Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes
March 10, 2016 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.
MEETING NOTES PRIOR TO APPROVAL AT APRIL 14, 2016 DTRW-SS MEETING

Members:	Chancellor's Designee: Oscar Cobian, Chair (OC)
	Co-Chair: Trulie Thompson, Co-chair (MC)
	Executive Vice President and Vice Presidents: Lori Bennett (MC), Oscar Cobian (OC), Pat Ewins (Interim) (VC)
	Academic Senate Presidents: Linda Kama'ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
	Deans/Assistant Dean of Student Services: Karen Engelsen/Assistant Dean (VC), Howard Davis, Dean (Interim) (MC)
	Registrars: Dave Anter (MC), Joel Diaz (OC), Arlene Reed, Registrar (VC)
	Non-instructional designee: Gabriela Casillas-Tortorelli (Counselor, OC), Trulie Thompson (Counselor, MC), Angelica Gonzalez (Counselor, VC)
	Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), ASG Rep vacant (VC)
	Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor's Cabinet Liaison/guest)
Absent:	Clare Geisen, Lori Bennett, Karen Engelsen
Guests:	Kim Hoffmans
Recorder:	Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of February 11, 2016 Meeting Notes	O. Cobian welcomed everyone to DTRW-SS. The meeting commenced at 3:02 pm. The February 11, 2016 meeting notes were approved as presented with abstention from Mary Rees.			
GUEST PRESENTATION				
OLD BUSINESS				
Priority Registration under 3SP	R. Post provided an update regarding priority registration and indicated he has been in			

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	contact with the State Chancellor's office. R. Post has decided against changing the priority registration procedure (AP 5055) as indicated in the January meeting. R. Post proposed a subcommittee on all aspects of providing students greater access for enrollment. D. Anter conducted research regarding 3SP and suggested a subgroup review all policies and procedures. M. Rees indicated a subcommittee of District Council on Accreditation and Planning (DCAP) would be more appropriate. Counselors and registrars should be included in this group. There was general discussion regarding 3SP and there are many global issues that require review. The original issue was for first time students requiring the 3SP steps. R. Post also provided a handout with 3SP impact on enrollment which included data for loss of FTES supplied by J. Cooney, Senior Programmer Analyst.			
Final Report from ATAC regarding census deadline vs. census date	J. Diaz indicated there may be issues with auditing the census date. P. Ewins will check with Dave Fuhrmann, Vice Chancellor of Information Technology, to ensure there are no issues using the census deadline verbiage as it will be the day before the census date. Show the census deadline for drop and indicate the census date as two separate fields. It was decided to just use the two fields and not worry about other issues.			
New Transcript Ordering System – Parchment – AP 5030 Fees	D. Anter provided a handout with pricing comparison of various colleges and universities throughout California for transcript services. On-demand service will			

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	be available if students show up in person requesting a transcript. The administrative procedure (AP 5030 Fees) suggested revisions were included in this handout. Discussion ensued regarding the AP 5030 revisions and the group made further suggestions for revisions. O. Cobian polled the group regarding a $10 vs. $20 fee. There was discussion regarding a $15 fee and the group agreed $15 was a fair price for on demand transcripts. Future fees will be discussed each year. BP/AP 5030 Fees will be vetted via email and the catalog will be revised to reflect these changes. After revisions are made, this policy/procedure will move forward to Chancellor's Cabinet, Policy/Legislative/Communications Committee, and subsequently to the Board for full approval. (Submitted 3.22.16)	Submit comments via email Submit to Vice Chancellor of Educational Services	ASAP After receiving all comments	DTRW-SS members Laurie Nusser
Hover Board/Drone (mechanical recreational devices) Catalog Verbiage – Pat Ewins	P. Ewins conducted research regarding this issue and many college/universities have various policies for these devices. Restrictions include prohibiting them in dorms and classrooms due to incendiary issues. Liabilities were discussed regarding both devices. It was decided this issue should be handed off to Business Services. Generic language is needed and will be forwarded to the District Council on Administrative Services (DCAS) for consideration. Campus signage should be included in implementation. (Subsequently submitted to DCAS 3.24.16)			

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NEW BUSINESS:				
Student ID Cards – Oscar Cobian	O. Cobian provided a handout regarding student ID cards which included Chapter 4 from the Student Handbook. There are newly implemented fees under student activity fees. There were various suggestions on ways to handle this issue. The equipment cost for student ID cards was discussed and it was suggested to be incorporated as part of the 3SP plan. Discussion ensued and this item will return to the next meeting.	Add to next DTRW-SS agenda	April 8	Laurie Nusser
5-Year Policy and Procedure Tracking	R. Post provided a handout titled "VCCCD Policies and Procedures Review Cycle" with status of each policy and procedure. This document will be sent out to both DTRW-I and SS electronically by L. Nusser. The District will now move from a 2-year review cycle to a 5-year review cycle. There was discussion regarding which policy/procedures should be under review by DTRW-I and other governance committees. There was a suggestion to have an overlapping meeting between DTRW-I and DTRW-SS in the new academic year. The group will review the list and develop a prioritized list of policies/procedures for review for Chapter 4.	Send tracking sheet out to all DTRW-SS members	ASAP (sent during the meeting)	Laurie Nusser
Future Agenda Items	• DTRW-SS Self Appraisal Survey • Student ID Cards • 3SP Priority Registration • BP/AP 5570 Credit Card Solicitation – parked • 5-year Policy/Procedure Review Cycle – develop prioritized list for review of Chapter 5			

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NEXT MEETING	Thursday, April 14, 2016 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline April 8, 2016			