

## Ventura College Department Chairs & Coordinators Council – Meeting Notes

4/23/2019 3:15-4:30 p.m. MCW-312

**Present:** Andrea Horrigan, Bob Moskowitz, Deanna Hall, Eric Martinsen, Jeff Wood, Joe Selzler, Kamelia Algiers, Kimberly Hoffmans, Laura Woyach, Lazaro Salinas, Michael Ward, Michelle Beard, Michelle Millea, Patty Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Rachel Johnson, Raeann Koerner, Ralph Fernandez, Sandy Melton, Terry Morris, Thomas O'Connor.

**Guests:**

**Recorder:** Sebastian Szczebiot

**Convened: 3:15**

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME/ANNOUNCEMENTS</b>	See attachment	
<b>II. APPROVAL OF MEETING NOTES</b>	Notes approved via consensus	
<b>III. GENERAL COUNCIL ANNOUNCEMENTS</b>	Opening for annual student art show is May 2 <sup>nd</sup> @ 6:30 pm Kudos to CDC for being nominated to receive a countywide Golden Gear award.	
<b>IV. VP REPORTS</b>	<p>a) VPAA</p> <ul style="list-style-type: none"> <li>i. Moorpark College President, Luis Sanchez, has elected to go to Oxnard College for remainder of this semester while DAC recruits an Interim President for OC.</li> <li>ii. Julius Sokenu, MC VPAA, has stepped into the president role at MC while President Sanchez is at OC</li> <li>iii. Health Center Fee - \$1 increase for this year was held back by Board of Trustees due to existing reserves. However, due to mental health concerns on campuses, Student Health Centers'</li> </ul>	

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	<p>are tapping into reserves at a rate of 200,000 a year – meaning reserves will not last long. Tonight SHC Coordinators are meeting for a special VCCCD board meeting to discuss this matter further.</p> <ul style="list-style-type: none"> <li>- New VC President will be discussed during closed session</li> </ul> <p>b) VPSS Updates</p> <ul style="list-style-type: none"> <li>i. Deans List Ceremony on Thursday at 4 pm in AEC</li> <li>ii. Undocuually training Thursday morning at OC</li> </ul>	
<p><b>V. FYE COUNSELING COURSES</b></p>	<ul style="list-style-type: none"> <li>a) BH not present to help with discussion.</li> <li>b) DP: what are the questions? <ul style="list-style-type: none"> <li>i. RK feels this was never properly vetted, nor was it looked at how this would affect other classes – specifically, Health classes, since these COUN classes fall into the same transfer area. Who made this decision? Our students are not all the same.</li> <li>ii. DP asked if this discussion was brought up to Bea and what was the response? BH’s response during our last meeting was to wait for Dr. Peña.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>- Damien would appreciate written feedback so that he can have this documented and be able to address the concerns and questions.</li> <li>- This decision to take counseling classes stems from counseling and faculty requests to expand the “boutique” FYE program to all students.</li> <li>- Counseling Dept. was presumably working and vetting this with the Academic Senate, as in light of Guided Pathways and AB705, the idea was to pilot this as soon as Fall 2019. <i>(This is just a pilot for one year to understand the general impacts on our students)</i></li> <li>- DP was not involved in deciding credit amounts, etc. Counseling was to work with the Academic Senate.</li> <li>- With regards to priority registration, for example, previously incoming freshman in FYE received this for the Fall, whereas now they only receive the priority registration after taking the counseling class and being successful in the FYE program (they receive Priority for the following Spring semester). <ul style="list-style-type: none"> <li>a. Terminology of “required but not mandatory” may not be clear to students.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>- Counselors are key here: students have a choice, and presumably, counselors are not advising high major students into these high credit exploratory classes...</li> <li>- It was asked if there was a conflict of interest if counseling is advising students to take counseling overflow classes?</li> <li>- Who is teaching these classes and does it affect counseling hours available to students? <ul style="list-style-type: none"> <li>a. This will not reduce student contact hours and it will be part of Counselors' load and not overload. <ul style="list-style-type: none"> <li>i. Adjuncts will back fill as needed.</li> </ul> </li> </ul> </li> <li>- SM – A nursing student, that is gung ho, would probably join FYE to be cream of the crop, and they would not see a counselor since it says “required” to take this class for priority – they would just take it, meaning these students are having 3 units added to a major that is already very high units.</li> <li>- If a student opts out of this class or FYE they can still take advantage of our other resources on campus.</li> <li>- This is a pathway to a successful guided pathways programs.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Why not make it noncredit then?               <ul style="list-style-type: none"> <li>a. This will indeed be a consideration after the pilot year, to understand the impact of credits.</li> </ul> </li> <li>iii. RF – our department/program is small and adding classes is not easy as there are no funds. So where do the funds for this come from? Also, RF was never consulted regarding how this impacted his program.               <ul style="list-style-type: none"> <li>- This will be paid out of the general fund</li> </ul> </li> <li>iv. PC – this was presented at senate as overload? DP is stating it is part of Counselors’ loads.               <ul style="list-style-type: none"> <li>- As a matter of fact, senators present do not ever remember this coming through AS.</li> </ul> </li> <li>v. KH – in the future, maybe other classes could be added to the list of classes that can be taken as an alternate to COUN courses – and still be eligible for priority. The positive side to this pilot is that it allows us to see which aspects of this will support student success.</li> <li>vi. Currently there are only 300 students in FYE.</li> <li>vii. SM – concern is that this was presented at AS as a done deal. As well as at DCCC. We have these remaining questions, but</li> </ul>	

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	<p>registration has already started. Is this a done deal? Yes, as a pilot.</p> <p>viii. DH – if this is coming out of the general fund, again, it affects our own numbers. If it is a pilot why did it need to jump from 6 classes to 20...?</p> <p>ix. The real problem is that this is being advertised as required and was not widely vetted on campus...</p> <p>x. PC – where is the quality control? There is no instructional dean</p> <p>xi. EM – Board of Trustees approved FYE students receiving priority registration –but who approves what is FYE? That seems more local. Who is making those decisions?</p> <p>c) Agendize for the fall...</p>	
<b>VI. DUAL ENROLLMENT</b>	<p>a) Conversations with High Schools, need to be followed up with conversations on campus. Jesus needs to reach out to chairs to make sure he clarifies what is and isn't possible. Right now it is very ad hoc.</p> <p>i. KH: it would be good to have a list of classes from Jesus that high schools are interested in before scheduling to ease planning.</p> <p>ii. In Math, Jesus has been very organized and well prepared.</p>	

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	<ul style="list-style-type: none"> <li>- KH will pass along to Jesus Kudos for this and remind him to standardize the practice for all departments.</li> <li>- KH has also asked Jesus to offer a general orientation for anyone interested in dual enrollment.</li> </ul> <p>b) KH: Ideally, Dual Enrollment course scheduling would have a two-year plan.</p>	
<p><b>VII. CONTINUED DISCUSSION OF PROPOSED ORG STRUCTURE FOR AY2019-20</b></p>	<p>a) PM – VCEC should fall under instruction and not student services.</p> <ul style="list-style-type: none"> <li>i. What draws in students is instructional classes, not services. <ul style="list-style-type: none"> <li>- Yes, however, there are many student services aspects of that Dean’s role.</li> <li>- PM – the dean should still fall under the VP of AA.</li> </ul> </li> <li>ii. What about extending COUN V01 classes to dual enrollment? <ul style="list-style-type: none"> <li>- Having this during 12<sup>th</sup> grade is an option to support high school 9<sup>th</sup> grade efforts toward “Get focused, Stay focused.”</li> </ul> </li> </ul> <p>b) EM – tutoring really needs to be tightly integrated with curriculum and instruction, and should stay with instruction.</p> <ul style="list-style-type: none"> <li>i. Also, there isn’t a tutoring supervisor – this means the gap in oversight would extend from the VP all the way down to the</li> </ul>	

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	<p>tutoring specialist. (The district is still exploring this position, however.)</p> <ul style="list-style-type: none"> <li>- English and Math will have integrated tutors</li> </ul> <p>c) MM – faculty could work more closely with tutoring if this was under student services with direct contact.</p>	
<b>VIII. DISCUSSION WITHOUT ADMINISTRATION</b>		
<b>ADJOURNMENT</b>	<b>4:30</b>	
<b>NEXT MEETING</b>	<b>Fall 2019!</b>	

**Department Chairs & Coordinators Council Meeting Schedule**  
**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4<sup>th</sup> Tuesday of Every Month)**

<del>August 28, 2018</del>	<del>October 23, 2018</del>	<del>January 22, 2019</del>	<del>March 26, 2019</del>
<del>September 25, 2018</del>	<del>November 27, 2018</del>	<del>February 26, 2019</del>	<del>April 23, 2019</del>

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464*