

VENTURA COLLEGE

Minutes of the DCHR Committee

February 28, 2008

10:00 a.m. – 11:300 a.m.

Present: Andrea Adlman, Patricia Parham, Scott Corbett, Kathryn Schoenrock, Pam Eddinger, Lyn Macconnaire, Ramiro Sanchez

Absent: Margaret Tennant, Frank Torres, Susan Bricker

Guests: None

Recorder: Laura Brower

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of Minutes	Minutes approved as written.	Moved by Pam Eddinger Seconded by Lyn Macconnaire		
Open Discussion	<p>The following items were brought up during open discussion:</p> <p>Equivalencies: The question of when a part-time position requires a committee of two qualified raters in the discipline along with Department Chair to recommend equivalencies a concern was raised about a small department/discipline when only one rater is available. It was discussed and decided as a group that the campus should at first go to sister-colleges in that discipline and ask for assistance from a qualified rater. If no one is available, then permission from both the Academic Senate President and Human Resources should be obtained and then an exception can be made to go outside to another community college in that professional field. There must be 2 qualified raters. No exceptions.</p>			

	<p>Emergency equivalencies: The Chancellor is allowed to approve emergency hires but does not have the authority to approve equivalencies. This creates a problem when there is an emergency hire and the employee also needs to have MQ's approved before starting</p> <p>Interview Process for screening committee facilitators– Scott Corbett advised he recently went through an interview process and complimented Human Resources on the quality and professionalism of the process.</p>	Research Ed. Code for equivalency (MQ's) for approval by Chancellor instead of Board	Before next DCHR meeting	Patricia Parham
Update on Staff Diversity Facilitators	There were approximately 19 faculty members who applied to become SDF's. Not all were interviewed. Previous faculty members from last semester were not interviewed. Each campus now has at least 3 SDF's for this term. Going forward it was suggested that HR announce every Fall and keep the SDF's for the year. It was suggested there be recurring training and the benefit of keeping the same SDF's on a continuing basis. The group agreed to change the name to Screening Committee Facilitator.			
Applicant Pool Report	Michael Arnoldus distributed and reviewed the Applicant Pool Report comparing applications received for five separate disciplines before ORAP was put into place and after to determine if there was a major difference in number of applications when we switched from hard copies to on-line. The report did show a drop in Math and Nursing but this is interpreted as a nationwide trend for these disciplines and not necessarily due to the fact that the ORAP	Update report	Fall 08	Michael Arnoldus

	system was used. It is felt that the ORAP system is working appropriately but the trends will be evaluated with respect to the overall market. These same disciplines will be monitored for Fall '08 and a base will be compared and further reports provided.			
Selection Procedures for Full-Time Faculty Draft	Continued review of draft and changes made to first three pages.	Laura Brower to make changes and email to DCHR members	March 10	Laura Brower
Next Meeting	Thursday, March 27, 2008			

Running List of Current Assignments/Projects:

Date Assigned	Assignment	Completion Timeline	Assigned to: