

VENTURA COLLEGE

Department Chairs & Coordinators Council - Minutes

Campus Center Conference Room

October 27, 2009 – 3:00 p.m.

Present: J. Beem, S. Bricker, T. DeClerck, J. Garey, L. Hall, K. Harrison, B. Herrera, R. Koerner, D. Kumpf, C. Mansfield, J. Parker, T. Prell, S. Quon, A. Sandford, J. Selzler, J. Stauffer, S. Turner, G. VanMeter, R. Sanchez, B. Moskowitz

Guests: Heather Untalan, Kathy Scott, Rick Shaw, Audren Morris

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome & Review of the Agenda	Ramiro welcomed everyone to today's meeting and reviewed today's agenda. He introduced Audren Morris who is the interim Financial Aid Officer. Audren can be reached at x6360 or amorris@vcccd.edu .			
Approval of September 22, 2009 meeting notes	The meeting minutes from the September 22, 2009 meeting were reviewed.	Let Linda know if there are any changes to the minutes.		Council
Discussion: <ul style="list-style-type: none"> • Enrollment Priorities & Special Admissions Students – S. Bricker & R. Sanchez 	A draft form on Enrollment Priorities developed by the EVPs was distributed for review. A matrix on Special Admissions Students was distributed for review. Students in grades 9-10 will now be required to obtain a signature from an instructor before enrolling in their class. El Camino High School students will be exempt from this requirement. Susan Bricker is working with the principal of El Camino High School on a procedure for El Camino High School students to register. Another change is the number of units high school students can take. High school students will now be restricted to take only 6 units per semester. Students who want to take more than 6 units will be allowed to by exception and with the recommendation of the high school counselor.	Send comments on the draft Enrollment Priorities and Special Admissions Students matrix to Ramiro or Linda.		Department Chairs

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Discussion: <i>continued</i></p> <ul style="list-style-type: none"> • Curriculum Change in Curricunet for Distance Ed Courses – H. Untalan • Article on Assessment – “Scholars Assess Their Progress on Improving Student Learning” – R. Sanchez • MyVCCCD Student Portal – H. Untalan 	<p>Heather mentioned that there is a proposed change to the Distance Ed form in Curricunet. This is a result of curriculum being submitted by instructors not being the ones teaching the class and not know what how to properly answer the questions on the distance ed form. Heather drafted a series of questions and has sent them to Ramiro and Paulette for preliminary feedback.</p> <p>Ramiro distributed and read an article from the Chronicle on Higher Education.</p> <p>Heather did a demo on Phase 1 of the student portal. Webstar will be phased out by December 15. She mentioned that the majority of students on the portal are distance ed students. She also mentioned that department chairs clarify with faculty that once a student signs on with the portal their email will change. Ramiro requested that all department chairs make arrangements with Kathy Scott to get students their gmail account so they can take advantage of this functionality.</p>			
<p>Accreditation & SLO Process – J. Parker</p>	<p>Jennifer reviewed the form she came up with for Accreditation and SLO process. She asked for input as a team to think about what is the information needed to show as evidence for accreditation. Ramiro suggested for the group to provide more general information.</p>	<p>Make another version of form with suggestions from the group.</p> <p>Draft an email for Ramiro’s review to send out to ESL students.</p>	<p>November 2009</p>	<p>J. Parker</p> <p>K. Scott</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Updates:</p> <ul style="list-style-type: none"> • Program Review • VCCCD Institutional Research on Course Success Rates • Enforcement of Prerequisites • Flu season...reporting absences & subs • IT Update – R. Shaw 	<p>Ramiro thanked everyone for all their work and getting all the documents in. The Program Review committee is diligently looking at all the documents. Meetings start next Monday through Thursday in the Staff Lounge. The meetings will be open and all are welcomed to attend.</p> <p>Ramiro distributed the VCCCD Institutional Research on Course Success Rates for department chair's information.</p> <p>Summer 2010 courses that have prerequisites will be enforced. The District will not have 4-week summer session and have been deleted. Department Chairs should be working on classes that were offered for 6-8 week; deans have been given some direction on how to do that; any classes that were offered last summer that had prerequisites will have a code put in for this summer. Fall won't roll until the Board of Trustees approves academic calendar. Classes in fall that have prerequisites will be enforced.</p> <p>There are funds allocated for subs to cover classes when an instructor is out sick. Work with your dean in contacting the appropriate substitute.</p> <p>Rick is now the Technical Director for all 3 campuses. He'll be at each campus twice a week. He mentioned that 3 positions have been eliminated from his area. As a result of the reorganization 5 new positions have been created.</p>	<p>List of the departments being reviewed will be emailed to all department chairs.</p>		<p>R. Sanchez</p>
<p>Next Meeting</p>	<p>Tuesday, December 1, 2009 1 p.m. – VC Staff Lounge</p>			