

Ventura College Department Chairs & Coordinators Council – Meeting Minutes

1/23/2018 3:30-4:30 p.m. MCW-312

Present: Andrea Adlman, Bea Herrera, Bob Moskowitz, Cari Lange, Damien Pena, Deanna Hall, Emily Bartel, Eric Martinsen, Jeff Wood, Jennifer Parker, Karen Harrison, Kim Hoffmans, Laura Woyach, Lazaro Salinas, Marta De Jesus, Patricia Wendt, Paula Munoz, Peter Sezzi, Philip Clinton, Raeann Koerner, Ralph Fernandez, Robert Lawson, Rocio Fajardo, Ronald Mules, Sandra Melton, Stacy Sloan Graham, Tom O'Connor.

Guests: Phil Briggs

Recorder: Sebastian Szczebiot

Minutes: Convened: 3:30

Agenda Item	Summary of Discussion	Action due by whom
I. WELCOME/ANNOUNCEMENTS	<p>II. Campus Fire Debrief TBA</p> <p>III. Fall Class Schedule was due to Deans <u>January 15</u></p> <p>IV. Men of Color rescheduled for <u>Feb. 9</u></p> <p>V. 11th Annual Ribbons of Life Breast Cancer Game on <u>Wednesday Jan. 24</u> and VC vs. OC Basketball Game</p> <p>VI. Revisions for Preliminary Online Catalog <u>due March 26</u></p>	
VII. GENERAL DISCUSSION without Administration	Not on record – 3:00 to 3:30 pm	Kim to come back with answers
VIII. REVIEW MINUTES	Minutes approved via consensus	
IX. Debrief from Thomas Fire (3:35 – 3:55 pm)	<p>Faculty and staff impacted by road closures will again be able to use the Disaster Code instead of personal leave.</p> <p>College will be reimbursing any additional transportation costs that faculty and/or staff incurred.</p> <p>Moreover, a big personal thank you from VC Administration for all the hard work done over this difficult time.</p>	
X. Tableau Classrooms (PB 3:55 to 4:10 pm)	Presented Tableau Dashboard that shows classroom utilization at VC – Calculation was made using a maximum of 59.3 hours available, Mon to Thurs.	

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	<p>Feedback:</p> <p>It would be beneficial to have a way to denote specialized (and restricted) classrooms.</p> <p>It would also be beneficial to have a tab that lists the data based on time slots.</p> <p>It was brought up that maybe we need a discussion regarding dedicated classrooms.</p> <ul style="list-style-type: none"> • Is there a place on campus with an ADA compliant sink? 	
<p>XI. Vice President updates</p>	<p>a) Damien Peña</p> <ul style="list-style-type: none"> • VC Required Syllabus Disability Statement: <i>Students with disabilities, who may need accommodations in this class, are encouraged to contact the Educational Assistance Center (EAC) as soon as possible to ensure that such accommodations are implemented in a timely manner. Authorization, based on verification of disability, is required before any accommodation can be provided. The EAC can be contacted at 805-289-6300 or in person by visiting the Administration Building.</i> ○ This statement will now be required on every class syllabus. (Starting with Summer 2018.) ○ Deans will be asked to check all syllabuses for this statement. <p>b) Kim Hoffmans</p> <ul style="list-style-type: none"> • Catalog – we will have two versions this year. The first, an online preliminary catalog (with no pictures, etc.), will be posted on the VC website in time for dual registration. The second, hard copy version will be published in June. • Summer schedule: we are asking for some reserve monies from the district, as we did not budget for it. There is also a new funding model coming from the Governor. Hence, enrollments over the next year are very important – and this semester, we are 2% down (however, this is impacted by the 	

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	fire).	
XII. GENERAL ANNOUNCEMENTS	<p>DTRW-SS is asking that payment plan for Financial Aid Students be rolled out well in advance of registration.</p> <p>Questions asked regarding threshold for cancelling labs – such as 33%? Kim will review.</p> <p>Dual registration – Our message should have and could have been louder.</p> <p>Marketing – There is some concerns with responsiveness of the marketing department. In addition, it seems we are missing out on traditional advertising opportunities.</p> <ul style="list-style-type: none"> • FYE is contingent on growth, meaning they need to be creative with marketing – They mostly rely on available software, as well as student interns, for example. 	
XIII. FUTURE AGENDA ITEMS?	<p>Dual Registration and Class Cancellations parameters with VC Deans</p> <p>Curriculum issues – tabled</p> <ul style="list-style-type: none"> • CurricUNET • COCI • Guided Pathways 	Invite Deans
XIV. ADJOURNMENT	4:39	
NEXT MEETING	Feb 27, 2018 3:00 – 4:30 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 22, 2017	November 28, 2017	March 27, 2018 (Spring Break)
September 26, 2017	January 23, 2018	April 24, 2018 (last meeting of year)
October 24, 2017	February 27, 2018	

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.

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