

VENTURA COLLEGE

Department Chairs Council - Minutes

Campus Center Conference Room

January 26, 2010 – 3:00 p.m.

Present: S. Waltzer, B. Moskowitz, C. Mansfield, A. Sandford, J. Parker, P. Muñoz, T. Prell, J. Garey, S. Bricker, J. Stauffer, T. DeClerck, P. Sezzi, L. Hall, J. Beem, R. Koerner, G. VanMeter, K. Harrison, D. Oliver, B. Herrera

Guest: Paulette Johnson

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Ramiro welcomed everyone to today's meeting.			
Approval of December 1, 2009 Meeting Minutes	The meeting minutes for December 1 st were reviewed and approved as submitted.			
Discussion				
a. SLO's & Assessment Tools -Nursing – J. Beem -English – S. Walzer	Simon Waltzer and Joan Beem discussed how each of their departments does their SLOs and assessments of student learning goals.	Ramiro will continue to have this item as a standing item for other members to present their SLOs.		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
b. Spring 2010 – Issues - Council	<p>Ramiro asked the Council if there were any issues that needed to be resolved prior to the beginning of the summer/fall 2010 semester. The following issues were brought up:</p> <ul style="list-style-type: none"> • There seems to be frustration with the use of the authorization codes students had to obtain in order to register for a class that was still opened. There was no publication about the requirement of authorization codes for this semester. • Campus ran out of printed schedules. There are still many students that still need to have a hard copy of the schedule. • In counseling, they are trying to have some uniform location to make information that changes available. • Request to leave the wait list through the first week of the beginning of the semester. 	<p>-Ramiro will check with DAC to see if this is possible in Banner.</p>		
c. Distance Education – R. Sanchez	<p>At the last Curriculum Committee meeting, the Tech Review group (Ramiro, Paulette, Jeff and Peter) made a recommendation to the Curriculum Committee that until Distance Education stabilizes, a moratorium will be in place for all new courses being proposed for distance ed.</p>			
d. Degree Changes – P. Johnson	<p>Paulette distributed the recommendations made by the Curriculum Committee Sub-committee on Degree Requirements in response to the Chancellor's office request to see why students were not graduating. This was distributed to the Curriculum Committee members so they could share it with their constituents and have them review it. She asked the department chairs to encourage faculty to start talking about this. She mentioned that over 2/3 of the degrees have too many units. The subcommittee is also recommending to start looking at the proliferation of units. She included in the handout a comparison of units with other colleges. The recommendation will also state that if you want to increase units you need to include a comparison of units with other colleges.</p>			

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<p>e. Curricunet Approval Process – P. Johnson</p>	<p>Paulette distributed the current Curricunet approval process and said that one of the biggest problems with Curricunet is that people are not using it. The Council would like to look at a simpler approval process model. Paulette suggested that department chairs identify a main faculty person to review courses in Curricunet. She also noted that in the handout there is a list of courses that were on the 2009-2010 priority list that were not done. She mentioned that last week a memo was sent out saying you had a week to revise/update these courses or they would not be offered in the fall 2010 semester.</p>			
<p>f. Prerequisites – P. Johnson</p>	<p>Paulette said that she has heard from some faculty that they are going to remove prerequisites from courses. She suggested that if you have a transferable course with prerequisites, you need to check with Jeff before removing any prerequisite. This will be discussed at the next Curriculum Committee meeting.</p>			
<p>g. Local Equivalency – P. Sezzi</p>	<p>Peter mentioned that at the last DCHR meeting, Patricia Parham said there was an audit done which randomly pulled files from full-time and part-time faculty and found some that did not meet minimum qualifications. He mentioned that Human Resources will be creating a list of all faculty who do not currently meet minimum qualifications. He said that before the list is released, HR will contact the individual faculty person to notify them of any missing documents. Peter also said that Academic Senate has reviewed and approved this. He asked that you speak to your representative for more information.</p>			
<p>Updates</p>				
<p>a. Logistics on Enforcement of Prerequisites – B. Herrera</p>	<p>Bea mentioned that a counseling task force chaired by Susan Bricker and herself met to come up with logistics on dealing with the enforcement of prerequisites. She said that one of the biggest obstacles is getting the word out on the new process. She will be sending out a narrative of what the task force is proposing. She would like feedback as soon as possible.</p>	<p>Bea will send Jennifer's format as a sample.</p>		

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b. MyVCCCD Student Portal - Council	Ramiro has sent an email to Mike Rose to get an update on how many students have activated their account.	Ramiro will forward Mike's response to all department chairs		
c. Posting of Latest Version of Accreditation Self-Study	Ramiro mentioned that the latest version of the self study is posted on the employee portal. He asked everyone to take a look at it.			
Other	Art, who is a member of the ad-hoc Core College Design Team, distributed the recommendations the Core College Design Team drafted after examining their respective budgets and drafting the recommendations for the CRC to consider. He will send Linda an electronic version for comments by the Department Chairs Council. This will be a discussion item at the next meeting.	These documents were forward to the Department Chairs Council on February 1 st .		
Next Meeting	Tuesday, February 23, 2010 3:00 p.m. – Campus Center Conference Room			