



### Our Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

### Our Vision

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

### Our Guiding Principles

At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- Embrace the strength of diversity
- Listen with intensity and compassion
- Communicate with integrity and patience
- Design student-centered solutions
- Spark self-confidence and a sense of discovery
- Pursue our vision and goals with passion

### Council 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.

## Ventura College

### Department Chairs and Coordinators' Council

8/28/2018

MCW – 312 | 3:00 – 4:30 PM

1. Welcome Announcements
  - a. New Department Chair Training- **Sept. 20 from 3-4:30 pm**
  - b. Other Important Announcements on Back of Agenda
2. Welcome President Dr. Damon Bell (3:05-3:10 pm)
3. Approval of Minute notes (3:10-3:15 pm)
4. Co-Chair Recommendations (3:15-3:25 pm)
5. Review Charge (3:25-3:40 pm)
6. Vice President Reports (3:40-4:00 pm)
7. Program Review (Phil) (4:00-4:10 pm)
8. Department Chair Calculations (Kim and Bea) (4:10-4:20 pm)
9. Guided Pathways (Kim) (4:20-4:30 pm)
10. General Council Announcements
11. Discussion without Administration time permitting
12. Adjournment

**Next Meeting Date: 9/25/2018**

The Council agreed upon "Group Norms" to

- Stay focused on issues that will **improve student learning.**
- Remain positive, professional, and respectful of each other.
- Listen to, respect, and strive to understand all points of view
- Respect the time of the council by starting and ending the meeting on time.
- Work together to build consensus.

## Announcements

- Evaluation- Dean to be trained in Distance Education/Canvas on **Sept. 4**  
*Effective July 1, 2018, for the purposes of evaluating a faculty member engaged in a distance education modality, all evaluators reviewing a distance education evaluatee must have previously received an orientation by designated College staff or be certified under provisions 23.2 of this article. (AFT Article 23.3.D.)*
- Labor Day Holiday (No classes) **Sept. 1-3**
- Final Spring Schedule changes to Data Specialist **Sept. 10**
- New Department Chair Training- **Sept. 20 from 3-4:30 pm**
- Program Review due to Dean on **September 24**
- **Guided Pathway College Retreat- September 21**
  - Topics will include:
    - Student panel
    - Program mapping
    - Program Clusters/meta major discussion
- Other Guided Pathway SAVE THE DATES- **December 3** from 3-5 pm Parley Discussion (future date- **Spring retreat 2/8 and Flex 4/25** lunch)