

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

2/27/2018 3:00-4:00 p.m. MCW-312

Present: Bea Herrera, Bob Moskowitz, Cari Lange, Crystal Kallik, Damien Pena, Deanna Hall, Emily Bartel, Eric Martinsen, Jeff Wood, Joe Selzer, Karen Harrison, Kim Hoffmans, Lazaro Salinas, Marta De Jesus, Paula Munoz, Peter Sezzi, Philip Clinton, Raeann Koerner, Ralph Fernandez, Rocio Fajardo, Ronald Mules, Stacy Sloan Graham, Thomas O'Connor, Terry Morris.

Guests: Ryan Petitfils, Nathan Cole, Felicia Duenas, Debbie Newcomb, Dan Kumpf, Tim Harrison, Lynn Wright, 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: <ul style="list-style-type: none"> • https://coralearning.org/product/teaching-men-of-color-in-the-community-college/ • Chancellor's Open Forum <u>March 7 from 3-4:30 pm</u> in ASC • Student Success Days on <u>March 6</u> • <u>March 8</u> is the Deadline for students to apply for Spring Graduation • Guided Pathway Roundtable Discussion <u>March 12 from 3:00-4:30 pm</u> • Summer/Fall Registration for Special Population begins <u>April 2</u> • Diversity in Culture (Alternative Day of Instruction) <u>April 11-12</u> 	
II. REVIEW MINUTES	Minutes approved via consensus	
III. PHASE II FOR SLO's NATHAN COLE (3:05 to 3:15)	<p>Packet distributed</p> <p>Phase I – Thomas Fire affected timeline. Labor intensive for Nathan.</p> <p>Phase II – assessment is about improving learning, services and resources available to students.</p> <p>Proposed new cycle discussed. Goal is to make the process more focused and to improve our courses.</p> <p>Small Cohort – Each discipline is different with different numbers so this will be different for all. The goal is to be working towards making improvements.</p> <p>Streamlining via Canvas! (First trial run for a year with select courses) Coastline College uses canvas for all assessment. It is even possible to set up shells for service units.</p>	

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	<p>Nathan is also working with Sharon Oxford on creating a more user friendly training program.</p> <p>Timeline: March 5 to April 13th to review packets. Revisions due May 11th.</p>	
<p>IV. ENROLLMENT MANAGEMENT</p>	<p>a) Enrollment Management Plan</p> <ul style="list-style-type: none"> i. Recruitment (input) ii. Retention (throughput) iii. Student Success and completion (output) <p>Administration wants to work with Deans and Dept. Chairs on creating an enrollment management plan which could then be circled through governance committees.</p> <p>General concerns to be improved regarding enrollment/scheduling from department chairs included: cancelling classes, marketing, and balance of course offerings- small classes (such as CTE) and larger classes.</p> <p>Perhaps a taskforce could take this on first and report back to the group. For example, discussions with DCs regarding marketing have led to productive improvements already.</p> <p>Department Chairs and Deans are worried about students being dropped due to funding. Hence there is a concern about cancelling too quickly!</p> <p>Kim agreed to discuss further with this council and Executive Team about committing to not cancelling classes with 15 plus for Fall. The Council had as shared concern that enrollments will be impacted as a result of the major change due to the newly implemented early enrollment schedule.</p> <p>In addition, Kim asked the Deans to consult please with Dept. Chairs/Coordinators prior to cancelling classes.</p> <p>Volunteers for the Enrollment Management Plan Taskforce: Sandy Melton, Crystal Kallik, Stacy Sloan Graham, Phil Briggs, Tim Harrison. (Tom O'Conner</p>	

Agenda Item	Summary of Discussion	Action due by whom
	volunteered after the meeting)	
V. DEDICATED CLASSROOM	Tabled for next meeting	
VI. GENERAL ANNOUNCEMENTS	Spring break meeting to be moved? Information will be emailed. March 14 th – 10 am student walk out? For an hour? For a day? Until gun violence resolved? 17 mins?	
VII. GENERAL DISCUSSION		
VIII. FUTURE AGENDA ITEMS?		
IX. ADJOURNMENT	4:39	
NEXT MEETING	April 3, 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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