

Ventura County Community College District

District Council on Student Learning (DCSL) Committee

February 26, 2009

3:00 p.m. – 4:30 p.m.

Present: Denice Avila (MC), Susan Bricker (VC), Kathy Colborn (MC), Scott Corbett (OC), David Farris (VC), Victoria Lugo (VC), Marie Panec (MC), Kathy Scott (VC), Peter Sezzi (VC), Brenda Shubert (MC), Margaret Tennant (MC)

Absent: Michael Bowen (VC), Susan Cabral (OC), Robin Calote (VC), Jaime Casillas (VC), Patricia Ewins (MC), Rene Maciel (VC), Iliana Marquez (VC Student Rep), Ramiro Sanchez (VC), Monica Zavala (VC)

Recorder: Lynn-Marie Glaze (DAC)

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Introductions	Margaret Tennant welcomed the attendees and started the introductions. Kathy Scott (VC) is attending today on behalf of Ramiro Sanchez.			
1. Approval of Minutes from 11/20/08 and 1/22/09	The minutes from November 20, 2008 were reviewed and approved without changes. The minutes from January 22, 2009 were reviewed and approved without changes.			
2. Student Services Procedures	<u>SECOND READING</u> AP 5010 Admissions: Cleaned up the language for consistency issues, conformance with Title 5, and for flow of document. Approved with changes. AP 5015 Resident Determination: Modified slightly for consistency with Ed Code, Title 7. Changed reference to "admissions/records office" and inserted references to the Ed Code in the body of the document. Deleted references to practices that are no used at VCCCD, but used in the UC system. Approved with changes. AP 5040 Student Records, Directory Information, and Privacy: The language was made more specific for			

	<p>Title 5 regulations, added “of any age.” There was a question as to whether to use “when admitted” or “when attending.” Approved with clarification of this issue.</p> <p>AP 5420 Associated Student Finance: No comments were made to the current version. Approved as written.</p> <p>AP 5520 Student Discipline Procedures (Note: There is no current Board Policy that matches this): The language was taken from the course catalog of current practices, but the history this document creation is not clear (is it boilerplate language?). Reference to Dean of Students or designee - MC does not have a Dean of Students. Change throughout to “Appropriate Dean or designee.” Moved and seconded (one opposed) to table for further review of language, to confirm the source of the information, whether it reflects current practice, and how much this item overlaps the activities of the Due Process Task Force. A further question pertains to the intended end product of this document. Tabled for additional information.</p>			
<p>3. Instructional Procedures</p>	<p>Pam Eddinger and Richard Durán have vetted these Procedures through the Academic Senates; they are now being presented to DCSL for first reading.</p> <p>AP 4010 Academic Calendar: Noted reference to 17.5 units per semester in the document. Will check the academic calendar for a full listing of holidays, such as Thanksgiving Friday and Christmas Eve, as well as the schedule for weekend classes. Team members will inquire on these issues, and return this AP for a second reading at the next meeting.</p> <p>AP 4020 Program Curriculum: There is a question as to whether DTRW or the Curriculum Committees promote changes for Board approval. Change “reviewed” to “examined.” Add “final curricula from Curriculum Committees are recommended to the Board of Trustees for approval.” Will return for second reading with suggested changes.</p>			

AP 4022 Course Approval: Item 3: change to "is examined by DTRW." Approved with change for second reading.

AP 4050 Articulation: No changes, other than notation of names at the end of the document. Confirm review by Articulation Officers, then approved for second reading.

AP 4070 Auditing and Auditing Fees: Need caveat of local regulations? Need clarification that the audit of a class does not preclude them taking the class later for credit. Suggest to add a sentence to this effect, but will check Title 5 and the Ed Code first. Will return for second reading with clarification. (S Bricker and K Colburn to research)

AP 4101 Independent Study: No recommended changes, can return for second reading.

AP 4230 Grading: Add "MW" symbol to indicate military withdrawal. Regarding the "D" designation, for areas of emphasis, students must have grade of C or above, but this code is still in use for general education courses. The Registrars will provide language for "MW" designation. There are some issues around the "I" designation for incomplete, suggest adding "student must be informed and a copy of the record must be given to the student..." Approved for second reading with these changes.

AP 4232 Pass No Pass: Change "Credit/No Credit" to "Pass/No Pass." Approved for second reading with this change.

AP 4235 Credit by Exam: Remove the first three bullets under "Credit by examination may be obtained by the following method:" as they are not specific to credit by exam. The Registrars will review for further issues, and return to next meeting for a second reading.

AP 4240 Academic Renewal: Remove the first bullet under eligibility (student is currently enrolled). Further research will be made by Registrars to Title 5

	<p>regulations, and will return recommendations to the next meeting.</p> <p>AP 4300 Field Trips and Excursions: If a field trip is required during class time, it does need to be included in the COR. The Executive Vice Presidents will review for the listing of appropriate forms and compare to Title 5. Will review and return to next meeting.</p>			
4. Home Schooling (as part of the admissions criteria)	<p>This issue has been tabled for discussion at the March 26 meeting.</p>			
5. FERPA Training	<p>This issue has been tabled for discussion at the March 26 meeting.</p>			
6. Prerequisite enforcement	<p>Prerequisites are a mandatory enforcement in Banner. Due to more limited course offerings, faculty would like to begin enforcement of prerequisites, especially in the sciences. Ramiro Sanchez has been asked to compile a list of prerequisites for comparability across the District. DCSL members would like to look at a set of common courses and the corresponding prerequisites. Two common course activities occur simultaneously in the District - science oriented courses, and full list of courses provided to faculty for comparability across the District.</p> <p>This subject may be more difficult than expected, as the development of prerequisites was begun before the establishment of Banner and other computer enforcement systems. There is a need to address the equivalency of courses.</p> <p>There is also an issue of students enrolling for a course prior to completing the prerequisite class. A further issue is the clarification of "recommended" and "mandatory" language in course catalogs. There is also a need to clarify prerequisite versus mandatory course preparation.</p> <p>Consensus: Return this discussion item to the next meeting agenda, and remind Ramiro to provide his list.</p>			

<p>7. Ad hoc discussion items, future agenda items</p>	<p>DTRW has requested DCSL to approve specific language for general studies certificates: Associate in Arts: General Studies (area of emphasis). There is some question regarding punctuation on the form, otherwise the language is acceptable.</p> <p>Second question from DTRW: Does DCSL want to consider a similar process at each campus for the issuance of proficiency awards? Do the three campuses want to use a common form and process? If team members want this process, DTRW is asked to design a common format. The group determined that they will return to this subject when Ramiro is able to provide his findings.</p> <p>Additional future agenda suggestions: Review of fees: - Charge for duplicate diplomas - \$3 Online registration fee</p>			
<p>Future meeting dates</p>	<p>March 26, 2009 April 23, 2009</p>			