

Preliminary Spring 2017 Ventura College Class Cancellation Report

	Spring 2016	Spring 2017*
Classes initially scheduled	1,187	1,174
Classes inactivated/cancelled	100	95
Classes remaining	1,087	1,079

	Spring 2016	Spring 2017*
Classes inactivated/cancelled before the week prior to first day of school	38	47
Classes cancelled during/after the week prior to first day of school	62	48
Total	100	95

Classes Cancelled During/After the Week Prior to the First Day of School

	Spring 2016	Spring 2017*
Students enrolled in a cancelled class	463	369
Students still enrolled in any other class	412	339
% still enrolled	89.0%	91.9%

	Spring 2016	Spring 2017*
Avg remaining unit load of students in cancelled classes	8.41	8.45
Avg unit load of all enrolled students	8.43	8.47

*Spring 2017 data are preliminary values as of January 20, 2017.

Note. Sections cross-listed together count as a single class.

FY17						
End of Month	Month Expenses	YTD Expenses	Projected Expenses	Adopted Budget	Projected Balance	Adj Proj Balance
Nov		18,741,273	46,254,253	48,372,019	2,117,766	184,668
Dec		23,170,599	46,912,359	48,372,020	1,459,661	(473,437)
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Final						

FY17 Operating Adjustments	
2% End of Year Balance	(949,050)
1311 + 1313 Deficit	(259,595)
1321 + 1323 Deficit	(403,818)
1317 Deficit (4 week summer)	(320,635)
Compensation Settlements	-
FY17 Additional Operating Adjusts	(1,933,098)

FY16						
End of Month	Month Expenses	YTD Expenses	Ending Expenses	Adopted Budget	Ending Balance	YTD Ratio
Nov		18,149,983	46,783,569	45,976,430	-807,139	38.8%
Dec	3,871,891	22,021,874	46,783,569	45,976,430	-807,139	47.1%
Jan	3,911,650	25,933,524	46,783,569	45,976,430	-807,139	55.4%
Feb	4,139,660	30,073,184	46,783,569	45,976,430	-807,139	64.3%
Mar	4,261,986	34,335,170	46,783,569	45,976,430	-807,139	73.4%
Apr	4,228,359	38,563,529	46,783,569	45,976,430	-807,139	82.4%
May	4,186,637	42,750,166	46,783,569	45,976,430	-807,139	91.4%
Jun	869,906	43,620,072	46,783,569	45,976,430	-807,139	93.2%
Final	3,163,497	46,783,569	46,783,569	45,976,430	-807,139	100.0%

FY15						
End of Month	Month Expenses	YTD Expenses	Ending Expenses	Adopted Budget	Ending Balance	YTD Ratio
Nov		17,714,497	41,937,476	42,793,342	855,866	42.2%
Dec	3,971,657	21,686,154	41,937,476	42,793,342	855,866	51.7%
Jan	3,664,857	25,351,011	41,937,476	42,793,342	855,866	60.4%
Feb	3,982,908	29,333,919	41,937,476	42,793,342	855,866	69.9%
Mar	3,339,974	32,673,893	41,937,476	42,793,342	855,866	77.9%
Apr	3,863,444	36,537,337	41,937,476	42,793,342	855,866	87.1%
May	3,695,841	40,233,178	41,937,476	42,793,342	855,866	95.9%
Jun	1,704,298	41,937,476	41,937,476	42,793,342	855,866	100.0%
Final	0	41,937,476	41,937,476	42,793,342	855,866	100.0%

1/18/2017

Ventura College Fund 111

FY17 Ending Balance 010317

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
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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

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*	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
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	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

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	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

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.