

**Ventura College**  
**Department Chairs & Coordinators Council**  
**Meeting Agenda**

October 27, 2015

3:30 p.m.- 5 p.m. – MCW Conference Room (3<sup>rd</sup> Floor)

- I. Welcome
- II. Informational / Discussion
  - a) Achieving the Dream Data Summit on **Nov. 6** in the Wright Center and Peer Review Team Visit on **Nov. 2**.—*guest Greg Gillespie* (3:35 time certain- 5 minutes)
  - b) Ventura College High School Counselor Exchange (Yia Vang)- (5-10 minutes)
  - c) Dept. Chair/Coordinator Council purpose and membership (20 minutes)
  - d) Possibility of offering a handful of Saturday classes in the Spring (5-10 minutes)
  - e) Program Review and Planning concerns/feedback? (20 minutes)
  - f) Enrollment Management (waitlist number) (20 minutes)
  - g) Curriculum Archiving Courses (10 minutes)
  - h) Other items from the group?
- III. General Announcements – *Council* (Time permitting.)
  - a) Grade submission in December
    - Important for prerequisite completion, transfer, financial aid
    - **Please submit grades in accordance with contract “within two working days after finals;” Last day of finals is 12/16 with all grades in by 12/19**
    - **Timeliness is really important in December because Banner will be offline 12/20 & 12/21**
  - b) [Spring 2015 schedule online now](#)
- IV. Future agenda items?
- V. Adjournment

Items in Reserve:

- Financial Aid & Pell Grants
- Communication of new processes and state mandates (i.e. closed caption)
- Online/hybrid/web enhanced courses
- Textbook access codes
- Grading policies/student failure/student drops
- Department Chair training for student complaints
- Peer/Student references