Into the Woods performance runs this weekend. (12:30 tomorrow too)</li> </ul>	
a) The Accreditation Team Visit is September 26-29th	No discussion	
b) Catalog Corrections were due February 22 to Katie Owashi	No discussion	
c) DCC Retreat is March 1 <sup>st</sup> 9:00 am-3:00pm (HSC-201 EMT/PM room). Lunch/Reorg Discussion at 11:30 am in Guthrie Hall	No discussion	
d) Community College Survey of Student Engagement (CCSSE) to be completed in selected classes between <u>March 28-April 21</u> (tentative dates)	No discussion	
e) Achieving the Dream coaches visit <u>March 17 &amp; 18</u>	No discussion	
<b>II. REVIEW MINUTES FROM JANUARY</b>	No Changes	
<b>III. VENTURA YOUTH CORRECTIONAL FACILITY (VYCF) COURSES</b> (LISA DAVIS, COLLEGE COORDINATOR & ART WESTERFIELD, PRINCIPAL, RETIRED)	<p>L. Davis and A. Westerfield highlighted the VYCF program. Our colleges have had a huge impact in helping students succeed and they would like to see more classes offered. L. Davis has invited individuals to come visit the VYCF for a "Meet and Greet" (Flyer attached). Contact her and she will clear your entrance to the facility.</p> <p>L. Davis noted the following:</p> <ul style="list-style-type: none"> <li>College Environment at VYCF averages 22 students per class</li> </ul>	

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	<ul style="list-style-type: none"> <li>• L. Davis and/or another VYCF Staff are present during every class</li> <li>• Classes are at night, 6:00 – 8:50 pm (Mon-Thur)</li> <li>• Classes are segregated (boys/girls)</li> <li>• Need all subject areas taught</li> <li>• Have a 3-year contract so scheduling can be more efficient</li> </ul> <p>Kim requested that the DCC support offering more courses at VYCF (3-4 a semester). She is encouraging faculty to go to a “Meet and Greet” to see if they would be a good fit.</p>	
<b>IV. RETREAT AGENDA ITEMS</b>	<p>The group discussed agenda item topics and agreed to cover all of the following at the Retreat on March 1st:</p> <ol style="list-style-type: none"> <li>1. TRAINING/HANDBOOK – BEST PRACTICES FROM EACH OTHER</li> <li>2. ENROLLMENT MANAGEMENT/SCHEDULING <ul style="list-style-type: none"> <li>• Phil Briggs demonstration of tools available</li> <li>• DAC calculator</li> <li>• Common definitions/language</li> </ul> </li> <li>3. CONFLICT/STUDENT MANAGEMENT</li> <li>4. DISTANCE EDUCATION/LEGAL</li> <li>5. COLLEGE HOUR</li> </ol> <p>(Items 1, 2, 3 to be discussed at the retreat. Items 3 &amp; 4 to be placed on reserve agenda)</p>	
<b>V. OFFICE OF STUDENT LEARNING UPDATES</b>		
a) Kim Hoffmans	No update due to time restraints	
b) Pat Ewins	No update due to time restraints	
<b>VI. INFORMATIONAL/DICUSSION</b>		
a) <b>Organizational restructure (4:00 pm time certain)</b>	<p>Kim distributed spreadsheet that extrapolated info from the campus wide forum on 2.4.16. The group discussed commonalities.</p> <p>The purpose of this reorganization: 1) Balance the course loads; 2) balance the work-load of each dean; 3) putting “like-minded” subjects together.</p> <p>From the information discussed today, Kim will put together a good working document for this group to discuss on the March 1<sup>st</sup> Retreat. (See attached)</p>	
<b>VII. STUDENT LEARNING OUTCOMES</b>	No discussion due to time restraints.	

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(Debbie Newcomb)		
<b>VIII. GENERAL ANNOUNCEMENTS</b>	E. Martinsen talked to Arlene Reed, Registrar, and she is working on getting ARGOS reports created so there will be access for instructors to get data/info like the following: <ul style="list-style-type: none"> <li>• Contact info for students in declared majors</li> <li>• Contact info for waitlisted students</li> </ul> K. Hoffmans suggested we invite Arleen to a future DCC Meeting.	
<b>IX. FUTURE AGENDA ITEMS?</b>		
<b>X. ADJOURNMENT</b>	5:05 p.m.	
<b>NEXT MEETING</b>	March 29, 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)**

<del>August 25, 2015</del>	<del>November 24, 2015</del>	<del>March 1, 2016 (Retreat)</del>
<del>September 22, 2015</del>	<del>January 26, 2016</del>	March 29, 2016 (Spring Break March 21-25)
<del>October 27, 2015</del>	<del>February 23, 2016</del>	April 26, 2016 (last meeting)