**Ventura College Department Chairs & Coordinators Council – Meeting Minutes**

**2/25/2020 3:00-4:30 p.m. MCW-312**

**Present:** Tom O’Connor, Paula Munoz, Bob Moskowitz, Brent Wilson, Cari Lange, Kammy Algiers, Philip Clinton, Dan Clark, Michael Ward, Ronald Mules, Michelle Millea, Jeffrey Wood, Ralph Fernandez, Peter Sezzi, Deanna Hall, Rachel Johnson, Gema Sanchez, Rocio Hernandez, Maria Flores, Joe Selzler, James Walker, Eric Martinsen, Michelle Beard, Stacy Sloan-Graham, Jennifer Kalfsbeek-Goetz

**Guests: Phil Briggs, Asher Sund**

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened:**

| **Agenda Item** | **Summary of Discussion** | **Action due**  **by whom** |
| --- | --- | --- |
| 1. Brief Announcements and Approval of meeting notes | Notes approved via consensus  HVAC technician being filled due to retirement in current position.  Fixing HVAC in Sciences building means moving labs out of the Science building. This requires significant construction and may be too difficult to accomplish this summer – however, there are some other ideas and possibilities that are being looked at. Some more contractors were surveyed and they felt previous developed plan was not ambitious enough – more details are forthcoming.  Science building task force meetings stopped taking place – P.Clinton would like to see these revived.  Orlando DeLeon our new FMO Director will be involved going forward.  Chairs to send Jennifer the old plan that was devised last year.  FYE – who decided this is tied to priority registration and why?  DTRW-SS decides on priority registration  Chairs asked where did the money come from for 20 sections of counseling, when other classes were being cut? And how come those classes got priority registration?    Data from pilot program would be great to present at next meeting.  Please review overview of FYE from Fall meetings. |  |
| 1. Discussion - Chairs only (3:00-3:45) | No recorder present |  |
| 1. Vice President Reports and Items for Discussion (3:45-4:20)    1. Student Affairs (see announcements)    2. Business Services (see announcements)    3. Academic Affairs (Accreditation, Curriculum, & Enrollment)       1. Lab/Instructional Supplies budget       2. Discussion on issues that arise among Chairs | Waiving Prereqs related to AB705  This has had a broader impact than was originally thought. Some courses, in order to be transferable to UC/CSU, have below transfer-level math prereqs. We cannot go against curriculum, and we cannot just remove these, so that the credits can still transfer. Faculty are the only ones able to waive prereqs. If any chairs have concerns about this, please contact Jennifer. (Course impact report in CurricuNet)  Lab instructional supplies budget  Chairs asked: As you add more enrollments, we need more supplies for labs – is there a process for adjusting this? Kammy thinks this should be an automatic process. Cari – Budgets roll year to year, there are no increases, even for inflation.  To make it automatic may be impractical, but yes, there should be a standardized process. We want to create a campus-wide process for requesting instructional supplies. This should however also come up at budget meetings. |  |
| 1. Standing Agenda Item: SLO / SUO – Phil (4:20-4:30) | * + Reducing SLO assessments quick presentation   Presentation available on website.  Asher and Aurora have been researching processes at other campuses.  Currently departments are assessing CSLOs, PSLOs, and ISLOs.  Other colleges map the PSLOs to CSLOs – Phil’s office can populate data from CSLOs to PSLOs – but chairs need to identify the capstone course and which CSLO to include. Asher and Aurora can then complete the PSLO AND ISLOs.  This means chairs no longer need to assess ISLOs  Asher will send out form by the 28th and they are asking responses to be in by 3/13 |  |
| 1. **future agenda items?** |  |  |
| 1. **Adjournment** |  |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

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| **~~August 27, 2019~~** | **~~November 26, 2019~~** | **March 24, 2020** |
| **~~September 24, 2019~~** | **~~January 28, 2020~~** | **April 28, 2020 (last meeting of year)** |
| **~~October 22, 2019~~** | **February 25, 2020** |  |

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.

*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