

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

Tuesday, March 29, 2015 MCW-312

**Present:** Nathan Cole, Nancy Fredrickson, Karen Harrison, Kim Hoffmans, Mary Jones, Cari Lange, Robert Lawson, Eric Martinsen, Lydia Matthew-Morales, Sandy Melton, Michelle Millea, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Maureen Newton-Eliot, Tom O'Connor, Steve Palladino, Terry Pardee, Jennifer Parker, Ted Prell, Malia Rose, Stacy Sloan-Graham, Ben Somoza, Michael Ward, Cory Wendt, Patty Wendt, and Jeff Wood

**Guests:** Phillip Briggs

**Recorder:** Jenifer Cook

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

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME/ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• All fall schedule changes should have already been submitted to Nan</li> <li>• SAVE THE DATE: Campus Wide Planning Retreat – April 29<sup>th</sup> @ Crown Plaza Hotel. The meeting has been recommended and funded by the IEPI (Institutional Effectiveness Partnership Initiative) Team.</li> <li>• Reminder: Meet and Greet with California Youth Authority (Lisa Davis)</li> </ul>	
<b>II. REVIEW MINUTES FROM JANUARY</b>	No Changes	
<b>III. RETREAT FEEDBACK</b>	<ul style="list-style-type: none"> <li>• Beneficial to discuss what we do</li> <li>• Would like the “Retreat” to be off-campus</li> <li>• It was nice to have more time to go in-depth and also to socialize</li> <li>• Phillip’s FTES presentation was really helpful</li> <li>• DCC “To-Do” List:               <ul style="list-style-type: none"> <li>-Change title to “What Department Chairs Do”</li> <li>-To negotiate a change in release time it would have to go to the union. The DCC will collectively and individually submit recommendations to Peter Sezzi. This would impact the teaching schedule and require more new hires. It was suggested that all three colleges get together on this issue. Cari will send out a couple possible dates to meet.</li> <li>-What is the purpose for this document -- Who else needs to see it?</li> </ul> </li> </ul>	
<b>IV. STUDENT SUCCESS (KAREN HARRISON)</b>	A lot of our students may be “language learners” and be more successful by taking ESL/ESRM courses. Karen invited the DCC members to attend one of her classes to see how the students can benefit from ESL/ESRM courses. She requested the DCC to talk to their instructors encouraging them to let their students know there is help on campus through the ESL/ESRM department.	
<b>V. TABLEAU DEMO (PHILLIP BRIGGS)</b>	Phil demonstrated different Tableau Data reports available on our <a href="#">Website</a> . Tableau allows for interactive data. Phillip is also beta-testing enrollment data reports which is currently sent only to the deans and executive team on a daily basis. Phillips will send the DCC group the Tableau	

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	<p>link to access and look at the data.</p> <p>Argos is another tool that can be used to look at data. Arlene Reed will be invited to the next meeting.</p>	
<b>VI. STUDENT LEARNING OUTCOMES (DEBBIE NEWCOMB)</b>	<p>In preparation for accreditation, each DCC member needs to meet with Debbie or Andrea. 10% of our programs that have not been assessed and there is much work to do. Debbie distributed a meeting calendar for each member to schedule time with Debbie or Andrea. She distributed a <a href="#">"Check-List"</a> so each individual can come to the meeting prepared.</p> <p>Our goal is to be at least 96% complete.</p>	
<b>VII. OFFICE OF STUDENT LEARNING UPDATES</b>		
<b>a) Kim Hoffmans</b>	<p>Nan has been promoted to a position to the DAC. She will be here full-time for the next three weeks and then will work two (2) days a week for a month.</p>	
<b>b) Pat Ewins</b>	<p>The "Big ideas" are in the works. The Student Success Committee meets tomorrow at 1:30. One big idea is getting the transfer students prepared within one year. Another big ideas is the six success factors: Focused, directed, (PAT/KIM?)</p>	
<b>VIII. UPDATE ON REORGANIZATION</b>	<p>Greg is planning to do a very global discussion tomorrow at 4:00 in the ASC. Another meeting is planned for April 6<sup>th</sup> in Guthrie Hall.</p>	
<b>IX. GENERAL ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• We only have one meeting left. Send agenda items to Cari Lange.</li> <li>• Holistic Health Week is next week. Seeking silent auction items.</li> <li>• Spring theater production: <a href="#">"The Waiting Room"</a></li> <li>• <a href="#">Diversity in Culture Festival</a> is April 12-14</li> <li>• <a href="#">International Film Festival</a></li> </ul>	
<b>X. FUTURE AGENDA ITEMS?</b>		
<b>XI. ADJOURNMENT</b>	<p>5:00 p.m.</p>	
<b>NEXT MEETING</b>	<p>April 26, 2016 3:30 – 5:00 p.m. MCW-312</p>	

**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>	<del>March 29, 2016 (Spring Break March 21-25)</del>
<del>October 27, 2015</del>	<del>February 23, 2016</del>	<del>April 26, 2016 (last meeting)</del>

Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the Student Success Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Student Success Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464