

# Ventura College Department Chairs & Coordinators Council – Meeting Minutes

**8/28/2018 3:00-4:30 p.m. MCW-312**

**Present:** Bea Herrera, Bob Moskowitz, Damien Pena, Deanna Hall, Eric Martinsen, Jeff Wood, Joe Selzler, Kamelia Algiers, Lazaro Salinas, Mary McDonough, Michael Ward, Michelle Beard, Michelle Millea, Patty Wendt, Paula Munoz, Philip Clinton, Rachel Johnson, Ralph Fernandez, Robert Lawson, Rocio Fajardo, Sandra Melton, Tom O'Connor

**Guests:** Damon Bell, Phillip Briggs

**Recorder:** Sebastian Szczebiot

**Minutes:** Convened: 3:00

Agenda Item	Summary of Discussion	Action due by whom
<b>I. WELCOME/ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• <b>New Dept. Chair Training – Sept. 20 3 – 4:30 pm</b></li> <li>• Evaluation- Dean to be trained in Distance Education/Canvas on <b>Sept. 4</b> <ul style="list-style-type: none"> <li>○ <i>Effective July 1, 2018, for the purposes of evaluating a faculty member engaged in a distance education modality, all evaluators reviewing a distance education evaluatee must have previously received an orientation by designated College staff or be certified under provisions 23.2 of this article. (AFT Article 23.3.D.)</i></li> </ul> </li> <li>• Labor Day Holiday (No classes) <b>Sept. 1-3</b></li> <li>• Final Spring Schedule changes to Data Specialist <b>Sept. 10</b></li> <li>• New Department Chair Training- <b>Sept. 20 from 3-4:30 pm</b></li> <li>• Program Review due to Dean on <b>September 24</b></li> <li>• <b>Guided Pathway College Retreat- September 21</b> <ul style="list-style-type: none"> <li>○ Topics will include:                             <ul style="list-style-type: none"> <li>▪ Student panel</li> <li>▪ Program mapping</li> <li>▪ Program Clusters/meta major discussion</li> </ul> </li> </ul> </li> <li>• Other Guided Pathway SAVE THE DATES- <b>December 3</b> from 3-5 pm Parley Discussion (future date- <b>Spring retreat 2/8 and Flex 4/25</b> lunch)</li> </ul>	
<b>II. WELCOME DR BELL</b>	<p>Dr Bell will be hosting meet and greets and coffee socials around campus and invites everyone to participate and engage. In addition, Dr. Bell's door will remain open throughout the year.</p> <p>A question was asked regarding Dr. Bell's experience with Guided Pathways and any</p>	

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	<p>takeaways: he reminded us of the importance of keeping student equity in mind throughout the development process.</p> <p>Another question was asked about the difference between single and multi-college districts: multi-college districts have an added layer of management with the Chancellor position, and require more reaching across the table on a district level as opposed to focusing on one college alone.</p> <p>Favorite thing about Ventura College so far: Meeting the students at the Welcome Back tables.</p>	
<b>III. REVIEW MINUTES</b>	Minutes approved via consensus	
<b>IV. CO-CHAIR RECOMMENDATIONS</b>	To be placed on September agenda	
<b>V. REVIEW CHARGE</b>	No recommendations for changes from council.	
<b>VI. VICE PRESIDENT REPORTS</b>	<p><u>VPSA:</u> Admissions &amp; Records (AR)/Financial Aid (FA) audits were successful – FA had no recommendations, AR had some questions regarding positive attendance classes.</p> <p><u>VPAA:</u></p> <p>Enrollment numbers are slightly up from last year, and our head count is slightly up. Students’ average units enrolled is slightly lower.</p> <p>Late enrollment post card will be going out.</p> <p>We did not cancel any classes with 15 or more students as the group wanted. Deans have been asked to process cancellations in conjunction with department chairs. *Correction sent out via email on 8/29 by K. Hoffmans to DCCC – One Nursing class NS V84 was cancelled due to lack of instructor.</p>	

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	<p>Productivity is trending in the right direction, and late start classes haven't been counted yet.</p> <p>Productivity and FTES equations will all need to be reviewed in light of the new allocation model. Even though this can change with the governorship, most likely performance based funding will remain a component of the state appropriations model.</p> <p>Bea noted that certificates with less than 16 units will not count toward the 20% of allocation that is based on completion.</p> <p>Career Education (CE) noted that in CE classes, the workforce often only requires certificates with 12 units for example, which the state on the other hand won't fund as completers. Kim noted that we need to think about the student first. If the student only needs the 12 units to be employable, then maybe we need to accept that, or perhaps stack certificates, etc. However, these are conversations that would need to be had directly with the department experts.</p> <p>The DCCC brought up concerns regarding Workforce and Economic Development classes. Faculty noted that if these courses are in direct conflict with our offerings, it is a problem, and we need to be clear on how these offerings are helping Ventura College directly! Rocio noted this affects CalWORKS as well.</p> <p>Ralph agrees that if this was coordinated with the disciplines it could indeed be helpful, but it seems they are working around us.</p> <p>Caregiver program: numbers who started? Numbers that finished? Job placement? Salary? And connection to VC/OC/MC programs? Enrolled in any classes?</p> <p>Ralph will come up with some questions as well, and Deanna will take them to the district committee</p>	
<p><b>VII. PROGRAM REVIEW</b></p>	<p>This will be the peak "transition" year.</p> <p>Program review process, timeline dates, etc, are all online on the website. From here you can also access the online program review platform.</p> <p>You need to use your full email address to sign in.</p>	

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	<p>From homepage, choose your type of program: i.e. instructional programs.</p> <p>Phil proceeded to work through the steps of the online program review system. Phil encourages anyone with questions once they start to reach out to him.</p> <p>Unmet requests needed to be rolled over to the new year.</p> <p>Access is granted to department chairs, but chairs can request access for helpers.</p> <p>Kim to ask Cathy what initiatives from last year will or have been funded, as this could affect the program review for this year.</p> <p>*Note: Cathy emailed funded requests to college and the list can be found online under 2017-18 program review.</p> <p><a href="https://www.venturacollege.edu/college-information/program-review/program-review-2017-2018">https://www.venturacollege.edu/college-information/program-review/program-review-2017-2018</a></p>	
<b>VIII. DEPARTMENT CHAIR CALCULATIONS</b>	Phil created spreadsheet to try to improve our accuracy and consistency with calculating department chair release. This was distributed as Kim would like the Dept Chairs to be involved in review to assure accuracy.	
<b>IX. GUIDED PATHWAYS</b>	Distributed SAIL Master Workplan Discussed Steward Group composition Student Information Session scheduled for Friday the 31 <sup>st</sup> of August.	
<b>X. GENERAL COUNCIL ANNOUNCEMENTS</b>		
<b>XI. DISCUSSION WITHOUT ADMINISTRATION</b>		
<b>XII. ADJOURNMENT</b>	4:30 pm	
<b>NEXT MEETING</b>	<b>FIRST MEETING OF AY 2018 - 19</b>	

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

August 28, 2018	October 23, 2018	January 22, 2019	March 26, 2019
September 25, 2018	November 27, 2018	February 26, 2019	April 23, 2019

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