

FALL SEMESTER, 2016  
CJ DEPARTMENT MEETING MINUTES  
AUGUST 16, 2016

Prepared by: Ted Prell

Present at the meeting were:

Ted Prell  
Richard Goff  
Laz Salinas  
Kelly Wellman  
Fernie Estrella  
Mike Lazarus  
Matt Harvill  
Brent Morris  
Gil Lovio  
Peter Martinez

- **Teaching assignments**
  - There are two new part-time CJ instructors on-board this semester; Matt Harvill, retired Ventura County District Attorney Investigator and Mike Lazarus, in-service Santa Barbara PD. Welcome to VC and the CJ Department!
- **Productivity**
  - The number of students enrolled in a class. Campus wide productivity goal is **\*500** based on a formula set by the district. CJ is currently at **429**. The amount of money that our division and department will receive for equipment, materials, student activities, remodels and a variety of other things will partially be based on productivity. See program review below.
- **\* At the meeting Ted said the productivity goal was 525 and we were at 409. Those numbers have been adjusted as of 8-17-16. Our productivity average for the last 4 years was 404 with a high of 411 and a low of 397. We are beginning the 16-17 school year at 429! Hopefully we can get those numbers up over the next 2 weeks.**
- **Low enrolled classes**
  - Due to low enrollment 5 classes from this semester's CJ offerings were cancelled, with a possibility of one or two more. This is partially due to productivity. In the past a 35 student class would be allowed to continue with 15 students. This semester we found that number raised to 20 for most classes.
- **SLOs**
  - Are assessed every semester. This semester 6 courses were specified in our 5-year plan to have one SLO assessed in each of them. Due to past low enrollments in 4 of these 6 classes they were not offered this year.
  - We will be assessing CJ V08 and V28. We will possibly be adding CJ V85 and V86, and possibly POSC V01 and V01A this semester (the academy and the academy orientation, there is some question if those two can be done since they are still not formally in our college catalog).
  - The specific SLOs to be assessed were distributed at this meeting and they will be redistributed to the effected instructors soon.

- **Department chair**
  - This will be Ted Prell's last semester as Department Chair. Later on in the semester there will be a meeting to elect a new department chair for spring 2017. Ted will be nominating Laz Salinas and Richard will be seconding that nomination.
  - Anyone else that may be interested in being department chair should be sure to attend the meeting to express their interest. The meeting announcement of time and date will be sent via email and any other required notification methods.
- **Budget sources**
  - Program Review will be a source for money and will be directly related to productivity and SLOs.
  - Any suggestions you may have for things we need to make our program more viable let Ted know. A completed program review document is due to our division dean by **10-9-16**; please have any suggestions in to Ted by **9-15-16**.
  - Perkins, Strong Workforce funds and VC Innovates also have some money available.
- **Other**
  - Tom Mahoney, p/t CJ Instructor has retired as of the end of the Spring semester 2016. We wish him well.
  - VC has hired a college wide marketing specialist to help recruit and retain more students. If you have suggestions on how that person can help the CJ department, please let Ted know.
  - Spring 2017 schedule will be prepared and submitted in 2-3-weeks.
  - If you have any suggestions on how we can attract more students to the CJ Program in terms of scheduling strategies let Ted know.