

VENTURA COLLEGE

**Department Chair Council - Minutes**

**CAMPUS CENTER CONFERENCE ROOM**

**September 28, 2010 – 3 p.m.**

**Present:** B. Herrera, B. Moskowitz, C. Mansfield, D. Kumpf, J. Stauffer, J. Garcia, J. Parker, J. Garey, K. Harrison, L. Hall, M. De la Rocha, P. Wendt, P. Muñoz, R. Koerner, R. Sanchez, S. Melton, S. Quon, T. DeClerck, T. Prell, G. Huddleston, T. Harrison, K. Scott, G. VanMeter, E. Tennen

**Guests:** Michael Callahan, Kelsie Sims, Tom Temprano, Peter Sezzi, Krista Wilbur, Steve Manriquez

**Recorder:** Linda Resendiz

**Minutes:**

| Agenda Item  | Summary of Discussion  | Action (If Required) | Completion Timeline | Assigned to: |
|--|--|----------------------|---------------------|--------------|
| <b>Welcome</b>   | Ramiro welcomed everyone to the first Department Chair Council meeting of the academic year. He welcomed Patti Wendt, Sandy Melton, and Jenna Garcia to the Council.   |                      |                     |              |
| <b>Approval of April 27 Meeting Notes</b>              | Meeting notes for 4/27/10 meeting were reviewed and approved as submitted.   |                      |                     |              |
| <b>Presentations &amp; Discussions</b>                 |  |                      |                     |              |
| <b>a. Institutional Research Reports – M. Callahan</b> | Michael reviewed the following reports with the Council: Fall 2010 Enrollment Data, Fall 2010 VCCCD Students by Census Age Category and Gender, and Fall 2010 Number of VC Students by Major. He mentioned that the largest number of students attending VC come from Ventura and Oxnard. He said that the largest concentration of student attending VC are 24 years or younger. He said that 183 different majors have been declared by one or more students. He also said that these reports will be officially adopted by the BOT and will appear on the intranet through MyVCCCD. |                      |                     |              |

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| <p><b>b. Assessment Data for Fall 2010 – S. Manriquez</b></p> | <p>It was mentioned that the transition was for the enforcement of prerequisites was not good. Students have had to provide documentation to the assessment office to be unblocked for a prerequisite. The counseling office has provided the assessment office with needed documents. It did become a challenge when students could not provide the needed documentation. Overall the biggest challenge was explaining the process to students. Even though the information was available, students still asked to speak to someone.</p> <p>These were some concerns/commendations from the council:</p> <ul style="list-style-type: none"> <li>• Make the process user friendly. Suggest having something that says who people need to see.</li> <li>• Commendation was made for the process in place. Students are exceeding prerequisites problem with taking classes (eg. Computer science).</li> <li>• Suggest that some courses should change prerequisites to recommended prep unless of course it does not articulate.</li> <li>• Provide guidelines for student writing down their reasons why they want to challenge a prerequisite.</li> </ul> |                      |                     |              |

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| <p><b>c. How does your division deal with underprepared students?</b></p>                                 | <p>Per request of Kathy Scott, her intent is to get ideas from non English departments on how each division deals with underprepared students. She would love to see some type of standards across the disciplines where reading or study skills are assigned to classes.</p> <p>Some Council members provided information on what their department is doing:</p> <ul style="list-style-type: none"> <li>• Sandy Melton: Students initially have to take TSA test to determine their skills. If they score less than 67% they have an algorithm of classes to remediate. Once in the program, they take a success workshop class on time management, how to read textbook, and how to take a test. There is a high risk skills class available for the whole first year to help with deficits.</li> <li>• Raeann Koerner: A lot of different writing assignments are assigned. Students have essays and research papers to do as well as informal writing such as journaling.</li> <li>• Bea Herrera: As a result of so many students being on academic probation, counseling will be having a one unit college orientation and survival training class. This class will deal with time management and test taking skills.</li> </ul> |                      |                     |              |
| <p><b>How does your division support/guide students who are English language learners?</b></p>            | <p>Tabled for November's meeting.</p>   |                      |                     |              |
| <p><b>How does your division balance grades for academic content with grammar and writing skills?</b></p> | <p>Tabled for November's meeting.</p>   |                      |                     |              |

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| <b>Community College Survey of Student Engagement 2010</b>                   | Ramiro provided a handout on the CCSSE key findings for VC.  |                      |                     |              |
| <b>Updates</b>   |  |                      |                     |              |
| <b>Accreditation Team Visit – R. Sanchez</b>                                 | Ramiro mentioned that the Accreditation Team will be visiting VC the week of October 11 (Monday through Thursday). The first official meeting with faculty leaders and administration will be on Tuesday of that week. The meeting location is in the CCCR and LRC. All members have been given access to go into distance ed classes and watch and see what's going on. |                      |                     |              |
| <b>Curriculum: Priority 1 Courses – R. Sanchez</b>                           | An email was sent out to all Department Chairs notifying them as to which courses have been approved. He reminded everyone that if courses on the priority list are not revised/updated by the October 1 <sup>st</sup> deadline, these courses will not be offered in fall 2011.   |                      |                     |              |
| <b>Department Chair Expectations for Faculty Members – R. Sanchez</b>        | At the April 2010 meeting, the Department Chair Expectations for Faculty Members was distributed listing the expectations that Admin Council developed to assist Department Chairs. The list has since been modified lightly and included in the Full-time and part-time faculty handbooks.  |                      |                     |              |
| <b>Enforcement of Prerequisites – Council</b>                                | Tabled for November's meeting  |                      |                     |              |
| <b>Introduction of El Camino HS principal and new counselor – B. Herrera</b> | Bea Herrera introduced Kelsie Simms, Principal, and Tom Temprano, new counselor, from El Camino High School.   |                      |                     |              |
| <b>SB 1440 – Council</b>   | The Governor has not signed this bill yet and no additional information from the League or State Chancellor's Office has been received. The State Chancellor's Office has been working with the State Academic Senate to move forward in getting some guidelines in place.   |                      |                     |              |
| <b>Measure S Projects – R. Sanchez</b>                                       | Ramiro provided an update of all the Measure S projects that have been funded and where they stand.  |                      |                     |              |

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| <b>New Instructional Technologist – K. Wilbur</b>  | Krista is the new Instructional Technologist. Her role will be different from her previous role. She will be visiting with her counterparts at OC and MC to see how they have their area set up. She is preparing a training schedule on D2L and other items. .                                  |  |                     |              |
| <b>Faculty Minimum Qualifications (MQ's) &amp; Local Equivalency Committees – P. Sezzi</b> | Peter distributed a handout on the process faculty will be going through for the verification of minimum qualifications. He said that he will be contacting Department Chairs to request the names of two full-timers who can serve on the Minimum Qualifications & Local Equivalency committee. | If you have any questions contact Peter Sezzi. |                     |              |
| <b>Assigning Disciplines/MQ's to Course Outline of Record – P. Sezzi</b>                   | Peter said that discussion is starting on the assignment of disciplines and minimum qualifications on course outlines. He said that other colleges have an area where they note the discipline on the course outline.  |  |                     |              |
| <b>Criteria/Form for Future Proficiency Awards – P. Sezzi</b>                              | Peter mentioned that Curriculum Committee is discussing the criteria for proficiency awards. It will be presented at the next Curriculum Committee meeting for approval. Expect the completed form a month from now.   |  |                     |              |
| <b>Submitting Agenda Items – R. Sanchez</b>  | Ramiro announced that Gary VanMeter will be retiring. There will be a party for him on October 5 <sup>th</sup> . He thanked Gary for his outstanding service to the college and students.  |  |                     |              |
| <b>Next Meeting</b>  | Tuesday, October 26, 2010 – 3 p.m.<br>Campus Center Conference Room  |  |                     |              |