

Ventura County Community College District

District Council on Student Learning (DCSL) Committee

March 26, 2009

3:00 p.m. – 4:30 p.m.

Present: Denice Avila (MC), Michael Bowen (VC), Susan Bricker (VC), Eleanor Brown (VC), Susan Cabral (OC), Robin Calote (VC), Kathy Colborn (MC), 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), Monica Zavala (VC)

Absent: Jaime Casillas (VC), Rene Maciel (VC), Iliana Marquez (VC Student Rep)

Recorder: Lynn-Marie Glaze (DAC)

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
1. Approval of Minutes from 2/26/09	The minutes from February 26, 2009 were reviewed and approved with one clarification.	Minor clarification will be made.	ASAP	L-M Glaze
Ad hoc issue: Review DCSL Charge	The Chancellor has requested that the Committees review their charge from the <i>Participatory Governance Handbook</i> . The current charge was reviewed and no significant changes were noted, although there is one exception to the membership. Due to the personnel structure at Oxnard College, rather than having an Executive Vice President they have a Vice President of Instruction and Vice President of Business, one of which will attend the DSCL meetings.			
2. Instructional Procedures	<p><u>SECOND READING</u></p> <p>AP 4010 Academic Calendar: Approved.</p> <p>AP 4020 Program Curriculum: Change "Title V" to "Title 5," change "Curriculum Standards Handbook" to "Program and Course Approval Handbook," change "Examined" to "Reviewed" and remove editorial comment. Approved with noted changes.</p> <p>AP 4022 Course Approval: Approved with minor</p>			

changes.

AP 4050 Articulation: Question as to whether Articulation issues should be addressed by DCSL? (No.) Approved as presented.

AP 4070 Auditing: There was a question about the limit on the number of courses that can be audited per semester. The team suggests adding as last bullet under limits to audits "Nothing herein shall preclude a student from enrolling in a class for credit that they have previously audited." Approved with noted change.

AP 4101 Independent Study. Approved as presented.

AP 4230 Grading: Add Section 55024 to references.

Military Withdrawal (MW) - language was added to define this area, which came from Ed Code.

Incomplete: Added language regarding faculty entering a default grade for Incomplete. Peter Sezzi requested clarification of entering an Incomplete designation, and an issue with the timing of awarding "W" for withdrawals. This will be discussed at further updates. Approved with noted changes.

AP 4232 Pass No Pass: Corrected one "NC" notation to "NP," and corrected a sentence as indicated by Susan Bricker. Approved with noted changes.

AP 4235 Credit by Exam: This AP was reviewed against the Ed Code to clarify the process of the awarding of IB, IP or CLEP. This issue does still need to be addressed. There is also a question regarding internal exam versus outside sources, which needs to be clarified. Team members will review this AP further; Susan Bricker and David Farris will draft an updated version, and send to Lynn-Marie Glaze to distribute to the team. Not approved in this version.

AP 4240 Academic Renewal: There is nothing in the Ed Code that limits disregarding of courses from two consecutive terms. It is a local practice, and may be updated at a later time for further clarification. There was also discussion regarding the 2.40 GPA vs 2.0.

Susan Bricker provided a copy with additional language, which was accepted by the team. Approved with noted changes.

AP 4300 Field Trips: There is a question as to whether this policy also covers study abroad (first paragraph refers to foreign country). Robin Calote will discuss this issue with Pam Eddinger, then either return to DCSL for further discussion or approve for forwarding to Cabinet.

FIRST READING

AP 4021 Program Discontinuance: Scott Corbett reported that there has been discussion at Oxnard College regarding "Formation of a Recommendation Group," which they felt was too proscriptive. They would like clarification that faculty will be part of the group. Other changes noted on hard copies will be incorporated and the group will have a further discussion at the second reading.

AP 4025 Philosophy and Criteria for Associate Degree and General Education: No requests for changes.

AP 4026 Philosophy and Criteria for International Education: The group felt that they may want to include study abroad in this policy. Rather than using precise language in this AP, it was suggested to use "curricular matters requiring to foreign travel" as a general term.

AP 4030 Academic Freedom: It was felt that the language in this AP is very proscriptive, so team members will carefully review prior to the next meeting.

AP 4040 Library and Other Instructional Support Services: No requests for changes.

AP 4060 Delineation of Functions: No requests for changes.

AP 4100 Graduation Requirements for Degrees and

	<p>Certificates: No requests for changes.</p> <p>AP 4102 Occupational/Vocational Technical Programs: No requests for changes.</p> <p>AP 4103 Work Experience: No requests for changes.</p>			
3. Home Schooling (as part of the admissions criteria)	This agenda item will be tabled to the April meeting, to allow the Registrars to provide additional input.	Registrars to provide additional input to this item.	By 4/30/09 meeting.	S Bricker S Cabral K Colborn
4. FERPA Training	This issue has been tabled for discussion next year.	Add to August agenda.	8/27/09	R Calote L-M Glaze
5. Prerequisite Enforcement	<p>This issue is regarding the enforcement of prerequisites as currently listed in course catalogs. Team members recognize the extent of this issue, and need to determine how to begin the process of review. Some courses require high school prerequisites, which causes problems with validity and comparability. Scott Corbett suggested that an approach of progressive steps may be of value, starting with the highest level of courses and working down to lower level courses. Dave Farris suggested an alternate approach to address the courses that have the greatest number of prerequisite violations. There are many other related issues, such as the term "equivalent" being used differently across the district. Robin Calote shared that San Bernardino solved the issue by indicating those students who have not apparently met the prerequisite to be reviewed by the instructor. Susan Bricker stated that technically, Banner cannot be programmed to recognize an equivalency without having the equivalent course already in Banner. Peter Sezzi suggested a review of common courses across the district, and begin with those courses. At this time, nothing precludes colleges from enforcing the prerequisites.</p> <p>Robin Calote suggested forming a sub-group to discuss the issue. There will be a problem with accreditation if there is no system in place, so the team will need to create a system with fail safes so as to be able to address exceptions.</p> <p>Each college recognizes this is an issue and will be</p>			

	<p>working over the summer and fall to identify solutions and share findings next year.</p> <p>Consensus: Address this issue at each college and return to the table next year for further review.</p>	Add to August agenda.	8/27/09	R Calote L-M Glaze
6. Guidelines for Additional Degrees	<p>This has been an item of discussion for quite some time. VCCCD does not want to block the earning of additional degrees. Pat Ewins has a version of a report from 2004 regarding this issue; she will distribute a copy of the report to the team, and it will be added to the next agenda for further discussion.</p>	Add to April agenda.	4/30/09	R Calote L-M Glaze
7. Future meeting date, future agenda items	<p>April 23, 2009 2:30 pm DAC Multipurpose Room*</p>	<p>Review of fees: - Charge for duplicate diplomas - \$3 Online registration fee</p>		