**Ventura County Community College District**

**District Technical Review Workgroup (DTRW-SS)**

**Meeting Notes**

December 8, 2016 – DAC Lakin Boardroom

3:00 p.m. – 5:00 p.m.

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| **Members: Chancellor’s Designee:** | Oscar Cobian, Chair (OC) |
| **Co-Chair:** | Traci Allen, Co-Chair (MC) |
| **Executive VP & VPs:** | Julius Sokenu (MC), Oscar Cobian (OC), Damien Pena (VC), Linda Kama’ila (OC), |
| **Academic Senate Presidents:** | Nenagh Brown (MC), Diane Eberhardy (OC), Alex Kolesnik (VC) |
| **Deans/Asst. Deans:**  **Registrars:** | Howard Davis (MC), Leah Alarcon (OC)  Dave Anter (MC), Joel Diaz (OC), Arlene Reed (VC) |
| **Non-instructional Designees:** | Traci Allen (Counselor MC), Graciela Casillas-Tortorelli (Counselor OC), |
|  | Angelica Gonzales (Counselor VC) |
| **Associated Student Government:** | Gaby Rodriguez (OC), ASG Rep Vacant (MC), ASG Rep Vacant (VC) |
| **Policy & Administrative Procedures:**  **Financial Aid Representatives:** | Rick Post (Vice Chancellor Ed Services, DAC)  Linda Faasua (OC), Kim Korinke (MC), Alma Rodriguez (VC) |

**Absent:** Oscar Cobian (OC),Gaby Rodriguez (OC), Linda Kama’ila (OC), Damien Pena (VC), Rick Post (DAC), Alma Rodriguez (VC), Mike Rose, Director of Development (DAC)

**Guests:** Rick Trevino, Student Success Supervisor (VC), Jesus Vega, Student Success Supervisor (MC)

**Recorder:**  Michelle Castelo

**Notes:**

| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
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| **Welcome & Approval of Meeting Notes:**  Nov. 10, 2016 | Traci Allen welcomed everyone to DTRW-SS. The meeting commenced at 3:12 p.m.  The November 10, 2016 meeting notes were reviewed & approved with one minor correction of guest information. | Minor corrections | By next meeting | M. Castelo |

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| **New Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP 3505 Emergency Response Plan** | The district office will provide training for each of its emergency response teams on an annual basis. Proposed changes to the Emergency Response Plan were distributed and reviewed. Moorpark College Academic Senate would also like to review the proposed changes which will then go to the District Emergency Preparedness Committee for further review. It was suggested that we also take a look at Santa Barbara City College and College of the Canyons’ Emergency Response Plans to use as guidelines. |  |  |  |
| **AP 3520 Local Law Enforcement** | Proposed changes will go to the District Emergency Preparedness Committee for further review. |  |  |  |
| **AP 3530 Weapons on Campus** | It was suggested that the third paragraph that references the address for the Chief of Police be updated to remove the address. Proposed changes will go to the District Emergency Preparedness Committee for further review. |  |  |  |

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| **Old Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP 3500 Campus Safety** | A red-lined copy of AP 3500 listing suggested changes was distributed and reviewed. The suggested changes were already submitted to the Policy Committee for review but have not yet been approved. This item will need to be reviewed at a future meeting, along with AP’s: 3505, 3520 and 3530. |  |  |  |
| **AP 5055 Enrollment Priorities**  BOG Priority Registration | Revisions to add First Year Experience (FYE) students as a priority enrollment to the same level as student athletes were unanimously approved by the Academic Senates from both Oxnard and Moorpark Colleges; However, Ventura College had some opposition to the FYE. Some discussion followed and a vote was taken in which the majority were in favor except for two ‘No’ votes from Angelica Gonzales & Alex Kolesnik (VC) and one abstention from Arlene Reed (VC). |  |  |  |
| **NEXT MEETING** | January 12 – 2:30 p.m. – DAC Lakin Boardroom (w/ DTRW-I)  Submission Deadline: January 6, 2017  Meeting Adjourned at 4:23 p.m. | |  |  |