

Ventura College
Department Chairs & Coordinators Council Meeting
Agenda

Tuesday, January 24, 2017

3:30 p.m. - 5 p.m. – MCW-312 (Conference Room 3rd Floor)

- Charge:** The Department Chair and Coordinator Council review operational issues and share news from various areas of responsibility. This council is an operational group with membership defined by position.
- Membership:** Vice Presidents of Student Learning; department chairs (and assistant chairs); coordinators; Academic Senate President (or designee).
- Chair:** Vice President of Student Learning and Faculty Co-Chair (selected by the Council).
- Meetings:** Fourth Tuesday of the month, 3:30 p.m., MCW-312 Conference Room.

I. Welcome/Announcements

- a) Happy New Year and welcome to the new chairs
- b) **January 31st** – Institutional Effectiveness Program Initiative’s [IEPI’s] peer review team’s third visit
- c) **February 10th** – VC Forum to discuss Accreditation and Master Planning
- d) **March 2nd and 3rd** – Achieving the Dream coaches on campus
- e) **March 31st** – All campus retreat

II. Review of Minutes from October

III. Review 2016-17 Goals

IV. Vice President updates

- a) Damien Peña
- b) Kim Hoffmans
 - Last Day of Attendance Memo

V. Enrollment Discussion (Kim)

- a) Fall Schedule Process (Katie and Kelly @ 3:40 pm time certain)
- b) Block Schedule (Debbie)
- c) Spring 2017
- d) Summer 2017 Targets (Phil and Kim)

VI. Informational / Discussion

- a) Credit by Exam Exclusion list – final draft approval
- b) 2017 – 18 Catalog Memo

VII. Student Learning Outcomes (Debbie Newcomb)

VIII. Chair Updates and General Announcements (Council – Time permitting)

- a) Retreat

IX. Future agenda items

X. Adjournment

Attachments:

1. October Minutes
2. 2016 - 17 Goals
3. Last Day of Attendance Memo
4. Fall Scheduling Binders – *will be handed out during meeting*
5. Proposed Block Schedule
6. Summer targets
7. Credit by Exam exclusion list
8. 2017 - 18 Catalog memo

Items in Reserve:

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**2016-17 Department Chairs & Coordinators Council (DCCC)
Meeting Schedule**

MCW-312 Conference Room 3:30 p.m. – 5:00 p.m.

4th Tuesday of Every Month*

- **August 23, 2016**
- **September 27, 2016**
- **October 25, 2016**
- **November 22, 2016**
- **January 24, 2017**

- February 28, 2017**
- March 28, 2017**
- April 25, 2017 (last meeting of the year)**

Dates subject to change

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, October 25, 2016 3:30-5:00 p.m. MCW-312

Present: Bob Moskowitz, ~~Gari Lange~~, Casey Mansfield, Corey Wendt, ~~Damien Pena~~, Deanna Hall, Debbie Newcomb, Eric Martinsen, Jeffrey Wood, ~~Jennifer OToole~~, ~~Karen Harrison~~, ~~Kimberly Hoffmans~~, Lydia Morales, Malia Rose-Seisa, ~~Marcelino De Cierdo~~, ~~Marian Carrasco Nungaray~~, Marta de Jesus, Mary Jones, ~~Maureen Newton-Eliot~~, Michael Ward, Michelle Millea, Nancy Fredrickson, Patricia Wendt, Paula Munoz, ~~Peter Sezzi~~, Philip Clinton, Robert Lawson, ~~Robin Douglas~~, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Tania DeClerck, Ted Prell, ~~Ferry Morris~~, Thomas O'Connor

Guests:

Recorder: Sebastian Szczebiot

Minutes: Convened: 3:33 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<ul style="list-style-type: none"> • Oct. 31 – Registration for Special Population; Continuing students on November 4; new students on Nov. 21 (Please let counselors know if you have classes that need filling) • International Film Fest, ASC 150, Nov. 2 (<i>Audism Unveiled, 2008</i>) and Nov 16 (<i>Guten Tag Ramon, 2014</i>) • Nov. 5 – VC History & Pre-Law Association's 5th Annual Ventura County Historical Research and Oral History Symposium, Guthrie Hall, 9:00 am – 3:30 pm • Academic Senate elections, Nov. 7–10 • Art Show – “Avant Garde” exhibition <ul style="list-style-type: none"> ▪ Dec1st – Open House (new gallery and studio) • This weekend – Fright fest! (8 one act plays and an opera, using the whole PAC building.) • Workshop on 10/26 at 3pm about Autism – highlights taking a positive approach • Benefit BBQ for Brenda Be at 11.30 tomorrow (10/26) • Friday – Faculty union board meeting • Annual health fair on Thursday 10/27. There will be 28 vendors. If you visit 5 plus vendor, you are eligible for a free lunch. 	

Agenda Item	Summary of Discussion	Action due by whom
II. REVIEW MINUTES	Minutes approved via consensus	-Motion by Stacy to Approve -Robert Seconds -Passed by consensus
III. REVIEW OF 2015-16 AND 2016-17 GOALS & ACCOMPLISHMENTS	<i>Not addressed – saved for Kimberly Hoffmans to address</i>	
IV. VICE PRESIDENT UPDATES	<i>Damien Pena and Kim Hoffmans not present</i>	
V. DEPARTMENT CHAIR UPDATES	<p><u>New Faculty Recruitment Updates:</u></p> <p>Comm Dept is hiring faculty – previous searches, across all campuses, were unsuccessful.</p> <p>Math and Life Sciences are also currently hiring.</p> <p>Chemistry Dept is looking for full time faculty for Spring 2017, as Joy Kobayashi will be retiring after Fall 2016.</p> <p>D. Newcomb noted that Jim Carriger is retiring at the end of Fall 2017 as well.</p> <p>T.DeClerk started search to replace Art Sandford fulltime.</p> <p><u>Discussion ensued regarding classroom booking and scheduling:</u></p> <p>There are some concerns around booking classrooms, the block schedule, and lost reservations. T.DeClerk finds block schedule is not flexible enough, and thereby amplifies scheduling issues, especially during primetimes.</p> <p>D.Newcomb asked about Chairs' experiences with Friday classes. She is considering adding Friday mornings and offering these to part time faculty who are eager for more classes.</p>	

Agenda Item	Summary of Discussion	Action due by whom
	<p>E. Martinsen and S.Sloane – In their experience, Friday was not that popular but they found Saturday to be very successful. Eager/serious students sign up for Saturday classes, which means teachers are happy to take these on.</p> <p>Marta de Jesus noted that Biology starts as early as 7 am in order to deal with classroom booking concerns. The department also schedules Friday lessons. The problem with Saturdays is the use of the parking lot by third parties.</p> <p>M.Ward noted that the Social Sciences’ move is towards online/DE rather than adding Friday or Saturday classes.</p> <p><u>Discussion ensued regarding “Block Scheduling”:</u></p> <p>There is overall concern with the lack of flexibility in the block scheduling system. The cons include: parking – everyone arrives at the same time (especially a concern at 9.30am); 8.00am start time conflicts with Unified District schools which affects students that are parents; classes that exceed one block even slightly take up two whole blocks; and limits student interaction on campus between classes.</p> <p>Perhaps a solution would be to add some flexibility—not axing the system completely. For example, the “block” is only intended for 3 unit classes, and not all classes are only 3 units. There should be space in the system for 4 unit and 5 unit classes. Moreover, what research has been done? How does this affect the student population?</p> <p>E. Martinsen – Kim has authority to override block schedule. She can be approached on a case by case basis as well.</p> <p>It was suggested that an assessment of all rooms on campus needs to be made—as mentioned by P.Ewins over a year ago—so that we can really understand our facilities and how much space we do or do not have.</p> <p>T.DeClerck – late start classes could be spread over three days.</p>	

Agenda Item	Summary of Discussion	Action due by whom
VI. INFORMATIONAL/DISCUSSION	<p>a) Credit by Exam List (Kim and Corey) Need to remove: AG / CJ – V11, V12A, V12B / EDU / FDM / HEC / JOUR / MUS – V55A-C, V57A, V57B, V61AB / PHOT</p> <p>b) Department Chairs reassigned time (Michael)</p> <ul style="list-style-type: none"> • Chairs feel that workload surpasses the release time they receive for their extra duties – Discussion ensued: • It was suggested that until renegotiated, chairs should avail themselves to other opportunities such as Faculty Academy in order to receive more release time. En masse, this would send a message. • It was noted that other faculty have tasks that have no release time at all (curriculum development, for example, or running an internship etc.). However, release time is what encourages faculty to expand what we do. • Others felt that the argument that compensation (i.e. release time) doesn't match workload expectations is weakened if Chairs try to "subvert the system" by recuperating release time through other channels. Instead focus on the message that we deserve compensation for what we are doing when negotiating. • In addition, joining Faculty Academy may not be practical for everyone, there are scheduling issues to think of. But the assumption that money is equal to the time is wrong. • Chairs should consider what the leverage points in negotiations could be. <ul style="list-style-type: none"> ○ For example, social sciences teachers' response is to get students to drop if numbers exceed 55 – they push back. Chairs need to act like a team too. 	
VII. STUDENT LEARNING OUTCOMES (DEBBIE NEWCOMB)	<i>Not addressed</i>	
VIII. GENERAL ANNOUNCEMENTS	<i>None to record</i>	

Agenda Item	Summary of Discussion	Action due by whom
IX. FUTURE AGENDA ITEMS?	Review of Goals and Accomplishments, SLO	
X. ADJOURNMENT	4:42 p.m.	
NEXT MEETING	November 22 nd , 2016 3:30 – 5:00 p.m. MCW-312	

Department Chairs & Coordinators Council Meeting Schedule
MCW-312 Conference Room 3:30 p.m. – 5:00 p.m. (4th Tuesday of Every Month)

August 23, 2016	November 22, 2016	March 28, 2017
September 27, 2016	January 24, 2017	April 25, 2017 (last meeting of year)
October 25, 2016	February 28, 2017	

Written materials relating to a Student Success Committee meeting item that are distributed to at least a majority of the Student Success Committee members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at Ventura College located at 4667 Telegraph Road, Ventura, CA 93003 or at the Student Success Committee meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of Student Learning, Ventura College, 4667 Telegraph Road, Ventura, CA 93003 (805) 289-6464

DRAFT



Department Chairs & Coordinators Council Goals

- Charge:** The Department Chair and Coordinator Council provides a forum for the discussion of academic, operational and institutional issues. This is a faculty-driven body that makes recommendations to the Administrative Council.
- Membership:** Vice Presidents of Student Learning; department chairs (and assistant chairs); coordinators; Academic Senate President (or designee).
- Chair:** Vice President of Student Learning and Faculty Co-Chair (selected by the Council)

GOALS 2016-2017

#	GOALS	ACCOMPLISHMENTS
1	Discuss and make recommendations regarding enrollment and scheduling	
2	Maintain communication and make recommendations regarding academic, operational, and institutional issues related to instruction and student services	
3	Participate in professional development activities aimed to support the role of department chairs/coordinators	
4	Evaluate committee processes and outcomes for discussion and recommendations related to college operational and institutional issues	

Sebastian Szczebiot

Subject: FW: Last date of attendance report - Fall 2016

From: Kimberly Hoffmans

Sent: Wednesday, January 04, 2017 2:43 PM

Cc: Alma Rodriguez <arodriguez@vcccd.edu>; Damien Peña <dpena@vcccd.edu>; Celine Park <cpark@vcccd.edu>; David Keebler <dkeebler@vcccd.edu>; Dan Kumpf <dkumpf@vcccd.edu>; David Bransky <dbransky@vcccd.edu>; Gwendolyn Lewis-Huddleston <gklewishuddleston@vcccd.edu>; Karen Engelsen <kengelsen@vcccd.edu>; Kathleen Schrader <kschrader@vcccd.edu>; Lynn Wright <lwright@vcccd.edu>; Phillip Briggs <pbriggs@vcccd.edu>; Tim Harrison <tharrison@vcccd.edu>

Subject: FW: Last date of attendance report - Fall 2016

Dear Faculty,

I hope you had a nice holiday break and welcome back to 2017. I am emailing this afternoon to make you aware of a problem with reporting **Last Day of Attendance (LDA)**. If you are included as a blind copy on this email, then you had one or more students who you recorded a grade of "F" with a last day attendance prior to census.

It is a requirement for Financial Aid is to have a record the last day of attendance. Faculty are asked to provide this day for students when you submitted your grades. Recording this day is important and effects college reimbursement for Financial Aid and apportionment. Unfortunately, when this day was recorded in Fall, many faculty listed a date prior to census for students' LDA. The result will be that the college will lose almost \$130,000 in attendance apportionment funds. This is an example of why LDA date is very important and why it is essential that your rosters be accurate for census reporting. The lesson learned here is that we need your help with the following:

- ✚ **Ensuring your rosters match enrollment on Census Day**
- ✚ **Dropping any student who does not or rarely attends class before Census Day**
- ✚ **Taking daily attendance to accurately record students Last Day of Attendance**

Thank you!!!! Kim

Kimberly Hoffmans, RN, EdD
Vice President of Academic Affairs and Student Learning
Ventura College
4667 Telegraph Rd.
Ventura, CA 93003
805-289-6380
khoffmans@vcccd.edu



Block Schedule

1:15 block		3:00 block	
<u>start time</u>	<u>end time</u>	<u>start time</u>	<u>end time</u>
7:00 a.m.	8:15 a.m.		
8:30 a.m.	9:45 a.m.		
10:00 a.m.	11:15 a.m.		
11:30 a.m.	12:45 p.m.		
1:00 p.m.	2:15 p.m.		
2:30 p.m.	3:45 p.m.		
4:00 p.m.	5:15 p.m.	4:00 p.m.	6:50 p.m.
5:30 p.m.	6:45 p.m.	6:00 p.m.	9:00 p.m.
7:00 p.m.	8:15 p.m.	7:00 p.m.	9:50 p.m.
8:30 p.m.	9:45 p.m.		
Benefits:			

7:00 a.m. - 8:15 a.m.

Additional time slot that offers students classes they can take before work.

8:30 a.m. - 9:45 a.m.

Most public and private, elementary and high schools, in Ventura County begin at 8:00 a.m.. Changing to an 8:30 a.m. start for this block will allow students who drop their children at school in the morning to take a class in the 8 a.m. hour; currently, they cannot take an 8-9:15 a.m. class because it conflicts with drop-off.

3:00 afternoon/evening blocks

Creates an additional option for 3:00 classes in the afternoon/evening and these options offer more flexibility to mix and match with the afternoon/evening 1:15 blocks.

Summer 2017 Division Targets

4-Week Summer 2017 Division Targets

Division	FTEF	FTEF	Productivity
Beh/Soc Sci, Vis Arts	165	7.90	635
Engl/Math	68	4.00	517
Health/Kin, Perf Arts	26	1.55	510
Sciences	41	2.00	623
Stdnt Srvc	0	0.00	-
WED	13	0.80	494
Total	313	16.25	585

6-Week Summer 2017 Division Targets

Division	FTEF	FTEF	Productivity
Beh/Soc Sci, Vis Arts	196	9.60	620
Engl/Math	164	9.40	530
Health/Kin, Perf Arts	40	2.67	455
Sciences	121	6.15	598
Stdnt Srvc	7	0.54	396
WED	47	2.80	510
Total	575	31.16	561

Courses Excluded from Credit by Examination

2016-17

ACT – all
AES – V10, V30, V31, V65, V66, V67
ANAT – V01
ANPH – V01
ANTH – V01L, V35, V35L
ARCH – all
ART – all
AST – V01L
AUTO – V14, V14LA, V14LB, V15, V15LA, V15LB, V16, V16LA, V16LB, V17, V17LA, V17LB, V18, V18L, V20, V20LA, V20LB, V22, V22LA, V22LB, V26, V26LA, V26LB, V28, V28LA, V28LB, V32, V45
BIOL – V01, V01L, V03, V04, V14, V23, V29L, V31, V32
BIOT – V31, V32
BUS – V01A, V01B, V02, V03, V08, V17, V21, V25, V26, V28A, V29, V31, V32, V33, V34, V38, V40, V43, V45, V46, V47, V49, V50, V53, V88, V90, V94, V95, V96, V97
CHEM – V01AL, V01BL, V05, V12AL, V12BL, V20L, V21L, V30L
CD – all
COMM – V01, V10
COUN – V01, V03, V10A, V10B
CJ – V35, V35L, V40, V41, V42, V45, V46, V70, V85, V86
DANC – all
DRFT – all
EAC – all
EMT – V10
ENGR – V01, V02, V12, V16, V16L, V18, V18L
ENGL – all
ESL – all
FREN – all
GEOG – V01L
GEOL – V02L
GERM – all
GW – V01A, V01G, V02A-V02Y
HED – V70, V73, V76, V91, V92, V84
HS – V10
ICA – all
ITAL – all
JPN – all
KIN – all
LS – all
MT – V04
MATH – V38
MICR – V01
MUS – V10, V11, V12, V13, V14A-C, V15, V16, V17, V18, V19, V21A-C, V22A-C, V27, V30, V31A-H, V34, V35, V36, V37, V39, V42, V43, V44, V45, V46, V47
NS – V40, V41
PHSC – V01
PHYS – V01, V02AL, V02BL, V03AL, V03BL, V04L, V05L, V06L, V15
PHSO – V01
PSY – V03, V04, V05, V07, V15
SPAN – all
SS – V01, V02, V03, V04
SUP – V81, V93, V94, V96
THA – all
WEL – V02, V27

MEMORANDUM

To: Distribution List Members, Deans and Department Chairs
 From: Dr. Kim Hoffmans, Vice President of Academic Affairs
 Dr. Damien Peña, Vice President of Student Services
 Subject: College Catalog Revisions
 Date: January 18, 2017

Greetings VC family! It's time to update the college catalog. Please review the portion of the 2016-2017 Catalog that pertains to your area(s) of responsibility (see list below).

All changes, additions and deletions must be delivered to Sarah Ayala (Administration Office, Room 12 or sayala@vccd.edu) no later than **Monday, February 21st, 2017.**

How to make and submit your changes:

- Make a copy of your assigned page(s) from the 2016-17 Catalog
 - o Electronic/PDF version: http://www.venturacollege.edu/apply_enroll/catalog/index.shtml
 - Note: Page numbers below may not coincide with PDF
- Submit all changes in the following format:
 - o Additions to the text should be submitted in **red font color**.
 - o Deletions to text should be crossed out by using **strikethrough**.
 For example: Applications due ~~August 1, 2016~~.
September 1, 2017
- Sign and return to Sarah by **February 21st, 2017**.
 - If you have no changes, please submit a signed copy of your pages and indicate "no changes"
- If there is more than one person assigned to a section, please work together and submit only one (1) final copy
- An asterisk (*) indicates that your area contains info which must be checked for accuracy:
 - * Names (organizations, offices, institutions, agencies, etc.) and/or
 - * Addresses (streets, building IDs, websites, etc.) and/or
 - * Phone numbers and/or
 - * Code sections

Please Note: Documents not signed and dated will not be accepted for changes in the 2017-2018 catalog.

	Page(s)	Area(s)	Dept. Contact
	Inside Front Cover	Academic Calendar	A. Reed
*	1	Cover Page	Dr. Gillespie, L. Brower
*	2	President's Message	Dr. Gillespie, L. Brower
*	3	Phone Lists	M. Jacobs
	4	Table of Contents	J. Nagaoka
*	6	VCCCD Vision, Mission, Values & Goals	L. Brower, Dr. Gillespie
*	7	History of VC, Accreditation	L. Brower, Dr. Gillespie
*	8	College Mission, Values and Goals	L. Brower, Dr. Gillespie
	9	Institutional/GE SLOs	P. Briggs, D. Newcomb
*	10	Campus Profile	L. Brower, Dr. Gillespie
*	11-17	Admissions and Registration	A. Reed
*	15, 36-38	Veterans & Veterans Center	P. Mazuca, Dr. Peña
	15-16, 36	International Students	E. Yoo, A. Reed
*	16	SSSP	R. Trevino, Dr. Peña

	Page(s)	Area(s)	Dept. Contact
*	16-23	Admissions Information	A. Reed
	19-20	Fees	A. Reed, D. Keebler
*	21	Parking	R. McKinney, D. Keebler
*	24-31	Academic Policies	A. Reed, Dr. Hoffmans, Dr. Peña
*	33	Admissions and Records	A. Reed
*	33	Assessment	Dr. Peña
*	33-34	CalWORKs	Dr. Peña, D. Harvey
*	34	Campus Police	G. Beckley, R. McKinney
*	34	Child Development Center	K. Schrader, R. Douglas
*	34-35	Counseling Services	Dr. Peña, C. Wendt
*	35	EAC	Dr. Peña, P. Wendt
*	35	EOPS	Dr. Peña, P. Muñoz
*	36	Financial Aid Programs	A. Rodriguez, Dr. Peña
*	36	Scholarships/VC Promise Grant	N. Tan
*	35-36	Military Veterans and Eligible Dependents	P. Mazuca, B. McFadden, Dr. Peña
*	37	Personal Counseling	M. Jones, Dr. Peña
	37	Student Activities/Student Government	A. Yepez, R. Trevino, Dr. Peña
*	37	Student Health Center	M. Jones, Dr. Peña
*	37-38	Student Outreach	R. Torres, Dr. Peña
*	38	Transfer and Career Center	Dr. Peña, M. Carrasco-Nungaray, M. DeCierdo
*	38	Transportation	Dr. Peña, R. Trevino
	38	Student Connect/Information Center	Dr. Peña, A. Reed
*	38	Distance Education	G. Huddleston
*	39	LRC, Learning Center, Library	L. Wright, D. Bransky
*	39-40	Reading/Writing Center, Math Center, Tutoring	L. Wright, D. Bransky
	40	Co-Curricular Activities	D. Keebler, S. Royer
	40	Athletics	W. Cowen, T. Harrison
	40	Dance, Theatre	T. Harrison, R. Lawson, N. Cole
	40	Testing Center	L. Wright
	40	Music Organizations	T. Harrison, R. Lawson
*	41	Student Activities, Associated Students, ASVC	A. Yepez, R. Trevino, Dr. Peña
*	41	Student Organizations	A. Yepez, R. Trevino, Dr. Peña
	41	Advertising, Posting & Distribution of Information	A. Yepez, R. Trevino
*	42	Civic Center	D. Keebler, S. Royer
*	42	El Camino High School	Cheryl Burns, El Camino HS Principal, Dr. Hoffmans
*	43	MESA	R. Trevino, M. Serratos
*	43	State of California Rehabilitation	Dr. Peña, P. Wendt
*	43	Ventura College Santa Paula Site	S. Canola, Dr. Peña
	44-60	Programs: Awards, Certificates and Degrees	T. Brabander, S. Ayala
	61-65	General Education	T. Brabander, S. Ayala, M. Bowen
*	66-91	Transfer Information	T. Brabander, S. Ayala, M. Bowen
*	92-100	Credit by Examination	T. Brabander, Dr. Hoffmans

	Page(s)	Area(s)	Dept. Contact
	102	How to read the Course Description	S. Ayala, T. Brabander, M. Bowen
*	103-105	Course Information	S. Ayala, T. Brabander, M. Bowen
	106-254	Courses & Program Information	S. Ayala, T. Brabander, M. Bowen
	106-254	Program Student Learning Outcomes	Deans & Department Chairs, D. Newcomb, A. Horigan
	255-256	Non Credit Courses	S. Ayala, T. Brabander
*	169	Sequence of English and Reading Courses	L. Wright, E. Martinsen, C. Wendt
*	208-209	Sequence of Mathematics Courses	D. Kumpf, L. Morales, C. Wendt
*	220-224	Nursing Program Requirements	S. Melton, K. Schrader
*	235-237	Police Science Requirements	L. Salinas
*	227-228	Paramedic Program Requirements	T. O'Connor, K. Schrader
	257-260	Glossary of College Terms	A. Reed, C. Rodriguez, M. Jacobs
*	261-293	Appendices I-XXV	Dr. Peña, O. Long
*	294-298	Faculty and Administration	L. Brower, S. Szczebiot, O. Long
*	299-300	Classified Staff	M. Jacobs
*	303	VC College Catalog Staff	S. Ayala
*	301-303	Index	J. Nagaoka
	305-306 Inside back cover	How to Find Maps & Campus Map	S. Royer, M. Jacobs
	Front cover	Photos & Cover	D. Pieleat, Executive Admin Team
	1-307	Final Edits to Catalog	S. Ayala, Dr. Hoffmans, M. Bowen, S. Szczebiot, O. Long, K. Owashi, K. Denton
	1-307	Final Production to Catalog	J. Nagaoka, D. Pieleat, S. Ayala, K. Owashi, K. Denton, Dr. Hoffmans, Dr. Peña, M. Bowen, S. Szczebiot, O. Long

NEW ADDITIONS

	TBD	Information on Pirates Cove	W. Cowen, R. Trevino
	TBD	Information on FYE	E. Ruiz, E. Bartel
	TBD (92-100)	Credit by Exam Course Exclusion List	S. Szczebiot, T. Brabander