

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

Tuesday, January 26, 2016 MCW-312

Present: Nathan Cole, Patricia Ewins, Richard Goff, Nancy Fredrickson, Karen Harrison, Mary Jones, Cari Lange, Robert Lawson, Casey Mansfield, Eric Martinsen, Michelle Millea, Lydia Morales, Bob Moskowitz, Ronald Mules, Paula Munoz, Debbie Newcomb, Maureen Newton-Eliot, Terry Pardee, Jennifer Parker, Tom O'Connor, Malia Rose, Peter Sezzi, Stacy Sloan-Graham, Ben Somoza, Michael Ward, Patricia Wendt, Jeff Wood

Guests: Andrea Horrigan, Sociology/SLO

Recorder: Jenifer Cook

Minutes: Convened: 3:33 p.m.

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	Introductions	
a) Catalog Corrections due <u>Feb. 22</u> to Katie Owashi	It's important to get catalog changes to Katie Owashi by the February 22 deadline.	
b) Institutional Effectiveness Partnership Initiative (IEPI) Peer Review Team (PRT) visit on <u>Feb. 8</u>	The PRT team will be here February 8. This team's goal is to help VC improve in the areas of integration and communication. DCC are encouraged to participate in the PRT team visit.	
c) Community College Survey of Student Engagement (CCSSEE) to be completed in selected classes between <u>March 28-April 21</u> (tentative dates)	CCSSEE measures student engagement and will help the College assess success in this area. This spring, faculty will be selected to allow class time for students to complete the assessment. Please encourage faculty to participate in the CCSEE testing.	
d) Achieving the Dream coaches visit <u>March 17 & 18</u>	Achieving the Dream coaches will be on campus March 17 and 18 th . More information will follow.	
II. REVIEW MINUTES FROM NOVEMBER	No Corrections to November minutes.	
III. OFFICE OF STUDENT LEARNING UPDATES		
a) Pat Ewins	Patricia Ewins discussed CCSSEE and expressed the importance of the DCC's help to communicate the importance of this test to the instructors in your departments. Student Success Committee is responsible for integrating initiatives (3SP, Equity Plan, Basic Skills, and others) aimed to support student success and for the coordination of the Achieving the Dream. From these various plans to support students, the College will develop two to three big ideas for our accreditation quality focus essay to synchronize our success efforts to help student completion.	
b) Kim Hoffmans	Overall the grade submission by the deadline went well and was successful. Thank you.	

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	<p>The thoughtful development of the spring schedule was appreciated and resulted in fewer cancellations.</p> <p>Enrollments for VC are down about 1% from last spring. Other colleges have reported reductions in enrollments as well; although the expectation from the state is 1.2-2% growth.</p> <p>Remember summer schedules were due last week. As appropriate, the College would like to increase course offerings to almost double as compared to last summer.</p>	
IV. INFORMATIONAL/DICUSSION		
a) Dept. Chair/Coordinator Training	<p>Kim Hoffmans suggested having a DCC retreat to discuss, among other things, common goals and software (e.g. Tableau) that would assist with schedule building. Please send Cari Lange agenda items and food restrictions; please also copy Jenifer Cook.</p>	
b) Organizational restructure	<p>Kim Hoffmans distributed the latest Organizational Chart and two (2) different department/program lists. We are working on getting an accurate count of part-time and full-time faculty. Work with your dean to correct this and they will communicate with Kim.</p> <p>Cari Lange suggested that our February meeting be dedicated to restructure.</p> <p>As we think about reorganizing the divisions, it was suggested that the following general guidelines/suggestions apply:</p> <ul style="list-style-type: none"> • Balanced loads among the deans • Synergistic relationships among disciplines (e.g. Arts with Design, architecture, etc.) • Suggested hiring assistant deans for high volume CRNs in a division • Suggested one division house all the lab classes (Malia Rose) • Contractual issues that could be revised may help reduce dean workload such as the volume of faculty evaluations or hiring (Bob Moskovitz) • Specific department requests: <ul style="list-style-type: none"> ○ Speech should be with social science/humanities/performing arts instead of English ○ Criminal Justice should stay in CTE. CJ is academic and vocational program. <p>Please email Cari, Kim and Jenifer the associations that your discipline represents.</p>	<p>DCC Members</p> <p>DCC Members</p>
V. STUDENT LEARNING OUTCOMES (Debbie Newcomb)	<p>Andrea Horrigan distributed handouts pertinent to academic and service areas.</p> <p>Andrea Horrigan and/or Debbie Newcomb would like to meet with each DCC member by April to make sure things are in order for accreditation.</p> <p>Please take note of two (2) upcoming Forums:</p> <ul style="list-style-type: none"> • March 4 -- ISUO #1 for Service Units • April 12 – ISLO #3 Critical Thinking and Problem Solving 	

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	<p>Regarding PSLOs, please double check that PSLOs in the catalog match TracDat. If not the same, inform Katie Owashi and Debbie Newcomb whether TracDat or Catalog PSLO is correct.</p> <p>A new SLO Handbook on our Website will be published by May. Nathan Cole has assisted with the creation of this document.</p> <p>Grant Jones has created a Shared SharePoint Drive for each DCC member to upload and save SLO evaluation data. Debbie will email the Shared Drive Link.</p> <p>When you submit a class in Curriculum Committee Debbie looks to make sure both (TracDat & COR) systems match.</p> <p>Felicia will upload the Courses with their SLO and SUO reports for each department on the website.</p> <p>SLO have to be in four places:</p> <ol style="list-style-type: none"> 1) Syllabi 2) Website 3) TracDat 4) COR/Curricunet <p>Service Unit pages will be uploaded/updated in May.</p>	
VI. CONTRACT LANGUAGE REGARDING THE ROLL AND RESPONSIBILITIES OF DEPT. CHAIRS (Kim, Pat, & Jenifer will leave for this discussion)	Kim Hoffmans, Patricia Ewins, and Jenifer Cook left the room for this discussion.	
VII. GENERAL ANNOUNCEMENTS	Eric Martinsen announced that we have a web master, Rhonda Lilley, who can help clean up website.	
VIII. FUTURE AGENDA ITEMS?		
IX. ADJOURNMENT	5:00 p.m.	
NEXT MEETING	February 23, 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 25, 2015~~
~~September 22, 2015~~
~~October 27, 2015~~

~~November 24, 2015~~
~~January 26, 2016~~

February 23, 2016
April 26, 2016 (last meeting)