

VENTURA COLLEGE

Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, November 24, 2015 MCW-312

Present: Nathan Cole, Tania De Clerck, Marta de Jesus, Nancy Fredrickson, Mary Jones, Cari Lange, Casey Mansfield, Sandy Melton, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Maureen Newton-Eliot, Steve Palladino, Jennifer Parker, Ted Prell, Malia Rose, Peter Sezzi, Stacy Sloan-Graham, Michael Ward, Patricia Wendt, Jeff Wood

Guests: None

Recorder: Jenifer Cook

Minutes: Convened: 3:34 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME –	Introductions	
II. INFORMATIONAL/DISCUSSION		
a) Dept. Chair/Coordinator Council purpose and membership	Approved by Council as printed on Agenda.	
b) Saturday classes Spring	We are hoping to offer at least 10 courses on Saturdays for spring 2016. We plan to use, primarily, the MCW and MCE buildings. Classes will be offered between 9:00 a.m. – 2:00 p.m. There is discussion of dedicated parking for our students. We are working with the Foundation and the weekend Market Place to reserve the North Parking lot.	
c) Enrollment Management (waitlist number)	<ul style="list-style-type: none"> • <u>Waitlist Numbers</u> The Council agreed to keep the waitlist at five (5). If you have a select course in which a higher waitlist is needed, please contact Kim. • <u>Add Codes</u> The council agreed to keep Add Codes at five (5). • <u>Productivity</u> We are working to have a good balance/mix of classes that will help us reach 525. Phillip Briggs is working on providing a computer program that shows productivity. With the right balance, we can continue to meet the needs of our students and maximize our fiscal resources. • <u>Enrollment Management Plan</u> The Council discussed the rationale of cancelling classes a week before the semester start. Open communication between Department Chairs/Coordinators and Deans, regarding class 	Kim will send productivity formulas/calculations

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	cancellation, is important.	
d) College Organization Discussion	Not discussed due to time restraints.	
e) Copy Center Services	A new contract has been awarded to Ricoh; therefore, Cannon's contract will end mid-December. The change-over should be complete by start of spring 2016.	Kim will ask Grant to send out an email re: new services
f) Spring Retreat?	Kim Hoffmans suggested that the Council participate in a retreat which would provide more time to meet, plan, talk about enrollment management, professional development etc. and would include some fun team building.	
g) Grading policies/student failure/student drops	Not discussed due to time restraints.	
h) Contract language regarding the role and responsibilities of Dept. Chairs (Kim & Jenifer will leave during this time)	Not discussed due to time restraints.	
III. GENERAL ANNOUNCEMENTS <i>Council (Time permitting)</i>	<ul style="list-style-type: none"> • Cari Lange thanked Kim for being willing to receive feedback regarding enrollment management. • Debbie Newcomb announced a few items: <ul style="list-style-type: none"> • She reminded the council members to run a new Rotational Report in TracDAT for SLO's. • A new SOU plan has been developed for those who have service units. • She distributed an invitation to "Bring Your Data Day" on Friday, Dec. 4th 9 a.m.-noon and Monday, Dec. 14th 1:00 -3:00 p.m. 	
a) Grade submission in December –	<ul style="list-style-type: none"> • 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 	
b) Misc. Items <i>Kim Hoffmans</i>	<ul style="list-style-type: none"> • Kim Hoffmans reminded the council that course SLOs should be included on each syllabi. ACCJC accreditors will look at these. 	

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	<ul style="list-style-type: none"> The State is building their own system to replace CurricuNET beginning in July. The State plans to roll-over our courses but any course not complete in CurricuNET could disappear. DAC is working on backing-up our current files. The Data Tech's may be contacting you for more information. The 2016-17 Instructional Calendar was distributed. Kim Hoffmans encouraged the Council membership to give input, regarding the calendar, to their union representative. The Master Plan Addendum was distributed as an informational item. The College Planning Council has recommended a new timeline, see page 5. When the Curriculum Agenda is sent to you by Katie Owashi, our Curriculum Tech, please review it <u>completely and pay special attention to the classes marked for deletion.</u> 	<p>Jenifer Cook will send Draft of Master Plan Addendum.</p>
IV. FUTURE AGENDA ITEMS	<ul style="list-style-type: none"> 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 	
V. ADJOURNMENT	4:56 p.m.	
NEXT MEETING	January 26, 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. (4th Tuesday of Every Month)

~~August 25, 2015~~
~~September 22, 2015~~
~~October 27, 2015~~

~~November 24, 2015~~
January 26, 2016

February 23, 2016
April 26, 2016 (last meeting)