

Ventura County Community College District

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

September 25, 2008

3:00 p.m. – 4:30 p.m.

Present: Michael Bowen (MC), Robin Calote (VC), P. Scott Corbett (OC), Patricia Ewins (MC), David Farris (VC), Victoria Lugo (VC), Iliana Marquez (VC Student Rep), Marie Panec (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Brenda Shubert (MC)

Absent: Denise Avila (MC), Susan Bricker (VC), Susan Cabral (OC), Jaime Casillas (OC), Kathy Colborn (MC), Rene Maciel (VC), Margaret Tennant (MC), Monica Zavala (VC)

Recorder: Lynn-Marie Glaze (DAC)

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Introduction	<p>Robin Calote welcomed the attendees and restated the purpose of the DCSL. The group looks at issues regarding instruction and student services, to include drafting procedures in support of Board policies.</p> <p>Margaret Tennant could not attend today, but will chair the next meeting. The Registrars were also not able to attend due to mandatory Banner testing.</p> <p>We now have a Student Representative from Ventura College, Iliana Marquez.</p>			
Approval of Minutes from 8/28/08	The minutes from August 28, 2008 were reviewed and approved with minor changes.	The minutes were approved.		
Recency Prerequisites for Repeated Courses	There are some members absent today, and this is an issue that will required some time for discussion. The item will be tabled to the next meeting.	Table this issue for the 10/23/08 meeting.	10/23/08	R Calote / L-M Glaze
Records Retention Policy	The question has been posed as to the length of time records should be retained. Dr. Calote gathered information on the subject, and found	Further information will be found on records retention.	11/20/08	R Calote

	<p>that Title 5 states that Class 3 disposable records should be held for 3 years. She will get a further definition of which documents are considered Class 3, but believes it includes teaching records including attendance records, etc. The core issue on this subject is who is responsible for retaining the records. It should be assured that the procedures match the policy, ie, the length of time for records retention versus the length of time allowed to request a change in a grade. (Reference: Title 5, Chapter 59026.)</p>			
<p>Student Services Procedures</p>	<p>All sections of the Board Policy are updated, and the Chancellor is hoping to get most of the corresponding procedures established as soon as possible. Robin Calote and the DCSL have been charged with responsibility for reviewing and/or creating procedures for the Student Services section of Board Policy. Some of the procedures are ready to review now. Robin is using the CA Community College League model procedures as the starting point.</p> <p>Procedures do not go to the Board, so procedures can be updated as changes to a specific policy are made.</p> <p>The DCSL members have one month to review these documents then return to the next meeting with comments. Robin Calote hopes to adopt these items at the next meeting and start the process for another segment.</p> <p>Notes on specific draft policies are as follows:</p> <p>Fee schedule: Most of this information was gathered from the catalog. If there is content that is not specific to a campus, then changes should be made.</p> <p>- Item 5035 and others going forward are primarily boilerplate information provided by the CC League.</p>	<p>Redistribute AP 5030, ending at line 73.</p>	<p>10/23/08</p>	<p>R Calote / M Tennant</p>

	<ul style="list-style-type: none"> - AP 5050: All boilerplate language - AP 5055: From line 33 on, are specific to VCCCD and need to be reviewed. - AP 5075: All boilerplate. At the reference to 75% of term or the 14th week, the current practice is to use the greater of the two. - AP 5110: Some modifications were made from the boilerplate, but the content is fairly complete. - AP 5120: Lines 23, 25 need review. - AP 5210: Modified, needs to be reviewed. - AP 5550: Boilerplate language. Robin added headings for printed matter and written material sections. - AP 5570: Some boilerplate language, plus some samples from other schools. (Provided by Margaret Tennant.) - AP 5500: There should be a comparison between the boilerplate format and the student conduct code. The sequence of items may be different, which is acceptable. Some boilerplate issues are not addressed in the student code; the three campuses have identical student conduct codes. 	<p>Action item: For future review, authors will indicate which information is boilerplate and which is specific to VCCCD.</p> <p>Robin Calote will check on the completion deadline.</p>	<p>10/23/08</p> <p>10/23/08</p>	<p>R Calote / M Tennant</p> <p>R Calote</p>
Next Meeting	<p>The next meeting will be held Thursday, October 23 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 2. Records retention policies 3. Statute of limitations on grade changes 4. Prerequisites for “grandfathered” degrees 			