

VENTURA COLLEGE MATH DEPARTMENT

October 15, 2021 (via Zoom)

Present: Michelle Beard, Michael Bowen, Mike McCain, AJ Naderi, Dorothy Stowers, Sasha Friedman, Jack Bennett, Chris Frederick, Ryan Petitfils, Andrea Adlman, Saliha Sha, Alex Kolesnik, Lisa Anderson, Carlos Hurtado, Kristi Ryan, Janine Bundy, Anna Tivy, and Ali Fazelpour

Absent: Lydia Morales, Michelle Millea, Peter Yi, and Donna Beatty

Time: Called to order 11:05 am & Adjourned 1:08 pm

Recorder: Michelle Beard

Agenda Item	Summary of Discussion	Action Due
<p>ANNOUNCEMENTS/INFORMATION ITEMS</p> <ul style="list-style-type: none">A. Free access codes and texts through Summer 2022B. Greet BoglarkaC. Vaccinations on campusD. Textbook orders for Spring due 10/21E. VC Construction plans (Chris Frederick)F. Reminder: SLOs this semester: Math V03, V20, V21C, V35, V44/44J; CS V11, V15, V30, and V40	<ul style="list-style-type: none">A. Free textbooks or access codes are available through the college bookstore for Math 4, 40, 44, and 38 in Spring and Summer 2022. Start planning now for discontinued use of this option starting Fall 2022. Consider OER options. The goal has been to build up the lending library. The process (for students) of ordering at no cost was outlined.B. Boglarka was welcomed to our department and given an opportunity to offer support to faculty.C. The MOU for vaccination requirements was briefly highlighted, pointing out: 1)removal of names from Spring 2022 schedule if not verified by mid November; 2)no longer are office hours required on campus for Fall 2021; all verified faculty will receive a \$300 payment in Spring semester. For specific situations, please consult the MOU that Bea emailed to all faculty. Boglarka answer questions on some of the specifics of enforcing verification and working with students this fall semester.D. All faculty need to order textbooks for Spring 2022 schedule in their VCCCD portal by next Friday 10/21. If you have issues with the online	<ul style="list-style-type: none">D. Michelle will contact anyone missing a textbook order this coming week. Please seek to get all orders completed by Friday, 10/21.

<p>ACTION/DISCUSSION ITEMS:</p> <ul style="list-style-type: none"> A. Alternate Textbook usage Kristi Ryan Math V20 B. September Minutes C. Math V44 Textbook D. Interest in creating a math bridge course for Chemistry E. Math V38J....should we offer or remove from catalog F. Math noncredit course to be offered in Fall (Math N101) G. Discussion on SCI 107 H. Program Review Expenditures <ul style="list-style-type: none"> a. Blinds will be installed in SCI 350, 351, 353, and 354 b. Lecterns in all classrooms c. Roller desks in 2 more classrooms I. Credit for Prior Learning committee 	<p>program, please email the bookstore and 'cc Michelle and Boglarka.</p> <ul style="list-style-type: none"> E. Chris shared out some of the upcoming construction plans for campus. A highlight was that there is hope to build a new Science/Math building in the next 10 years. This is something we may want to consider as we make requests of program review. A few other construction plans were also detailed. F. Please follow up with your lead instructor if SLO assessments are not being started. We have been cautioned to make sure that all needed SLO assessments are completed this semester. If not, we will lose consideration of program review requests. Discussion ensued about the validity of results and the challenge of recalling how the process works. <ul style="list-style-type: none"> A. Kristi Ryan would like to use a formerly approved Precalculus text (by Revathi Narasimhan) in her Spring 2022 Math V04 course. Brief discussion followed about the text, and discussion also was shared about changing the department policy on this need for textbook approval. Motion was made to allow Kristi to use this text (Mike McCain); seconded by Janine Bundy. B. Motion to approve minutes from September (after one edit on attendance): Michael Bowen; seconded: Ryan C. Sasha gave Math V44 committee recommendations for default textbook: "Elementary Statistics", 14th Edition, Triola (Pearson) and alternate texts: 1. 'Intro Stats', 6th edition, DeVeaux (Pearson); 2. 'Statistics: Learning from Data', 2nd edition, Peck (Cengage) 3. Openstax, Barbara Illowsky (OER) 4. Canvas shell developed at Los Medranos (OER) D. Item postponed E. Item postponed 	<ul style="list-style-type: none"> J. Ryan Petitfils volunteered to create a video overview of how to go about the SLO assessment process, collect, and report findings. <ul style="list-style-type: none"> A. Passed: 17 approved; 0 No and 1 abstain Michelle will include discussion on textbook policy in November agenda. B. Passed: 13 approved; 0 No and 4 abstain C. Vote will be placed on agenda for November D. ----- E. -----
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	<p>F. Michelle presented the Math N101 course that reviews basic skills algebra content for students. The course is in Course Leaf but needs department discussion to be moved forward. A motion was made Jack Bennett to continue the curriculum process for Math N101; seconded by AJ Naderi. Concern was raised about pay for this course; Math V01 and V03 versus non credit course discussion was raised. Future discussions around the course need to be scheduled.</p> <p>G. Item postponed</p> <p>H. Item postponed</p> <p>I. Item postponed</p>	<p>F. Passed: 12 approved; 1 No and 1 abstain Michelle will invite faculty members to the committee meeting or separate discussion to talk through content, set-up, pay or other questions/concerns.</p>
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Next meeting: Friday, November 12th

VENTURA COLLEGE MATH DEPARTMENT

November 12, 2021 (via Zoom)

Present: Michelle Beard, Mike McCain, AJ Naderi, Dorothy Stowers, Sasha Friedman, Jack Bennett, Chris Frederick, Ryan Petitfils, Andrea Adlman, Saliha Sha, Alex Kolesnik, Lisa Anderson, Carlos Hurtado, Donna Beatty, Michelle Millea, Kristi Ryan, Janine Bundy, Anna Tivy, Kyu Lee, Karen Wilde, Ali Fazelpour, and Michael Bowen

Absent: Lydia Morales and Peter Yi

Time: Called to order 11:05 am & Adjourned 12:45 pm

Recorder: Michelle Beard

Agenda Item	Summary of Discussion	Action Due
<p>ANNOUNCEMENTS/INFORMATION ITEMS</p> <ul style="list-style-type: none">A. Try to submit ALL forms to division office as pdfB. Two Tutor Challenge (input into Canvas page)C. Reminder: SLOs this semester: Math V03, V20, V21C, V35, V44/44J; CS V11, V15, V30, and V40D. Importance of Canvas shell creations in Spring 2022 <p>ACTION/DISCUSSION ITEMS:</p> <ul style="list-style-type: none">A. October MinutesB. SCI 107 comments in addition to the Canvas discussion board	<ul style="list-style-type: none">A. Use fillable pdfs in the division Canvas page for all evaluation forms and/or grades, reinstatement, college service forms, etc.... Ones that need to be signed will be done by Veronica or Carmen through Adobe Sign. Goal is to have only digital work submitted to division office.B. Please give 900 number and name of at least two Algebra/Calculus students and/or Statistics students. The tutoring center (as always) relies on our recommendations to staff the tutoring center.C. Please let Michelle know if you have not yet received your SLO assessments from lead instructors. Must be done by end of semester.D. Be sure all Spring hybrid and online courses have adequate teacher to student and student to student interaction in them. Some of these will be evaluated in fall by the accreditation team. <ul style="list-style-type: none">A. Motion to approve minutes from October: Ryan Petitfils; seconded: Michelle MilleaB. General consensus from the group was that we would like to keep the classroom as a math	<ul style="list-style-type: none">A. Passed: 17 approved; 0 No and 2 abstain

<p>C. Interest in creating a math bridge course for Chemistry</p> <p>D. Credit for Prior Learning committee</p> <p>E. 4 week late start classes</p> <p>F. CS courses being permanently DE</p> <p>G. Textbook discussion in addition to Canvas discussion board: Should faculty get approval for alternate texts?</p> <p>H. If necessary, vote on Math V44 textbook options</p> <p style="padding-left: 20px;">a. Default Text: "Elementary Statistics", 14th Edition, Triola (Pearson)</p> <p style="padding-left: 20px;">b. Alternate Texts:</p> <ol style="list-style-type: none"> 1. 'Intro Stats', 6th edition, DeVeaux (Pearson) 2. 'Statistics: Learning from Data', 2nd edition, Peck (Cengage) 3. Openstax, Barbara Illowsky (OER) 4. Canvas shell developed at Los Medanos (OER) 	<p>classroom. We have had several spaces taken from us (Math Center and part of workroom), so we should keep what we have. The main negative before was the heating situation which has been remedied. Lisa and Chris mentioned being willing to teach in it. Ali stated that it might be a good space to grow the CS program.</p> <p>C. Joe Selzer asked Michelle if we would be willing to create a bridge course (short 2 week course) that reviews math needed for Chemistry. Janine, Andrea, Carlos, Donna, and Ryan mentioned interest in helping Joe and Michelle Davidson.</p> <p>D. Another potential CPL case has been presented to the department. Michelle needs help in handling these situations and help in creating a structure for our department policy. Ryan, Lisa, Mike, Chris (part 2) and Jack (part 2) are willing to help.</p> <p>E. Sasha and Chris described experience in having these very short term late start courses. Leaves little time for students to get moving in the course; works better in online setting. Course ends before final exams start, too.</p> <p>F. When Covid started, all CS courses were marked in COR as being valid for online modality only in emergency situations. Ali proposed marking them all as permanently having an option of distance ed. No dissenting opinion was expressed.</p> <p>G. Mike McCain made a motion to allow faculty to select any text without departmental constraints. AJ seconded the motion. Mention of importance of cost to students was briefly discussed and a side note of textbook committees was raised and briefly discussed. The committee topic will be brought up again at a future meeting.</p> <p>H. Andrea made a motion to adopt the V44 texts as "recommended texts"; Jack seconded the motion. Brief discussion on the OER Canvas Shell. Faculty can start using (or not) as they choose.</p>	<p>G. Passed: 12 approved; 2 No and 2 abstain Discussion of committees at next department meeting</p> <p>H. Passed: 15 approved; 0 No and 1 abstain</p>
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Child Development and Education Department

Staff Meeting

Aug. 13, 2020 6-7:30pm

Attendees: Deanna Hall, Jenny Foss Flores, Lauren Pritchard, Hadas Mizrahi, Rachel Johnson, Lauren Chase, Taylor Hernandez, Robin Douglas

- Welcome
- Department and campus updates/information
 - Classes - was asked to trim back classes and then asked to add on classes and that is how the summer went.
 - New website directory- Make sure you change your directory profile on the new website. Patty Blair sent directions on how to update your profile.
 - Adult classroom - The classroom projector has been adjusted and now faces in the direction of the front door. The screen has been moved as well. The black box is in the same location.
 - New EAC Statement - please put on syllabi. There is also a mask statement the college
 - August 28, 2020 Syllabi need to be turned into department chairs. Full length classes. With late start classes, get them to the chairs asap.
 - SLO's need to be current and copied word for word. Can be found in faculty canvas shell.
 - Please post to the canvas shell.
- Sharing of information from workshops over the summer (all faculty)
 - Robin -
 - Several events around social and racial justice focused.
 - Play first summit - best conference I attended. Ijuma Jordan - presented on police officers and how in ECE they have traditionally about community helpers and heroes and we have to rethink the way it has been done because of the life experiences of children. Every set of things of community helpers shows a limited range of materials and this is a longer and deeper conversation.
 - Extra workshop from the play summit - lab school in toronto and about the environment as the 3rd teacher in the time of covid. So powerful. Teachers who were at their lab schools and documentation of their empty classrooms and their classroom experiences. Discussion of how we mesh the convergence of the assessment tools that are built for classroom and merging with children's needs to play.
 - Lauren P -
 - Attended the presentation for unconscious bias. Shared about the need for ongoing reflection of unconscious bias. She also talked about writing 10 "I am" statements and reflect on how that contributes to your bias.

- Jenny
 - Lisa Renee Hall - 10 day reflective writing program that was an inner field trip with reflective prompts - writing without stopping and it helped to think of unconscious bias.
 - Also attended BLM faculty forums. Impressed how admin from VC were leading the discussions
 - What about Zoom
- Deanna - Signed up for a virtual conference on September 12th. Will send out info on
- One book, one campus - do we want to adopt it in our department as a conversion we have over the school year? - Let us know if that is something you want to participate in
- Distance learning resources and new technologies
 - VC DE Faculty Hub Canvas Shell
<https://ccctechconnect.zendesk.com/hc/en-us/articles/360016463173-Invite-Students-Guests-Outside-the-Course->
 - <https://www.venturacollege.edu/online-services/distance-education/current-students>
 - <https://www.ecefacultycollective.com/>
- Instructional material needs
 - Selfie rings -
 - Laptops for the department
 - Teaching subscriptions
 - CDE Streaming subscriptions - to be carried post Covid
 - One book one campus books for all faculty
- Discussions about
 - Trauma informed care (adult students and children) -
 - Please add resources to the shell
 - Equity, access, and race
- Spring schedule

Comments from Zoom Chat -

From Deanna Hall to Everyone: 06:30 PM

Films on Demand (master Academic), Films on demand Feature films, Intelecon Academic, Jove Education, Kanopy, SAGE

From Me to Everyone: 06:39 PM

Tim - if you have subscriptions you want to see if we can get access to, please send the names my way

That goes for anyone.

From Timothy Lankford to Everyone: 06:40 PM

I will. Thank you

From Robin Douglas to Everyone: 06:51 PM

Play First Summit, this is the link to purchase the All Access

Pass <https://theplayfirstsummit.com/the-play-first-summit-access-2/>

The speaker I would particularly direct you to on social justice is Ijumaa Jordan - you can also follow her on Facebook.

The presentation I watched today was an extra bonus of the Play First Summit, so if you buy the pass you can watch it - it was called Environment as the Third Teacher: Re-Thinking Responsive Spaces in the Time of COVID.

Ventura College Health Meeting 3/8/17
Agenda

1. Student Success Days Report – ME
Maureen reported the number of students who visited the booths. There were more on Wednesday than Thursday late afternoon. Dave suggested that the late afternoon runs until 7:00 thereby catching students on their way to evening classes.
2. E-mail offers
The job offers will be sent electronically starting in the summer. Do not send HR a hard copy.
3. Textbooks – Time to order for summer and spring
 - Do we need a textbook for our face-to-face Managing Stress Classes?
 - We decided to not have a textbook for Managing Stress, with the exception of the online and hybrid classes, which need a text. Mary and Nancy are looking for a better women's health textbook.
4. Segue Career Mentors
Raeann passed out copies of Segue career mentors list. This is a non-profit company that arranges guest speakers. Maureen said she has a link that she will send me, and I will send to all health instructors.
5. SLOs to be assessed this semester – The following SLOs will be assessed this semester.
 - HED V20 SLO # 3 and ISLO # 5 DV
 - HED V24 SLO # 1 and ISLO # 5 DV
 - HED V70 ISLO # 5 NF & CM
 - HED V87 SLO # 4 and PSLO # 3 MB & DU & GL
6. PSLOs - Nutrition
 - Critically analyze information and contemporary issues in the field of nutrition science/dietetics.
 - Assess how diet and nutrition can enhance overall wellness and reduce the risk of common lifestyle diseases
 - Identify career opportunities in the field of Nutrition/Dietetics and state the education required for each career.
 - Describe food safety principles related to food, personnel, and consumers.
7. Holistic Health Festival – Wednesday, April 5
 - Joint venture with Student Health Center

 - Silent Auction Items
Bring silent auction items to Maureen's office
 - Vendors
We are still looking for holistic health practitioners
 - Speakers
Please e-mail Nancy with the speakers you have lined up for holistic health week. Also, let Nancy know if you would like a speaker in any of your classes during holistic health week, April 3-6.
8. Course Review – this year
 - HED V70 – CM & NF
 - HED V71 – DC & RK
 - HED V87 – MM & MB & ME & DU
 - HED V95 – NF & MM
9. Course numbering change – We agreed to change the following course numbers
HED V87?
HED V95?
And HED V97
10. Fall Schedule
 - Significant increase in online/hybrid courses – to meet student demand and increase productivity
11. We need to develop PSLOs for the Public Health Degree. This will be done online with those instructors interested participating. Raeann will send out some possible PSLOs. We need 3-4 PSLOs.

HEALTH DEPARTMENT MEETING MINUTES

February 22, 2019

1. Enrollment in our HED classes

Spring 2019 enrollment in HED is significantly lower than in past semesters. Two classes were added to the schedule this semester which may have contributed somewhat. But it doesn't fully account for steep drop in enrollment. Two classes were cancelled this semester and several more were at risk of being cancelled due to low enrollment. Enrollment was down throughout the campus. Our online classes are full. To keep one low enrolled class, an HED V73 evening hybrid, it was converted to an online class. It now has 55 students enrolled.

1a. Reasons for low enrollment and future threats

With the creation of the ADTs, (Associate Degree for Transfer) health classes are no longer required for any of the ADTs except our Nutrition ADT and Public Health ADT degree. Currently our General Studies degrees require a health class. But more and more students are taking the ADT route instead of a general studies degree. Because of the guided pathways initiative and the new funding model, students will be encouraged into pathways that have specific outcomes.

Another serious threat to health class enrollment is that students in the 2019 Freshman Year Experience (FYE) will be required to take Counseling V02, Career Exploration and Life Planning, a three (3) unit course. If they enroll in FYE and COUN V02, students have access to early registration! This course fulfills the same requirement that our HED courses fulfill in the California State University Requirements for transfer: Area E. Life-Long Learning & Self Development. Students are required to take only one (1) course from this section and the Counseling V02 satisfies the requisite for this section! In addition, 20 new sections of COUN V02 will be added to the fall 2019 schedule!

2. Outdoor classroom

The holistic health club plans to use club money to help create an outdoor classroom or outside area with benches in either a circle or an amphitheater in the garden area north of the ECT building. We hope to partner with ASVC to bring this project to fruition.

3. Holistic Health Festival and Silent Auction

We are asking every health instructor to solicit 2 or 3 silent auction items from local businesses. We want to earn money for our outdoor teaching area.

4. SLOs – Spring 2019

HED V24 will be assessed this semester. Diane Vandermay is the lead instructor. Raeann will help.

August 12, 2019 HED Meeting Minutes

1. Holistic Health Club Meetings and Mentors – Nancy

- Currently there are 2 faculty members that are actively involved with the holistic health club as advisors – Raeann and Nancy F. Meetings are the 2nd and 4th Tuesdays from 1:00-2:00 in the ASVC Lounge meeting room. We are asking for more help. Please consider being an advisor – even if only some of the time. Especially consider helping Nancy out in September as Raeann will be undergoing knee replacement surgery.

2. Holistic Health Festival Help.

- Maureen is doing an excellent job coordinating the silent auction! And many of the HED teachers consistently get silent auction donations. Thank-you very much! But we are asking everyone to help us garner silent auction donations.

3. HED enrollment – Fall 2019

- Fall 2019 enrollment was down when compared with last year at this time at this point. * It was noted that the Counseling classes are heavily enrolled.
- Enrollment Caps on classes
Raeann will be asking Tim to lower the enrollment caps in order to promote registration in the lower enrolled classes. (Note: This was done)

4. Program Review: due to Dean – Sep 20, 2019 – Mini Review

- Raeann will answer the program review questions based on the data that has been generated by Phillip Briggs; office. Raeann will send out e-mails regarding our resource requests.

Degrees earned:	2017-2018	2018-2019
Holistic Health Studies	10	12
Nutrition & Dietetics	4	6
Public Health Science	2	10

5. CSLO and PSLO 2019-2020 Assessment Schedule

Fall 2019:

- HED V03 SLO # 2 (or all)
- HED V04
- Holistic Health Studies PSLO # 3. Explore transfer and career opportunities in health-related professions.
- ISLO 5 Personal/Community Awareness

6. Substitutes

Please call or text me if you will be absent. I will try to get a sub. There is plenty of sub money so let's use it!

7. Other – The Fall 2019 Health Fair, which is sponsored by the Student Health, will be held on Tuesday, October 22, from 9:00 – 1:00. If you are teaching during that time, please bring your class to the health fair!

Health Instructors Meeting Minutes - October 25, 2019

Members present: R. Koerner, N. Fredrickson, M. Eliot, M. McDonough, R. Hester, J. Fischer.

1. Standardized rubric for discussions in online health classes – Mary

After discussion, it was decided to create a departmental rubric (s) for online classes that will emphasize regular and effective contact. Areas to be focused on, but not be limited to, are the minimum number of discussion boards per semester, the minimum number of student-to-student posts, and the minimum instructor responses to discussion posts.

2. Tentative date for spring holistic health festival – Tuesday, March 31

a. We need more health instructor involvement – Nancy

The health department supports two major events a year. The fall Health fair that we co-sponsor with the student health center and the spring holistic health festival. We are asking each instructor to obtain at least one silent auctions gift certificate, and a health-related vendor for the festival. We are also asking instructors to obtain and/or open their classrooms to guest speakers during the holistic health festival week.

3. Substitution policy – Raeann

As discussed at the August meeting, Raeann reiterated to please go through her, the department chair, to procure a substitute for your classes. There is money in the substitution fund.

4. HED V01, HED V02, HED V04 credit limitations

After much discussion, the department unanimously voted to accept credit limitations on the following three courses: HED V01, HED V02, and HED V04.

5. PSLO # 3 Assessment

The department worked on a preliminary draft of the assessment quiz for PSLO # 3. It is a work in progress. Raeann will send out drafts to instructors for comments. We are required to assess PSLO # 3 this semester.

6. ISLO Assessment

No discussion on this issue. It will be presented at the next department meeting.

7. SLOs – this semester

HED V03 and HED V71 are required to assess SLOs this semester. Nancy Fredrickson agreed to help Maureen Eliot on the HED V03 CSLO # 3. David Carey is the lead instructor for HED V71.

8. Other

1. FYE. Mary brought up the issue of the FYE mandate that freshmen are required to take a counseling class. Tim Harrison was brought into the discussion. It impacted the enrollment of our health classes. Raeann will try to get this on the agenda at the next department chairs' meeting. We will ask the Academic Senate to discuss this issue again. We asked Tim to send out a memo to the division, especially to the athletic director and the counselor for student athletes (through the dean of the counseling department.)

2. Departmental goals and objectives. Do we want to create?

KIN Dept. Mtg. Agenda

3-19-19

3:15 PM AEC 212 Conf. Room

1. Minutes
2. Announcements
3. Dept. Chair Report
4. Budget
5. New Business
6. Old Business
7. Future Topics
8. Next Meeting
9. Adjournment

GOALS: (Draft)

Increase faculty personnel to meet the needs of the students.

Assess and improve facilities that are needed to support the department.

Provide innovative curriculum to address the changes in the current trends in the discipline.

KIDDEPT MTS Agenda

9.26.19

2:00 PM AEC 212 CONF Room

1 Minutes ? Approval of MINUTES VOTE
by ? AND ?

2 Announcements:

1. KID V33 BOOT CAMP is
UP AND RUNNING NOW (Fall 2019)
2. Any Equipment Needs, SEND
INFORMATION TO ME AND TIM AND
I WILL REVIEW AND LET YOU
KNOW IF WE WILL GET IT.
3. Spring Schedule is Done,
will send out Fit Center/
WT Room.
4. PLEASE be sure and secure
WT Room and be sure all
WT'S ARE put back.

3. Dept CHAIR Report

1. Working on Program Review
yearly review,

- A. Total cost of ownership
- B. Facilities Update
- C. Operating Budget

2. SLOs = Instructors are
responsible for Doing and
reporting the information
to Dept chair by Dec 20.

DUE this Fall 2019

- A. KIN V02 OUT
- KIN V03 OUT
- KIN V04 ? STONE REPORT
- KIN V06 ?
- KIN V85 Personal Fitness
training (FOLKS)

Spring 2020

- A. ISLO #5 KIN V03
- KIN V10
- KIN V12

KIA V 14

KIA V 16

KIA V 18

3. Instructional FTEF Allocation model

A WE ARE SET TO LOOSE FUNDING

1. Jimmy and I went to Dept chair and spoke out our department.

2 WE SHOWED JUST CASES and a lot of APPEALS and FELT WE WERE HEARD.

3 TALKED ABOUT % and how it's hurts our AREA.

4. "Go over"

Budget : 1. ASKED FOR money in ALL AREAS FOR Program Review. Walker & MORRIS

2. ASKED ABOUT more security for our facilities.

3. ANOTHER TO ADD WALKER?

NEW Business : 1. M ELROT Fitness Center

2. Would like All of you to think about and report,

A. WHAT Sport should be next Fulltime Hire with teaching.

1. You must write the justification of this hire "All Areas"

2. Reminder: what is best for Department and students.

3. Turned into T Morris by Email NO LATER THAN OCT 24th

OLD Business : None

Future Topics : A. Fredricksal "KINESIOLOGY Club"

Adjournment :

ADDING Kin V10 to FYE

- *Exercise is a great coping skill to help students deal with stress. There are also many other positive factors: Attention, mood, memory, and energy.
- *Convenient: Having the equipment and facility available at school is a positive
- *Cost Efficient: It's cheaper for students to work out for the semester than it is to pay for a gym
- *Early Info: Students are not aware of the opportunity to work out in the fitness center until after it's too late to register.

Ventura College Counseling Department Meeting-DEPARTMENT

DATE: 10/31/17

LOCATION: CCCR

1:00pm – 2:30 p.m.

Attend: Bea H., Corey, Thao, Bea Z., Brandon, Yia, Scott, Maria dlIF, Erica, Alex, Guadalupe, Rocio, Dan, Marian & Lauren

Absent: Marcelino, Helen, Emily & Gema

Agenda Item	Summary of Discussion	What's Next if applicable
<p>1:00pm</p> <p>a. Time to share with group any exciting, positive news if so desire!</p> <p>b. Changes to Agenda</p>	<ul style="list-style-type: none"> • Thao shared proposal for optional GE Pattern Option T.5 for CTE and STEM majors – would only require min. Title V and Local Requirement (AREA E) for GE completion (18 units) <ul style="list-style-type: none"> ○ Group supported proposal w/ complete consensus ○ ADTs listed that need to be removed: AJ, ECE, BUS ADMIN, NUTR 	
<p>1:05pm</p> <p>SUO/SLO (Corey)</p>	<ul style="list-style-type: none"> • Review of work from ad-hoc group – Corey emailed out to everyone • Marian shared the SUO work for the Transfer Center and feedback was provided 	
<p>1:30pm</p> <p>High-Unit Majors List/Issues (Bea/Angelica)</p>	<ul style="list-style-type: none"> • Handout provided of email from Arlene re. list of high-unit majors – Arlene has said that if majors are not a degree offered at VC then they cannot be considered high unit; this doesn't take into consideration transfer pathways for high-unit majors and pre-major prep for high unit majors (eg. NS) • Discussion about how this list creates unnecessary barriers for students and workload issues for counselors 	<ul style="list-style-type: none"> • Bea H. will bring concerns expressed to admin.
<p>2:00pm</p> <p>a. Nov 2nd—Deadline to submit grad appl/Drop-by—accept grad appl?? (Bea)</p> <p>b. Probation Students-Update/ Appt solutions (Bea)</p>	<ul style="list-style-type: none"> • Need to see students on drop-in for grad apps due to upcoming deadline <ul style="list-style-type: none"> ○ Guadalupe suggested that students bring in externals and that evals have been done at time of grad app request ○ Suggestion from Angelica – if students have externals that were never evaluated, have the student fill out app paperwork and then eval during eval time and follow-up with student/email copy • Concern that probation students are being contacted to come in for app'ts but there aren't enough app'ts available • SAP Workshops in partnership w/ FA – 15/20 min. out of an hour-long workshop • Maria provided handout of data re. students on probation (1282 total students) <ul style="list-style-type: none"> ○ Two rounds of emails followed by a text message sent to all 1282 	

Agenda Item	Summary of Discussion	What's Next if applicable
	<ul style="list-style-type: none"> ○ 300 course repetitions completed ○ Question about scheduling out beyond three weeks? Concern re. no-shows 	
<p>2:15 pm Transfer Center</p> <p>University Fair Update (Marian)</p>	<ul style="list-style-type: none"> ● CSU Spring 2018 ADT e-verification project – 146 students indicated that they would complete ADT – 41 already had degree posted; 51 additional came in after email reminder; Marian completed 48 additional applications – all notes will be updated in GF ● A student who already applied for F18 transfer to SDSU received an email to make sure they provide proof by March 15 ● Remind students to check email often ● Updated list of duties ● Everyone blocked 7:45 – 1:00 ● Bea will be covering drop-in 	
<p>2:30 pm Adjournment</p>		

**COUNSELING IN-SERVICE
AGENDA**

DATE: September 25, 2018

**Location: CCCR
8:00 a.m. – 3:00 p.m.**

**Attend: Bea H., Maria F., Gema, Corey, Lauren, Erica, Yia, Scott, Angelica, Bea Z.,
Guadalupe, Emily, Alex, Thao & Lauren**

Absent: Marcelino (booked with app'ts), Brandon (off contract), Dan (family leave☺)

Recorder: Lauren

Agenda Item	Summary of Discussion	Next Steps	Assigned to:
1. 8:00 - 8:15 <ul style="list-style-type: none"> Welcome 	<ul style="list-style-type: none"> Keep checking SF and Outlook calendars for accuracy 		
2. 8:15 - 9:00 <ul style="list-style-type: none"> Waitlist 	<ul style="list-style-type: none"> Waitlist issues – varies by dep't/division, etc. <ul style="list-style-type: none"> Noticed that some WL have 15 spots but then students aren't allowed to join Cross-listed sections create confusion as well – could they have all spots listed under one dep't and a banner note directing students to on section/CRN for registration Confusion re. waitlist and add codes (they expire at a certain point) WL is used for different purposes by management and dep'ts We need to ask for consistency Fourth representative for Academic Senate <ul style="list-style-type: none"> Rocio/CalWorks is going to be part of categoricals and asked about possibly being 4th rep to Academic Senate General Counseling voted that we should have a fourth representative but we want that person to represent general counseling because we have the majority of faculty in division 	<p>*Gema and Yia will ask about this at Academic Senate</p> <p>*Tabled discussion for more information – need to know the numerical breakdown and Gema and Yia will bring back to Senate for follow-up</p>	<p>Gema</p>
3. 9:00 - 9:30 <ul style="list-style-type: none"> NS/PM AA/AS & Curriculum Updates 	<ul style="list-style-type: none"> PM V02 can be used for AA/AS Area E1 (blanket substitution will be in shared drive after we get all signatures) – note, NS V40 can be used as well Reminder – even when VC Curriculum makes approval – it's not finalized until State approves COUN V01 was submitted for DE approval COUN V03 & V04 may be expanding based on FYE 	<p>*COUN V03 & V04 need to be checked in Curricunet for updates</p>	<p>Lauren</p>

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<ul style="list-style-type: none"> Tutoring Matrix 	<ul style="list-style-type: none"> FYE had a pamphlet that might be helpful English and Math faculty went to Student Success Committee in Spring – recommended that all tutoring services need to be combined/cohesive – project was not funded... Last year message was that tutoring center only had \$80,000/year (used to be closer to \$200,000) Once updates are finalized, they can be posted online, in app, and in GCS handbook 	<p>*Need to ask Cynthia and Blair for update of all tutoring services so that one plan can be made/ disseminated (Lauren will email both) *Bea will bring it up at Dep't Chair Council</p>	
<p>4. 9:30 – 9:45</p> <ul style="list-style-type: none"> DTRW-SS updates 	<ul style="list-style-type: none"> DTRW-SS – discussion of a compressed calendar came up (would potentially permit creation of a winter intersession) Catalog rights – Angelica said issue will be discussed again – showing that students who met requirements but never applied for grad should still be permitted to earn the degree BP5103 – giving credit to Veteran's for previous work Wanting to look at creating AP/BP for evaluating external coursework 		Angelica
<p>5. 9:45 - 10:15</p> <ul style="list-style-type: none"> Financial Aid 	<ul style="list-style-type: none"> Noticing missing courses for stated goal – that delays appeal Courses listed that are not required – if they are required for transfer, it must be included on the plan Two goals listed on plan Water Science – you can't list both options MC or OC programs listed – just list in the notes Student does not provide adequate explanation for each instance of low grades or withdrawals – let students know to be specific for each semester and to include documentation when able and appropriate Resolutions should be very specific as well w/ concrete steps for action plan 		Alex
<p>BREAK 10:15 - 10:30 am</p>			
<p>6. 10:30 - 11:00</p> <ul style="list-style-type: none"> SLO & SUO'S Review 	<ul style="list-style-type: none"> Corey shared the work that was done over the past year w/ SUOs: 		Corey

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<p>7. 11:00 - 12:00</p> <ul style="list-style-type: none"> Majors List <p>Transfer Workshops: Bea has permission to share this info:</p> <p>LUNCH 12:00 to 1:00 pm</p>	<ul style="list-style-type: none"> SUO-1 (prob/dismissal): Fall 2019/Fall 2021 SUO-2 (abbrev SEP): Spring 2019/Spring 2020 SUO-3 (comp SEP): Spring 2021/Spring 2023 SLOs: <ul style="list-style-type: none"> This fall is COUN V02 assessment cycle – four outcomes to assess Need to develop rubrics for all four SLOs TracDat is no longer called TracDat... not sure of new name Review of list of counselor liaisons for various dep'ts Should we cluster majors and tie in w/ themed GCS? How might all this connect w/ Guided Pathways going forward Who will take over pre-law? What is purpose of the list? Is it to help Dep't chairs know who to contact? Marian's father is ill – she may have to leave at a moment's notice; currently she is the only one leading the UTC workshops <ul style="list-style-type: none"> She has a created CSU PPT Uses UC PPT provided 	<p>*Corey will send google doc link (should be ready in Oct.)</p> <p>*Lauren will share rubrics and template for gathering data to the group</p> <p>*Bea H. will draft an updated list for majors and themes so we can work from there</p> <p>Gema, Lauren, Bea Z., and Maria F. will observe Marian's workshops</p>	<p>Bea H</p>
<p>8. 1:00 – 2:00</p> <ul style="list-style-type: none"> Graduation datelines 	<ul style="list-style-type: none"> April 5th if students miss the marketing and don't apply by April 5th, they will be able to walk, but they won't have their name in the program and will not be guaranteed tickets Questions about the possibilities of extra seating on track – Susan shared committee/event is already over budget – stage is now bigger and ADA compliant May need to use ASC for overflow Some colleges have multiple ceremonies, some don't read names, some have smaller dep't ceremonies Directive is to get the ceremony to under 2 hours Have students choose which major they want acknowledged? Have students' names read after degree title is read? Have students stand and not walk? Give 	<p>*Could a query be run to market to students who have 45 units complete?</p>	<p>Susan Royer</p>

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<p>9. 2:00 - 3:00</p> <ul style="list-style-type: none"> • Banner 9 training <p>10. 3:00</p> <ul style="list-style-type: none"> • Adjournment 	<p>students option of a statement in lieu of the degree?</p> <ul style="list-style-type: none"> • Lengthy discussion about various concerns... • Refer to emails from Arlene for resources 		<p>Arlene</p>