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

**9/24/2019 3:00-4:30 p.m. MCW-312**

**Present:** Bob Moskowitz, Cari Lange, Crystal Kallik, Eric Martinsen, James Walker, Jeff Wood, Joe Selzler, Kamelia Algiers, Lazaro Salinas, Maria Flores, Michelle Beard, Patty Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Rachel Johnson, Rocio Hernandez, Ronald Mules, Stacy Sloan Graham, Terry Morris, Tom O’Connor

**Faculty Chair:** Peter Sezzi

**Guests:** Jesus Vega, Phil Briggs, Asher Sund

**Administration:** Jennifer Kalfsbeek-Goetz, Damien Peña

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:00**

| **Agenda Item** | **Summary of Discussion** | **Action due**  **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS** | * **No Holidays** / days off in October * **CourseLeaf Assistance** –If you need assistance with the SLO/SUO portion, contact Phil Briggs. For assistance on the DE Addenda, contact Sharon Oxford. * **New Department Chair Training** **NEW DATE** - TENTATIVE: OCT 3, from 3-4:30 pm * **Community Class** process is being developed for discussion at the next meeting. Some highlights: 1) predominantly for activity/lab classes that cannot use the audit option, 2) intended to be used when repeatability has been exhausted, 3) funds generated will cover liability and processing fees and will generate funds for departments to purchase instructional supplies, equipment, etc. |  |
| 1. **Approval of Notes** | Notes from April and August approved – Sebastian to correct attendance on August notes. | 1 oppose 2 abstentions |
| 1. **Co-Chair Recommendations** | Peter Sezzi selected by council to co-chair |  |
| 1. **Review Charge and group norms** | Timeframes have been included on the agenda to try to respect the opportunity for chairs to have a discussion without administration present.  Suggestion from group to include “Student services” into group charge after academic services.  Norms:  Email attachments *will not be* provided in hard copy |  |
| 1. **vP REPORTS** | * 1. VPSA      1. Hispanic Heritage month celebration on Thursday 9/26 in the bookstore quad area from 11 to 1 pm.      2. 3rd annual DACA Week of Action to take place in October – look for a call out to faculty to assist with planning.         + Thursday at 2 pm in Guthrie Hall – first planning meeting      3. Email from Larry Buckley regarding Starfish Early Alert system – please share this resource with your departments.         + New system has accountability built in which automatically can alert services, and then asks for follow up.         + Rick Trevino and Josh Goodman are the leads on our campus.         + Eric: faculty can also use this to flag issues in class   2. VPAA      1. Enrollment slightly down, but we have opened up to 300 seats for the October start, so that is helping the FTES numbers.      2. Curriculum: 11 courses were put through quickly for the California Virtual College-Online Education Initiative (CVC-OEI) grant so that we can offer a full DE ADT – Thank you curriculum committee!      3. “Courseleaf” is working – but there is still some trial and error      4. Accreditation midterm report is due 2020 and the work has already started   3. Questions: what was the enrollment goal? Our goal for this year was actually a decrease compared to last year, but we may surpass that.      1. PMunoz asked if we are losing students to Oxnard College? – data was not readily available.      2. PClinton – what is the district doing for enrollment, seeing as more people are leaving Ventura County than coming?         + CVC-OEI is an example of where Ventura is ahead of the pack. Perhaps not attributable to chancellor, but still a current success story! |  |
| 1. **DUal Enrollment** | Welcome Dr. Jesus Vega, Assistant Dean  We do not have a dual enrollment handbook – there is a draft from 2011/12, however, this has not been on Dr. Vega’s radar.  #1 Dr. Vega wants Dual enrollment to be faculty driven, and wants faculty at the table.  #2 Dr. Vega sees his role as a liaison between the high schools and the college faculty – he is the messenger letting our faculty know what the HS want.  #3 A handbook would be good, however, to help outline what the expectations are for the HS and everyone else involved.  There is a real struggle defining what dual enrollment means – the main distinguish is between a CCAP course and non-CCAP. CCAP courses are offered during the school day, and are only open to that HS’s students. NonCCAP is before or after school and is open to the community.  How is CCAP vs non CCAP decided? HS states what their need/preference is and we then work with our faculty and departments to understand what we can offer.  The youth facility is administered under a contract with the state department.  5% rule still applies, at the discretion of the high school. (I.e. only 5% of students at HS can take Kin classes, etc)  Apportionment is the same for CCAP and non CCAP, but CCAP does not allow our faculty to displace HS faculty.  However, Jesus has been clear that our courses, means our curriculum, and OUR instructor!  If start dates, end dates, breaks, etc. are not congruent, we work with our date techs to make sure we are meeting the state seat time. Our faculty will never be asked to teach during our contractual breaks.  To clarify, there are several models around the state of how dual enrollment is organized, so there is flexibility.  Jesus does not want to offer courses just for the sake of offering them – we want intentional dual enrollment that leads to our certificates, our IGETC. Intentional dual enrolment is indeed Dr. Vega’s goal, and he is developing two year plans.  Dr. Vega has an instructional budget for dual enrollment, yes. However, he does not currently have a classroom supply budget.  Chairs suggested Dr. Vega contact chairs directly with “needs”, and not via deans only, as chairs have specific questions, and this can help avoid any breakdown in contact between chairs and deans. |  |
| 1. **SLO/SUO** | Phil Briggs and Asher Sund  Chairs will be receiving monthly emails from Asher with which courses are being assessed.  Also, when entering new courses, please be sure to enter SLO’s, otherwise this may hold up the process. These will be sent to Asher/Aurora directly for them to enter into trackdat etc.  On website, under create or change an outcome, select create SLOs for new course.  What about deleted courses? Do chairs need to remove the SLOs? Phil to work with team and pull data from curriculum minutes so that deleted courses can be removed from tracdat.  FTEF Model Revision:  #1 this is not a punitive/rewarding model for departments – meaning no department will get more or less than 5% of what they had the year before.  We need to have a system that allows us to address allocation of resources across the college as whole.  Phil presented on handout and offered to discuss further with chairs as questions arise.  Again, questions were raised about private and out of state transfers. However, even though some departments like Kin or Art may have more transfers to private colleges, those student are still taking GE courses etc, on campus, probably in a similar pattern to our CSU/UC schools.  Productivity is measured against the same department, not other departments.  Peter is worried about VC being the first out the gate at our district, in case the district allocation model does not follow…Why adopt this at VC before the DAC does? |  |
| 1. **General council announcements** | None |  |
| 1. **Adjournment** | 4:30 pm |  |
| 1. **DISCUSSION WITHOUT ADMINISTRATION** |  |  |
| **Next Meeting** | **October 23, 2019** |  |

**Department Chairs & Coordinators Council Meeting Schedule**

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

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| **~~August 27, 2019~~** | **October 23, 2019** | **January 22, 2020** | **March 25, 2020** |
| **September 24, 2019** | **November 27, 2019** | **February 26, 2020** | **April 22, 2020** |

*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