

## Ventura County Community College District

### Minutes of the District Council on Student Learning (DCSL) Committee

February 28, 2008

3:00 p.m. – 4:30 p.m.

**Present:** Denise Avila (MC), David Bransky (VC), Robin Calote (VC), Kathy Colborn (MC), P. Scott Corbett (OC), Pam Eddinger (MC), Patricia Ewins (MC), David Farris (VC), Glenda Gardner (VC), Lyn MacConnaire (OC), Jeanette Redding (OC), Ramiro Sanchez (VC), Kathryn Schoenrock (VC), Margaret Tennant (VC)

**Absent:** Jeff Baker (MC), Susan Bricker (VC), Susan Cabral (OC), Mayo de la Rocha (VC), Rene Maciel (VC)

**Recorder:** Lynn-Marie Glaze (DAC)

**Minutes:**

| Agenda Item                                                   | Summary of Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action (If Required)                                                                         | Assigned to:                   |
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| Approval of Minutes from 1/24/07                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | The minutes were approved as distributed                                                     |                                |
| Title V, Section 55070 (Titles for shorter-unit certificates) | “Certificate of Achievement” is the one-and-only name for the completion of 18 or more units of degree-applicable credit coursework in an educational program; the certificate must be approved by the State Chancellor’s Office. The title for shorter-unit certificates is under local control but cannot be called a certificate of achievement, certificate of completion, or a certificate of competency AND the certificate cannot be listed on the transcript. The local recommendation for shorter certificates, per a report from those who were at DTRW, is “Proficiency Award.” |                                                                                              |                                |
| Title V, Section 55041 (Recency prerequisites)                | Title V, Section 55041 states that a district may establish a recency prerequisite for a course when a “significant lapse of time” occurs between the original course and the repetition. For example, a nursing program might want to establish a recency prerequisite to address the maximum of time allowed between a previously taken course.<br><br>Susan Brinker and Kathy Colborn will research the issue to provide proposed guidelines. This subject will be returned to the DCSL for further review, and any recommendation made will be forwarded to Chancellor’s Cabinet.      | Susan Bricker and Kathy Colborn will conduct further research and draft proposed guidelines. | Susan Bricker<br>Kathy Colborn |

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| FERPA                                                  | <p>John Snodgrass is available to present on the FERPA guidelines, and would need only a few months lead time to prepare. His presentation may be appropriate for a District-wide meeting. The DCSL team believes this subject may be appropriate for the larger audience rather than just breakout groups.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
| Tracking of Students Experiencing Mental Health Crisis | <p>There was discussion regarding issues with students who may be experiencing problems, and how best to communicate this information both intra-campus and cross-campus. The campuses should have a method of reporting questionable behavior.</p> <p>Moorpark College has a Behavior Intervention Team (BIT), instituted in August, to include the Dean of Student Conduct, the Dean of Nursing, and the Police lieutenant. An information form is completed then sent to Dean of Student Conduct. The team meets weekly to determine what action, if any, is taken. The team also may meet with the student's instructor to discuss various interventions that may be provided, including counseling the student to meet with behavior health specialists.</p> <p>Q and A regarding this concept was as follows:</p> <p>Q: How is this process communicated to part-time faculty?<br/> A: One-hour presentations were made to faculty, and they will do more on request. The Dean's Council is another venue for these problems.</p> <p>Q: How much time is being spent on these issues?<br/> A: The amount of time varies; it may be a simple meeting of the BIT, or it may involve more activities (3-5 hours per week).</p> <p>Q: How many students are being reported?<br/> A: The number of reports increases during finals, but about 5 per week.</p> <p>Q: Is the report always provided to the instructor?<br/> A: No, not always. The reports are reviewed on a per-student basis, as some situations may be possible HIPPA violations.</p> <p>The team suggested sharing best practices within district, and thought it would be beneficial to record a presentation and distribute the BIT form to DCSL members.</p> |  |  |
| Status of Limitations                                  | The registrars often receive grade change requests going back as                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |

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| <p>on Grade Changes</p>  | <p>far as the 1980's. They have queried other admissions offices throughout state, but apparently there is no uniform policy. Most colleges' statutes of limitations go from 2 to 5 years. VCCCD has never had anything formal or informal in place to determine that statute of limitations on grade change requests.</p> <p>Q: Is this part of student appeals process, with the time frame defined as a certain period of time within a becoming aware of the of grade?<br/> A: This is not actually a grievance policy subject. As there is no specific policy, students may claim they were not adequately notified of their grade.</p> <p>The group felt that there should be an exception process available in special circumstances. A policy could be written that allows for consideration in special circumstances.</p> <p>Q: Where would such a policy appear, other than catalog?<br/> RC: If it becomes policy, it will require Board approval. If it is determined that it is a procedure (as opposed to policy), then it could be developed and implemented at the college level.</p> <p>Consensus: The team proposed a 5 year statute of limitations on grade changes, with exceptions made under special circumstances.</p> | <p>DCSL members to bring this proposal back to the colleges for feedback.</p> | <p>All members</p> |
| <p>CLEP / IB Changes</p> | <p>CLEP / IB changes must be implemented by March 2008.</p> <p>Dave Farris found an old version of a proposed policy. It will be left to each campus to determine how the policy is applied to the program requirements. <b>(Attachment: Proposed policy)</b> This policy would allow a uniform approach for registrars at each campus. It was proposed that this should be discussed at the Curriculum Committee meetings.</p> <p>Q: How would this look on the transcript?<br/> A: The general area (department) would be identified and the number of units earned, but not identified by a specific course name.</p> <p>Q: What is current policy?<br/> A: There is no current policy, so we don't have guidelines for CLEP or IB; AP guidelines are used inconsistently. This process does not set equivalencies for AP courses in majors.</p>                                                                                                                                                                                                                                                                                                                                                                                           |                                                                               |                    |

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|                     | <p>Robin Calote stated that, if adopted, this would become a standard operating procedure, not a policy.</p> <p>The Ventura and Moorpark Colleges Curriculum Committees have already reviewed this proposed procedure. Oxnard will review the procedure in their Curriculum Committee meeting prior to the next DCSL meeting, and return the Committee recommendations.</p>                                                                                                                                                                                                                                                                                                                                                                                            | <p>Jeanette Redding will take the proposed procedure changes to Oxnard Curriculum Committee</p> | <p>Jeanette Redding</p> |
| <p>Next Meeting</p> | <p>The next meeting will be held Thursday, March 27 from 3:00 – 4:30 pm in the DAC multipurpose room.</p> <p>Topics for discussion will include:</p> <ol style="list-style-type: none"> <li>1. Title V, Section 55041, Recency Prerequisites (Bricker and Colborn)</li> <li>2. Statute of Limitations on Grade Changes, Feedback from Colleges</li> <li>3. CLEP / IB Changes, Feedback from Oxnard Senate (Redding)</li> <li>4. Changes in Title 5 Revisions, Part 2 (Eddinger)</li> </ol> <p>Fall 2008 agendas:</p> <ul style="list-style-type: none"> <li>• Student services procedures (workgroups to develop drafts)</li> <li>• Section 508 of the Rehabilitation Act (Nancy Latham)</li> </ul> <p><b>Please note: The April 24 meeting has been canceled.</b></p> |                                                                                                 |                         |