

# Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, January 24, 2017 3:30-5:00 p.m. MCW-312

**Present:** Bob Moskowitz, Cari Lange, ~~Casey Mansfield, Corey Wendt, Damien Pena,~~ Deanna Hall, Debbie Newcomb, Eric Martinsen, Jeffrey Wood, Jennifer Parker, Joe Selzler, Karen Harrison, Kimberly Hoffmans, Lazaro Salinas, ~~Lydia Morales, Marcelino De Cierdo,~~ Marian Carrasco Nungaray, Marta de Jesus, ~~Mary Jones, Michael Ward,~~ Michelle Millea, Patricia Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Raeann Koerner, Robert Lawson, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Tania DeClerck, Terry Morris, Thomas O'Connor.

**Guests:** Greg Gillespie, Alex Kolesnik, Kathleen Schrader

**Recorder:** Sebastian Szczebiot

**Minutes:** Convened: 3:30 p.m.

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME/ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>a) Happy New Year and welcome to the new chairs</li> <li>b) <b>January 31<sup>st</sup></b> – Institutional Effectiveness Program Initiative’s [IEPI’s] peer review team’s third visit</li> <li>c) <b>February 10<sup>th</sup></b> – VC Forum to discuss Accreditation and Master Planning</li> <li>d) <b>March 2<sup>nd</sup> and 3<sup>rd</sup></b> – Achieving the Dream coaches on campus</li> <li>e) <b>March 31<sup>st</sup></b> – All campus retreat</li> </ul>	
<b>II. REVIEW MINUTES</b>	Minutes approved via consensus	
<b>III. REVIEW OF 2016-17 GOALS</b>	<i>Not addressed</i>	
<b>IV. VICE PRESIDENT UPDATES</b>	<p>Kim –</p> <p>Last Day of Attendance memo– rosters need to match so that we are not receiving money we do not deserve. Students not attending need to be dropped before census – they can be reinstated if needed.</p> <p><i>Damien Pena not present</i></p>	
<b>V. ENROLLMENT DISCUSSION</b>	<ul style="list-style-type: none"> <li>A. FALL SCHEDULE PROCESS               <ul style="list-style-type: none"> <li>a. Scheduling Binders distributed                   <ul style="list-style-type: none"> <li>i. ADSs are looking for more efficient ways to approach scheduling</li> </ul> </li> <li>b. Kelly presented binder-                   <ul style="list-style-type: none"> <li>i. We want to streamline.</li> </ul> </li> </ul> </li> </ul>	

Agenda Item	Summary of Discussion	Action due by whom
	<ul style="list-style-type: none"> <li>ii. Kim: for example, going forward, cancelled classes will not show up in Enstat – they will not be automatically rolled over. They can be re-added if necessary. These are triggers to help us be smarter about scheduling.</li> <li>iii. Kim: Release time can be from grants, etc, so these streamline processes should help us make sure funding is correct, etc.</li> <li>iv. Enstats will be for the end of the semester.</li> <li>v. Forms will be sent electronically, or can be handwritten.</li> <li>vi. Calendar – Deans have been added to production calendar as there are several elements for them to check. Deans need to work with Dept Chairs.</li> <li>vii. List of classrooms has been included. Please note that classrooms are released on the 22<sup>nd</sup> of March – this is when classrooms can be shuffled around. Important to be ready by then. <ul style="list-style-type: none"> <li>1. If classrooms are not available, yes you must wait until the 22<sup>nd</sup>. However, going forward, it may be wise to address the mix and number of classrooms divisions have based on FTES.</li> </ul> </li> <li>viii. Short-term calendar may still need tweaking. For example, students that enroll in a short term class after census are not eligible for financial aid for that class.</li> <li>ix. ADSs prefer Block Schedule for purposes of classroom allocation.</li> <li>x. Paula – why do we not have Friday classes? <ul style="list-style-type: none"> <li>1. Kim – they are definitely an option. They are often good for working students. Also Saturday classes.</li> <li>2. Debbie – we want to offer Friday classes but we are fearful of not filling them and losing them.</li> <li>3. Stacey – Saturday classes fill up quick.</li> </ul> </li> <li>xi. Paula – Publishing a two year course offering guide/sequencing is very helpful.</li> <li>xii. FYI – an FTE equivalency conversion chart has been included with a link to an online calendar.</li> <li>xiii. Ron – hybrid and online courses appear the same on the schedule. Can we flag them in Banner as a hybrid course? <ul style="list-style-type: none"> <li>1. Kelly will look into this.</li> </ul> </li> </ul>	

Agenda Item	Summary of Discussion	Action due by whom
	<p style="text-align: center;">2. Kim – we should have a section that lists only online/hybrid. Also one that lists late start classes separately.</p> <p>xiv. Kelly is approving all EMS requests related to a CRN.</p> <p>xv. Requests in EMS should be funneled through the division Admin. Assist.</p> <p>xvi. Room list also has a “discipline list” which shows which rooms are best for what discipline. However, room list needs to be discussed.</p> <p>xvii. Legend for Enstats has been provided.</p> <p>B. BLOCK SCHEDULE</p> <p style="padding-left: 20px;">a. <i>Debbie’s proposal not addressed</i></p> <p>C. SPRING 2017</p> <p style="padding-left: 20px;">a. FTES trend has been going down – but we have somewhat levelled off.</p> <p style="padding-left: 20px;">b. On the other hand, FTEF has gone up.</p> <p style="padding-left: 20px;">c. As a result, productivity has gone down. We are hoping to reach 500 this year - We want to get to 525 by 2018/19.</p> <p style="padding-left: 20px;">d. 10% of budget goes towards just 3% of FTES. This is not sustainable.</p> <p style="padding-left: 20px;">e. Productivity is three prong – we overspent our budget last year, and FTEF may need to be reduced to meet our conditions.</p> <p style="padding-left: 20px;">f. Some concern expressed that increasing productivity means FTES goes down.</p> <p style="padding-left: 40px;">i. This then starts to affect class offerings, etc.</p> <p style="padding-left: 20px;">g. Greg – we are cancelling too many classes.</p> <p style="padding-left: 20px;">h. Terry – Health/Kin/Athletics was mixed with Dance etc, which makes it very difficult to manage numbers.</p> <p style="padding-left: 20px;">i. Greg – our purpose is to help students achieve certification/degree and go into the workforce, or to transfer.</p> <p style="padding-left: 40px;">i. Guided pathways is another approach that is being discussed at the state. This would help with two year schedules, for example. It is an initiative that will need to be discussed.</p> <p style="padding-left: 60px;">1. Peter – this initiative will limit students’ ability to explore. This seems to be an unfortunate trend...</p>	

Agenda Item	Summary of Discussion	Action due by whom
	<p style="text-align: center;">to offer less and less.</p> <ul style="list-style-type: none"> <li>j. Bob – cuts were draconian and we still haven't recovered. It is concerning that we still look at individual classes as opposed to the whole picture. We shouldn't cut classes a week before school starts, because a lot of students sign up late.</li> <li>k. Raeann – VCSP should have their own budget, because those often get cut first since they are the least popular</li> <li>l. Greg – Fiscal chart distributed <ul style="list-style-type: none"> <li>i. Greg noted the overspending during Summer 2016 as well as Fall 2016.</li> <li>ii. Projected operating adjustments actually leave us underfunded – However, Spring 2017 we are not overspending.</li> </ul> </li> </ul> <p>D. SUMMER 2017 TARGETS</p> <ul style="list-style-type: none"> <li>a. 4 week schedule looks good, 6 week schedule may need some changes.</li> <li>b. Want to offer most productive courses in the summer. We rely on them to make our numbers. However, fall and spring will not have as many changes.</li> <li>c. Peter – we are locked in 4 and 6 week schedule for the summer, but why? We can be really creative here.</li> <li>d. Paula – some students miss one grade for transfer for example, so you offer a late spring semester in the April to offer a second chance.</li> <li>e. Greg – targets are a new thing. And we want the divisions to be involved in working towards these.</li> </ul>	
<b>VI. INFORMATIONAL/DISCUSSION</b>	<p>A. CREDIT BY EXAM EXCLUSION LIST</p> <ul style="list-style-type: none"> <li>a. <i>Not Addressed</i></li> </ul> <p>B. 2017-18 CATALOG MEMO</p> <ul style="list-style-type: none"> <li>a. <i>Not Addressed</i></li> </ul>	
<b>VII. STUDENT LEARNING OUTCOMES (DEBBIE NEWCOMB)</b>	<i>Not addressed</i>	

Agenda Item	Summary of Discussion	Action due by whom
<b>VIII. CHAIR UPDATES AND GENERAL ANNOUNCEMENTS</b>	<i>Not addressed</i>	
<b>IX. FUTURE AGENDA ITEMS?</b>	<ul style="list-style-type: none"> <li>• Room List</li> <li>•</li> </ul>	
<b>X. ADJOURNMENT</b>		
<b>NEXT SCHEDULED MEETING</b>	February 28 <sup>th</sup> , 2017 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. (4<sup>th</sup> Tuesday of Every Month)**

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

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*