

Ventura College Department Chairs & Coordinators Council – Meeting Notes

11/24/2020 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. Announcements	Diversity in Culture Virtual Week April 12, 2020	
II. Discussion - Chairs only (3:00-3:30)	<p>Follow-up Questions from Chair Only Discussion:</p> <p>Summer/ Fall Schedule Planning</p> <ul style="list-style-type: none"> • Summer will continue mostly online. It is hard to gauge whether employees will be back on campus at that time, but some may be, and some already are/have been, ie MO. • Fall – Still to be decided. Jennifer is working on creating plan templates for a phase in approach and would appreciate input from Chairs. Fall really is the big question/unknown. <ul style="list-style-type: none"> ○ Schedules are due in January, and because of this the instructional side of our campus reopening planning is less flexible than say student services which could more easily pick up as events change ○ If we scheduled to be “fully on campus,” it would be possible to potentially scale back to online where appropriate. On the flipside, 	

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	<p>online courses cannot be adjusted to start meeting in person once advertised as online.</p> <ul style="list-style-type: none"> ○ Purple, Red, Orange and Yellow scale could be used to determine college actions on reopening ● If vaccination begins/happens after enrollment, can students' vaccination status be checked? <ul style="list-style-type: none"> ○ Mobile check in app allows uploading test results, and IT have now been asked to include vaccination status in the app. (Non-app alternative will also exist) ○ Legal team at district is working on understanding legalities of vaccine requirements. ● High-flex model, where some students are in class, and others join online, maybe possible on a limited scale but there are a lot of moving parts with these types of setups. ● Who is working on the phase-in plans? Currently just VP and Deans at the direction of the President but this meeting is also an opportunity to expand that conversation to Chairs. No final decisions have been made. <ul style="list-style-type: none"> ○ Some chairs would appreciate a more open forum for faculty – ie expanding beyond this group ● Regarding FALL – will there be number caps on rooms if we are online, and if so, what are they as this is important for scheduling. ● Should chairs be concerned that there may be a push for in person courses for budget reasons, only to them have them pulled and made online last minute, as a form of bait and switch? DE vs in person requires different preparations from faculty. <ul style="list-style-type: none"> ○ The intent is not to play the system, but to create a transparent process. For example, color coded tiers could have prescribed actions, defined by faculty. Being optimistic about the schedule does allow for more flexibility, however. ● <i>Continued below under 3b</i> 	

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III. Vice President Reports and Items for Discussion (3:30-4:30)	Previous meeting notes available online.	
a) CARES Spending Update – hold over from last month	<i>Not discussed</i>	
b) Summer Fall schedule planning and Online MAX CAPS follow-up discussion	<p>Chairs and faculty would fill in plan templates based on state tier system. These plans would describe course modality etc, in the event of each tier. This would allow for transparency and coordinated, preplanned action</p> <ul style="list-style-type: none"> • Changing on the flip of dime based on tiers could be very disruptive to students and teachers. <ul style="list-style-type: none"> ○ Indeed, if we are jumping from tier to tier it would be disruptive, but perhaps it won't manifest itself as such a rollercoaster. • Other questions from chairs: what is district stance on proper use of PPE and who will enforce this? Have facilities been reviewed for adjusted capacity? <ul style="list-style-type: none"> ○ Some faculty have classes split in half and meet on different days, however, there does not seem to be consideration for reducing class size as we are also under budgetary constraints. • Every discipline would complete the plan templates allowing for as much flexibility as possible based on needs. <ul style="list-style-type: none"> ○ Some chairs advocate for a simple, campus-wide policy, otherwise it could be very confusing for students if different classes would have different tier requirements. • Chairs want to come back and be safe at the same time. One of the concerns is cleaning and sanitizing labs – are there any resources to help with this? 	

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	<ul style="list-style-type: none"> • Important to note that students are longing to be back on campus, but VP also agrees with chairs that a rollercoaster opening and closing would be a nightmare scenario. • Nursing has been on campus but under very strict protocol. Each student must complete the sanitizing after leaving a desk/station as well. • Chairs noted that faculty also want to be back on campus with their students. Faculty are also conscious of the fact that many of our students are young and often part of the group that socializes and contributes to asymptomatic spread. The concern is that without strict guidelines and procedures, it could potentially take very little for an outbreak. • Will MAX CAPS stay at 40? This is difficult to know before Fall schedules are due. Summer is often were we recoup some FTES so 40 may not have a lot of support at that point <p>VP Office will work on organizing some faculty forums for discussion</p>	
IV. FUTURE AGENDA ITEMS?	CARES Funding Ethnic Studies Department Credit for Prior Learning	
V. ADJOURNMENT	4:53 pm	

**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

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