

Ventura College Department Chairs & Coordinators Council – Meeting Notes

10/27/2020 3:00-4:30 p.m. ZOOM Meeting

Present: Kammy Algiers Michelle Beard Kaela Casey Marcelino de Cierdo Marian Carrasco Nungaray Phillip Clinton Robin Douglas
 Gema Espinoza Sanchez Ralph Fernandez Maria Flores Deanna Hall Rocio Hernandez Rachel Johnson Mary Jones
 Crystal Kallik Raeann Koerner Cari Lange Eric Martinsen Sandy Melton Michelle Millea Terry Morris Bob Moskowitz
 Ron Mules Paula Munoz Tom O'Connor Lazaro Salinas James Selzler Peter Sezzi Stacy Sloan Graham Michael Ward
 James Walker Patty Wendt Brent Wilson Jeff Wood

Jennifer Kalfsbeek-Goetz (VP) Cathy Bojorquez (VP) Damien Pena (VP) Dan Clark (ASP)

Guests:

Recorder: Sebastian Szczebiot

Convened:

Notes: No Notes Taken

Agenda Item	Summary of Discussion	Action due by whom
I. See Agenda for Announcements		
II. Discussion - Chairs only (3:00-3:30)	<ul style="list-style-type: none"> • Curriculum approval processes • Ethnic Studies • Summer / Fall schedule planning • VC Diversity in Culture -- Save the Date -- Week of April 12-16 <p>- Questions from Chairs:</p> <ul style="list-style-type: none"> ○ What is the last day for short term classes to start? ○ Can chairs use a temporarily lower CAP on selected late-start classes? The CAP would be raised at an agreed upon point, say the end of Week 1. ○ Is there a way to email or communicate with all students on the waitlist? 	Credit for Prior Learning on next Nov agenda – Eric/Peter/Jennifer

Agenda Item	Summary of Discussion	Action due by whom
	<p><i>See below – Office of Academic Affairs will be addressing this.</i></p> <ul style="list-style-type: none"> ○ Credit for Prior Learning? Academic Senate and Curriculum Committees have been asked to weigh in. Agendize for November. A new AP/BP was reviewed by VC Academic Senate. 	
<p>III. Vice President Reports and Items for Discussion (3:30-4:30)</p>	<p>Previous meeting notes available online.</p>	
<p>a) Tenure Portfolios</p>	<p>Tenure Portfolios and ADA compliance - portfolios are not for a general audience or the public. Unless reviewers need accessible content, ADA/accessibility is not required.</p> <p>-</p>	
<p>b) Waitlists and Enrollment</p>	<p>Waitlists as an enrollment management strategy – one size does not fit all</p> <ul style="list-style-type: none"> - In response to question from chairs, yes, we can pull waitlist details and reach out to students with other section options for example. - Intent is to have Office of Academic Affairs to work with Division Offices to develop a plan for reaching out to waitlisted students. 	
<p>c) CARES Spending Update</p>	<ul style="list-style-type: none"> - Will be revisited in November. 	<p>Place on Nov agenda.</p>
<p>d) Online MAX CAPS follow-up with data</p>	<ul style="list-style-type: none"> - Office of AA collected data from CCs. Where possible, contact was made to request information pertaining to MAX CAPs. Alternatively, data was based on publicly available schedules – data may be presented in range format. - MC and OC originally requested a 45 max cap, but VC opted to ask for a cap of 40. This seems to be in line with our neighboring colleges in neighboring counties. - Waitlist flexibility will be an important tool in managing the enrollment if we shift to lower max caps. 	

Agenda Item	Summary of Discussion	Action due by whom
	<ul style="list-style-type: none"> - Academic Senate asked if there is a desire for a formalized process to set a practice for enrollment management – ie. An enrollment management committee? - Is there any consideration to uncouple summer from the fall? Summer will most likely need to be planned to be online. Decision on Fall 21 schedule will be made in early December. Uncoupling requires a lot of IT work, so ideally, we would avoid this if it is not necessary-ie if Fall ends up being online as well. <ul style="list-style-type: none"> o Chairs would appreciate the opportunity to weigh in on this decision. - Is there any consideration to hold dropping students for non-payment? VPs across the district requested to drop this policy during Covid. If this request isn't accepted, the alternative would be to push back the deadline to census, and to also reconsider timelines and deadlines with regards to the student payment plans. Our payment plans and options are not well communicated to students. VPs would also like to run a calling campaign to reach out directly to students. As a campus, we also need to recommit to getting census reporting done on time. 	
IV. FUTURE AGENDA ITEMS?	CARES Funding Ethnic Studies Department Credit for Prior Learning	
V. ADJOURNMENT		

**Department Chairs & Coordinators Council Meeting Schedule
Zoom Meeting 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

August 25, 2020	November 24, 2020	March 23, 2021
September 22, 2020	January 26, 2021	April 27, 2021
October 27, 2020	February 23, 2021	May 2021 – No Meeting

Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464