

Ventura County Community College District

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

August 28, 2008

3:00 p.m. – 4:30 p.m.

Present: Michael Bowen (MC), David Bransky (VC), Susan Bricker (VC), Susan Cabral (OC), Robin Calote (VC), Kathy Colborn (MC), P. Scott Corbett (OC), Patricia Ewins (MC), David Farris (VC), Victoria Lugo (VC), Marie Panec (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Brenda Shubert (MC), Margaret Tennant (MC),

Absent: Denise Avila (MC), Jaime Casillas (OC), Rene Maciel (VC), Monica Zavala (VC)

Recorder: Lynn-Marie Glaze

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Introduction	<p>Robin Calote welcomed everyone to the first meeting of the academic year, and the members introduced themselves.</p> <p>The charge of DCSL was discussed, as well as the flow of information from this committee back to the campuses and on to the DTRW or Board.</p>			
Election of Co-chair	<p>The intent of the team charter was to have the Chair rotated among campuses each year, but due to the new president at Moorpark College, Robin was asked by the Chancellor to chair for another year.</p> <p>Margaret Tennant was elected as Co-chair by unanimous decision.</p>			
Approval of Minutes from 3/27/08	<p>The minutes from March 26, 2007 were reviewed and approved as distributed (the new members abstained approval, as they were not present at previous meeting)</p> <p>Agenda items brought forward: Recency prerequisite for repeated courses. The recency</p>	The minutes were approved		

	<p>statements in catalogs should be reviewed for currency and clarity. This refers to students who may have completed a course required for their area of study, but not within a current time frame. The policy is not currently defined in the catalogs. The current recency timeline in the catalogs is a broad statement indicating courses should not be repeated within 3 years. There is no minimum length of time in Title 5 regulations. The team will want to establish the ability to make exceptions on a case by case basis without being tied to a specific course. This issue will also affect DTRW discussions.</p> <p>At this time there is no Board policy to address this issue. Eileen Welser provided some background on the State Community College Committee to share and define policies and procedures, and indicated that the relevant area will be found in Chapter 5 (Student Services) of the State policies document.</p> <p>Michael Bowen: Is there a requirement defining how long faculty need to retain student records?</p> <p>There is no firm District-wide policy on retention of records. R Calote will research this subject further and bring information back to group.</p>	<p>Susan Bricker, Susan Cabral and Kathy Colborn will meet to draft policy for this area.</p> <p>E Welser will provided a web link to the State policies document</p> <p>R Calote to research retention requirements</p>	<p>September 25</p> <p>September 25</p>	<p>S. Bricker, S. Cabral, K. Colborn</p> <p>R. Calote</p>
<p>Unfinished Business</p>	<p>Statute of Limitations on Grade Changes: The Academic Senates had some discussion on this issue, but no consensus has yet been reached. This item is to be reviewed further, and team members will research League policies for a template. The League policy recommended the number of people who could make grade changes; team members would prefer to see limits to access by rank or role, rather than the number of people who can make changes.</p>	<p>The Academic Senate Presidents will discuss this issue with their committees again, and bring the consensus to a future DCSL meeting.</p> <p>Susan Bricker, Susan Cabral and Kathy Colborn to meet to draft policy for this area.</p>	<p>October 23</p> <p>October 23</p>	<p>P. Sezzi, M. Tennant, S. Corbett</p> <p>S. Bricker, S. Cabral, K. Colborn</p>

<p>Student Services Procedures</p>	<p>A few policies that already are common across campuses will be reviewed as a starting point. Volunteers for 5 sections were identified. The current policy/procedure information will be cut and pasted into a single document for committee review.</p> <p>Not all of the policies may be the same across campuses, so the team will start with a few that already have common language. Procedures will be culled from catalogs, placed into a single document, and presented for review. This review will assure compliance with policies.</p>	<p>Team members will take a few sections to be drafted by next meeting:</p> <p>BP 5500: Student conduct (Patricia Ewins)</p> <p>BP 5400: Associated students Elections (Victoria Lugo)</p> <p>BP5570: Credit card (Margaret Tennant)</p> <p>BP 5030: Fees (Robin Calote)</p> <p>BP5052: Open enrollment (Susan Cabral)</p>	<p>September 25</p> <p>September 25</p> <p>September 25</p> <p>September 25</p> <p>September 25</p>	<p>P. Ewins</p> <p>V. Lugo</p> <p>M. Tennant</p> <p>R. Calote</p> <p>S. Cabral</p>
<p>Other Issues</p>	<p>Prerequisites are not necessarily being enforced, but can be managed through a Banner lock.</p> <p>Dave Bransky: Many prerequisites are not enforced, but are not practical in some cases. An example was presented of art classes where people are taking classes for a hobby.</p> <p>Pre-requisites will be an issue that will be addressed at another meeting.</p> <p>Another issue to be discussed is the policy regarding students with a previous degree who do not need to take general education courses. New requirements in Title 5 will allow for "Grandfathering" of degrees.</p>	<p>These issues will be revisited in October or January</p>		
<p>Next Meeting</p>	<p>The next meeting will be held Thursday, September 25 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"> 1. Recency prerequisites for repeated courses 			

	(Bricker, Cabral, Colborn) 2. Records retention policies (Calote) 3. Student Services Policies (Ewins, Lugo, Tennant, Calote, Cabral)			
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