

VENTURA COLLEGE

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

**Campus Center Conference Room**

**Tuesday, October 27, 2015**

**Present:** Sharon Beynon, Nathan Cole, Marcelino DeCierdo, Tania De Clerck, Marta de Jesus, Nancy Fredrickson, Karen Harrison, Mary Jones, Cari Lange, Robert Lawson, Casey Mansfield, Lydia Matthew-Morales, Sandy Melton, Michelle Millea, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Maureen Newton-Eliot, Steve Palladino, Jennifer Parker, Ted Prell, Alma Rodriguez, Malia Rose, Peter Sezzi, Stacy Sloan-Graham, Ben Somoza, Michael Ward, Corey Wendt, Patricia Wendt, Jeff Wood

**Guests:** Greg Gillespie, Deanna Hall, Yia Vang

**Recorder:** Jenifer Cook

**Minutes:** Convened: 3:33 p.m.

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME – <i>Cari Lange</i></b>	Introductions	
<b>a) Achieving the Dream Data Summit – <i>Greg Gillespie</i></b>	<p>The Partnership Review Team (PRT) will be on campus next Tuesday (11/2/15) and will be meeting with different key groups. This team will help with our integrated planning process and our communication and making decisions document.</p> <p>Achieving the Dream coaches will here next Thursday (11/6/15) and will be meeting with different groups. The Data Summit will be on Friday (11/7/15): The agenda will be forthcoming.</p>	
<b>b) Ventura College High School Counselor Exchange – <i>Yia Vang</i></b>	<p>On Friday, December 11, 2015 the Counseling Department will be hosting the Annual High School Counselor Conference. 70-90 local HS counselors, faculty and administrators will meet and have the opportunity to see what VC has to offer high school students.</p> <p>This is an opportunity for instructors to showcase their program. More information will follow from Yia Vang.</p>	

Agenda Item	Summary of Discussion	Action due by whom
<p><b>c) Dept. Chair/Coordinator Council purpose and membership –</b> <i>Cari Lange</i></p>	<p>The Council discussed and revised the description/text of the <i>Department Chair &amp; Coordinator Council</i> as stated in the Making Decisions document. See changes attached.</p> <p>Alma, Financial Aid, and the Registrar have requested they attend the DCC meetings as needed. Kim is agreeable to not attend some meetings as necessary.</p> <p>Concern was brought up over the contract language regarding responsibilities of the department chairs.</p> <p>Current negotiations are for article 3 and 4; the next round of negotiations will be in January. The Council should discuss in November any changes they would like to see in contractual obligation.</p>	<p>For next meeting: Council Members bring changes for AFT contract.</p>
<p><b>d) Saturday Classes in Spring 2016 –</b> <i>Cari Lange</i></p>	<p>If you have faculty members interested in teaching on Saturdays, please email Kim Hoffmans. The ultimate goal is to create a Saturday track degree.</p>	
<p><b>e) Program Review and planning concerns/feedback –</b> <i>Cari Lange</i></p>	<p>Discussion/Feedback regarding the Program Review Process:</p> <ul style="list-style-type: none"> <li>• The format on the website was good</li> <li>• Much easier this year</li> <li>• Not enough space to give feedback (600 characters)</li> <li>• The data was inconsistent or seemingly not accurate</li> <li>• Most of the questions were pertinent but the question about ethnicity felt biased</li> <li>• Would have been better if the process/format was completed in August</li> <li>• The Initiatives should be in excel</li> <li>• The program review process is confusing and more communication is needed, especially regarding approval/denials.</li> </ul>	
<p><b>f) Enrollment Management (waitlist number) –</b> <i>Ron Mules</i></p>	<p>Ron Mules put together a sub-committee and came up with questions (attached) regarding enrollment management for discussion and review. The goal is to gather data and make a recommendation to management.</p>	<p>For next meeting: Dept. Chairs bring the number of ideal classroom CAP and</p>

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	Cari suggested that each person look at what their ideal class and waitlist size, then calculate the WSCH.	WAITLIST per course ID
g) Curriculum Archiving Courses –	This items was not discussed due to time restraints.	
h) Other items from group		
<b>II. GENERAL ANNOUNCEMENTS</b> <i>Council (Time permitting)</i>		
a) Grade submission in December – <i>Alma Rodriguez</i>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Timeliness is really important in December because Banner will be offline 12/20 &amp; 12/21</li> <li>• Important for prerequisite completion, transfer, financial aid</li> </ul>	
b) Spring 2016 schedule online now		
<b>III. FUTURE AGENDA ITEMS</b>		
<b>IV. ADJOURNMENT</b>	Meeting was adjourned at 5:09 p.m.	
<b>NEXT MEETING</b>	Tuesday, November 24, 2015 – 3:30 p.m. MCW-312 Conference Room	

Items in Reserve (from Agenda):

- Financial Aid & Pell Grants
- Communication of new processes and state mandates (i.e. closed caption)
- Online/hybrid/web enhanced courses
- Textbook access codes
- Grading policies/student failure/student drops
- Department Chair training for student complaints
- Peer/Student references