

# ACADEMIC PROGRAM CHAIRS MEETING

## Notes

Tuesday, January 13, 2009  
10-11:30 AM, Dean's Conference Room

Attendees: Simone Aloisio, Terry Ballman, Harley Baker, Bill Cordeiro, Scott Frisch, Marie Francois, Ivona Grzegorzczuk, Beth Hartung, Karen Jensen, Joan Karp, Jacque Kilpatrick, Jack Reilly, Don Rodriguez, Dan Wakelee, Amy Wallace, Bill Wolfe, Ching-Hua Wang.

### 1. Notes Approved

### 2. Announcements

- The campus will be closed to 2010 Spring applications. Applications close January 19<sup>th</sup> for Fall 2009  
No new undergraduate students will be enrolling in Spring 2010, this will create an imbalance between Fall and Spring. Please keep that in mind when creating the Fall 2009 schedule of classes.

Chair's asked if there will be any exception possible for smaller majors. Ashish Vaidya and Dan Wakelee with draft memo addressing the concerns of the closing date for Fall 2009 and Spring 2010. Ching Wang stated STEM disciplines should be an exception. During the February meeting Chairs will discuss exceptions.

- Travel Restrictions  
Currently all travel is on hold, including IRA. Cabinet will be meeting tomorrow to discuss budget and travel
- Budget  
We will overspend the temporary faculty pool by \$300,000. Provost requested one-time funding of \$300,000 to cover the overage.
- Internship Documents  
The draft internship documents will be e-mailed to the Chair's prior to the next meeting. Also, Marie requested the Handbook for Internships from Sociology be included.

### 3. Ed Nuhfer

Please send faculty that need assistance in teaching to Faculty Development as soon as you suspect an issue. Ed can also assist new faculty with syllabi requirements.

Assessment – We need a common language with respect to Assessment. We also need to connect course assessment with program and baccalaureate assessment. WASC will need to see this evidence in our report.

4. Institutional Research – Nelle Moffett  
The Research Analyst will be starting February 1.

#### Institutional Research Projects

- Data Pack – for those going through program review will now be available for all programs by next week.
- Data Warehouse – that will be on the web interactive, select specific reports. Start with pieces – will be built first from data pack. Hopefully this will be up this semester. Will continue to be built as a resource for the campus.
- UPACC dashboard indicators

5. ORSP-Phil Hampton

#### ORSP Advisory Committee

Currently the ORSPAC is working on policies & procedures regarding ORSP. One policy is Cost centers – charging for use of equipment. This would help toward the service agreements on equipment

Karen Jensen mentioned that the Indirect Cost Rate needs to be reviewed the current rate causes contention with grantors.

#### LSAMP

There is currently 15 students enrolled, would like the total to be 25 students,

#### Oxnard College HSI Grant

Phil and Jorge Garcia will be working together on this grant. IT is in collaboration with Oxnard College. The goal is to increase the number of STEM transfer students from OC. Advisors from the STEM disciplines have been identified.

6. Item from Chairs

- CHS Event – Marie Francois
  - Monday, February 2<sup>nd</sup> at Hueneme High School
- In regards to holds on the budget, Student fees (IRA) are for services in the semester paid. Should receive services despite budget issues (Simone).
- Amy Wallace – gift collections – thank you! (for faculty support)
  - Chicano Collection
  - Sociology
  - Local environmentalist
- Wang – MS Biotech Program received \$30,000 from Amgen for student scholarship
- Harley - California HS counselor of the year – former PSY student (Ventura County Star)