

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

4/3/2018 3:00-4:00 p.m. MCW-312

Present: Andrea Adlman, Bea Herrera, Bob Moskowitz, Damien Pena, Deanna Hall, Eric Martinsen, Jeff Wood, Jennifer Parker, Kim Hoffmans, Lazaro Salinas, Marta De Jesus, Michael Ward, Patti Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Raeann Koerner, Ralph Fernandez, Robert Lawson, Rocio Fajardo, Sandy Melton, Stacy Sloan Graham, Tom O'Connor, Terry Morris.

Guests: Eric Martinsen, Phil Briggs

Recorder: Sebastian Szczebiot

Minutes: Convened: 3:00

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<ul style="list-style-type: none"> • Men of Color Certificate Program- Registration Site • Preliminary Catalog online • Summer/Fall Registration for Special Population begins April 2 • Holistic Health Festival on Thursday, April 5 • Diversity in Culture (Alternative Day of Instruction) April 11-12 • Guided Pathway Roundtable Discussion April 27 during Flex • Flex 4/26-4/27 with time reserved for Department meetings the morning of April 26 • Dean's List Ceremony- 4/26 at 3:30 pm in gym 	
II. REVIEW MINUTES	Minutes approved via consensus	
III. VICE PRESIDENT REPORTS	<p><u>VPSA:</u></p> <p>Student lingo – offers 100 different “Gen Y friendly” workshops. We received access to these along with the new orientation service for students. All videos are AB908 complaint!</p> <p>April Events mailer from Damien/Cindy Jones was passed around.</p> <p>Pirate Fridays 2.0 schedule/agenda distributed. This Friday Rio Mesa HS and Fillmore HS will be attending.</p> <p>We are switching in July from GradesFirst to Starfish for student information and services. Starfish includes an Early Alert System that all faculty will be able to utilize. There is also need for faculty volunteers to provide input during the transitional phase.</p>	

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	<p><u>VPAA:</u> Bookstore reminder to enter textbook adoptions!</p>	
<p>IV. AB 705 – Eric Martinsen</p>	<p>What is AB705: The law will result in a higher level of students completing transfer level English and Math. Effective January 2018 – with full implementation by Fall 2019 English and Math placement based on HS grades – NOT on placement test. This is because standardized tests are not good predictions of student success!</p> <p>Remedial education: only 6% of students placed three levels below in math will complete transfer level math within three years. Students of color are placed disproportionately at higher rates in remedial courses.</p> <p>Fall 2017 77% of students placed into V01A – this was also equitable across all ethnicities for the first time!</p> <p>Statewide 43% of 1.9 GPA or below HS students succeed in V01A in one semester - under AB705 we have no justification for placing students below V01A.</p> <p>Starting Fall 2018 – all students will be given option to join V01A. Those with a 2.6 GPA or above will be encouraged towards V01A. V02 will still be an option but cannot be a requirement. Students with 2.6 below will be guided towards V02.</p> <p><i>Power point distributed after meeting.</i></p>	
<p>V. DISTANCE EDUCATION UPDATE</p>	<p>Matthew Moore: DE3 Team – Ali Olson-Pacheco, Sharon Oxford and Matt Moore. Distributed a list of online-trained faculty. Online teacher training started this week. Next session will be in the summer. Offering “open studio” workshops on Friday April 6. Also will be offering 1 hour webpage training in the future.</p>	

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	<p>Drop Ins are welcome as are appointments with the DE3.</p> <p>District Wide Distance Education Advisory Committee has been implemented and has started to meet.</p>	
<p>VI. ABSENCES RELATED TO NATURAL DISASTERS/RAIN</p>	<p>How can we help direct faculty with how to handle student absences? Perhaps this is a conversation to be had at Departmental meetings during flex days to develop departmental norms and policies. This would be beneficial and proactive for the future.</p> <p>RAVE Emergency Alert App is being rolled out to all staff and faculty! This will help with mass communication.</p>	
<p>VII. COUNCIL MEETING FORMAT</p>	<p>VPs really value this meeting and have struggled to communicate all the important topics in just one hour. The full 90 minutes is necessary. We will meet from 3:00 to 4:30 pm unless faculty co-chair and Department Chairs request a meeting without administration.</p> <p>If Department Chairs want to stay after 4:30 pm to meet together without administration that is still possible. The room will be available until 5:00 pm.</p> <p>Time saving suggestions from chairs:</p> <ul style="list-style-type: none"> • Information dissemination via email in advance of meeting. • Ask presenters to send out educational material and only join meeting for questions. • Distribute agenda earlier to allow for feedback from chairs before meeting. 	
<p>VIII. ENROLLMENT MANagements</p>	<ul style="list-style-type: none"> • Taskforce Update <ul style="list-style-type: none"> • Taskforce has met a few times and analyzed a sizeable amount of data. There were many preliminary discussions, which hopefully can lead to some action steps. • Council suggestion was to make projections on future needs based on student education plans. • Enrollment Cap minimums <ul style="list-style-type: none"> • Previously Kim said she would advocate for a 15 student minimum. One concern would be, too many 15-student classes could negatively impact our offerings for the spring. Dept Chairs need to keep this in mind. • The Council wanted to proceed with not canceling classes with 15 student 	

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	<p>enrollments.</p> <ul style="list-style-type: none"> • We also want to make sure we do not cancel too soon due to dual enrollment. • Deans are to consult with Dept. Chairs before cancelling – but yes the Deans are ultimately the decision makers and are accountable. <p>• Other</p> <ul style="list-style-type: none"> • Some Dept. Chair animosity comes from not knowing where decisions stem from/what the basis for them is. Greater transparency can help alleviate this problem. • Goal is also to maintain “homeostasis” related to enrollment – we don’t want dramatic swings. • We are in the process of a room analysis as well: please contact P.Briggs with any specific concerns. • Dept Chairs have a responsibility to speak up, even to VPs, about classes that can’t be cancelled for graduation purposes, for example. 	
IX. GENERAL ANNOUNCEMENTS	<p>Michael Ward: Have any Dept. Chairs been evaluated by Deans? Yes – all faculty are to be evaluated every three years.</p> <p>Career Education Dept Chairs: Color shawls corresponding to programs are available for graduation via a grant. Contact Katheryn Solorio or Eileen Crump.</p>	
X. GENERAL DISCUSSION WITHOUT ADMINISTRATION		
XI. ADJOURNMENT		
NEXT MEETING	April 24, 2018 3:00 – 4:30 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 22, 2017	November 28, 2017	March 27, 2018 (Spring Break)
September 26, 2017	January 23, 2018	April 3, 2018
October 24, 2017	February 27, 2018	April 24, 2018 (last meeting of year)

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.

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