**Ventura College Department Chairs & Coordinators Council – Meeting Minutes**

**8/22/17 3:00-4:30 p.m. MCW-312**

**Present:** Andrea Adlman, Emily Bartel, Phillip Clinton, Marcelino de Cierdo, Robin Douglas, Maureen Eliot, Rocio Fajardo, Ralph Fernandez, Nancy Fredrickson, Deanna Hall, Kim Hoffmans (VP), Marta de Jesus, Mary Jones, Crystal Kallik, Cari Lange, Robert Lawson, Eric Martinsen, Sandy Melton, Michelle Millea, Terry Morris, Bob Moskowitz, Ron Mules, Paula Munoz, Tom O’Connor, Jennifer Parker, Damien Peña (VP), Ted Prell, Malia Rose, Lazaro Salinas, Blane Schloo, Joe Selzler, Stacy Sloan Graham, Michael Ward, Patty Wendt, Jeff Wood, Laura Woyach

**Absent:**

**Guests:** Dave Keebler, Sue Royer

**Recorder:**

**Minutes: Convened: 3:10 p.m.**

| **Agenda Item** | **Summary of Discussion** | **Action due**  **by whom** |
| --- | --- | --- |
| 1. **WeLCOME/ANNOUNCMENTS** | **• Aug 18- Dept. chair/coordinators submit Spring Courses**  **• Sept 29- All Campus Retreat**  **• New Minimum Qualification List:** [**http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf**](http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf)  **Kim: Electronic link has been updated** |  |
| 1. **REVIEW MINUTES** | Minutes approved via consensus   * 1. They are to provide Sebastian with any changes. |  |
| 1. **Vision for vc (President keebler)** | * 1. Dave’s Vision for VC – PowerPoint provided      1. Bea’s memo was addressed regarding VC College President’s Goal to Address the 400 FTES Shortage at VC      2. Dave addressed his goals         + 2 year rolling class schedule with a guarantee to not to cancel any sections         + Dual credit and non-credit to add 200 FTES      3. Allocation model was discussed – 525 productivity driver      4. Budget deficit (400 additional FTES will resolve this)      5. Discussed how dollars flow         + We are allocated for 283 faculty         + Based on total cost of faculty for FT         + Based on average cost for PT      6. Dave addressed the one-time dollars         + The one-time dollars were included at the beginning of FY 17-18         + The college has been funding the deficit for the past 3-4 years         + The one-time dollars will not be available next year which would cost a shift in personnel (layoffs) if we do not meet 525 model      7. General discussion on 15 FTES to 35 students to 1 faculty = 525 model      8. Ron – Why are extra-large classes not paid from a different category?      9. Kim – Explained that we still get the same apportionment. We can have 110 students per one faculty member or 50 & 60 students per faculty member. Discussion to be addressed in a different forum      10. Cari – How will we achieve these targets?      11. Kim – Deans should be working in conjunction with department chairs to address enrollment management, late start classes, conflicting classes          + Kim has not been prescribing how to approach, this should be a conversation      12. Ron – Productivity question          + Dave said we were short of our target, total productivity was 493          + Our target this year is 518      13. Ron – Concern with late start classes      14. Kim – Our goal is to have 10-15 late start classes. Each class would be a 9 week course during the first session and second session      15. Kim – We overscheduled by 10% last semester. We cancelled fewer classes this fall.      16. Raeann – Students like short-term classes and are doing well. Students like hybrid classes but should be included into the schedule right away. We should not add hybrid classes now.      17. Ralph – We have very little promotion, fighting with the same students. There needs to be a lot more promotion/marketing.      18. Cari – Hybrids and late start classes are not clearly stated on schedule          + Kim – There will be logos to identify late starts and hybrid classes      19. Laura – SB marketing is off the charts. Their marketing is everywhere.      20. Michael – The cut of classes is affecting students and faculty | Kim – Meeting should be set up with Kim, Ron and Dave |
| 1. **Budget and Facilities (Sue Royer)** | * 1. Sue Royer – Temp College Business Manager      1. Events: level of service may not be the same      2. Working on creating a Campus Event Calendar for the whole year      3. Security on campus: faculty should be locking and closing windows in each classroom      4. Great CA Shakeout followed by a Fire drill         + October 17 at 10:19 am and 7:20 pm      5. Graduation is May 19 at 4 pm (tentative) may be changed to 10 am         + We may be issuing tickets because we were over capacity      6. Kim – Kelly is working to have no finals scheduled on this day to increase student and faculty participation      7. Crystal – Suggested to have multiple graduation times      8. Emily – Noted to be aware that some students may put tickets on Craig’s list |  |
| 1. **Vice president updates** | * 1. Damien Pena      1. Donation Boxes AB 801 and AB 1995         + We will be providing showers to homeless students on campus         + Students can be directed to Alma in Financial Aid to begin the process      2. Food Pantry         + Send students to health center and student activities, available Monday-Friday         + Laura – Are students aware? Yes, an email has been sent out through their portal      3. Student Success Days         + October 3 from 4-6pm & October 4 from 10-1pm         + 50 tables available, sign up         + Eighth week of school is critical. This is when students decide whether or not they will continue in their courses   2. Kim Hoffmans      1. OER Initiative      2. Primary textbooks that are online will now have a logo      3. Faculty will need to let dept. chairs know if they use textbooks that are at very low to no cost to students      4. Maybe this can be added to a notes section when deans/dept. chairs proof the schedule of classes |  |
| 1. **committee basics** | * 1. Co-Chair – Michael Ward      1. Raeanne Volunteered      2. No one opposed   2. Frequency of Meetings      1. All agreed that once a month is enough      2. Kim – Will stay on task and keep meetings flowing   3. Day and Time      1. Meetings will be from 3-4:30 pm      2. All but 3 people agreed on the doodle poll that Seb sent out | Informal vote: All agreed to the new time except Laura because she teaches until 3:45pm |
| 1. **Review of Goals and accomplishments** | * 1. Hold on Goals      1. All are to review and think if the committee is meeting objectives, tools, and commodity |  |
| 1. **General Announcements** | * 1. Bob – Art Announcements      1. September 1 – Latin American Women Artists      2. September 7 – New Media Gallery      3. October – VC Art Past & Present Artists      4. October 7-8 – Art Walk (CA Street)   2. Phillip – SLOs      1. Would like to discuss the tone used on flex day      2. Kim – Invite them to discuss the process |  |
| 1. **future agenda items?** | * 1. Active Shooter training      1. All would like to have a training at their meeting   2. Guided Pathways   3. Other |  |
| 1. **Adjournment** | 4:26 p.m. |  |
| **Next Meeting** | 3:00 – 4:30 p.m. MCW-312 |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

|  |  |  |
| --- | --- | --- |
| **August 22, 2017** | **November 28, 2017** | **March 27, 2018** |
| **September 26, 2017** | **January 23, 2018** | **April 24, 2018 (last meeting of year)** |
| **October 24, 2017** | **February 27, 2018** |  |

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.

*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