District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

April 14, 2016 – DAC Lakin Boardroom
3:00 p.m. – 5:00 p.m.

- Approval of March 10, 2016 Meeting Notes

Old Business
- Review Policy/Procedure List – Develop a Prioritized List for Review of Chapter 5

New Business
- AP 3500 Campus Safety (should include links to sub plans) – Rick Post/Oscar Cobian
- DTRW-SS Self Appraisal Survey
- Draft 2016-17 DTRW-SS Calendar
- Future suggested agenda items (standing item)

Next Meeting Date: TBD – DAC Lakin Boardroom

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			

DTRW-SS March 10, 2016 – Page 1

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	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. P. Ewins indicated there is a pilot program for assisting 1st time students enrolled for their general education in conjunction with 3SP guidelines to improve enrollment among a cohort student group. 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			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	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 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			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	the District Council on Administrative Services (DCAS) for consideration. Campus signage should be included in implementation. (Subsequently submitted to DCAS 3.24.16)			
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 –			

DTRW-SS March 10, 2016 – Page 4

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	parked • 5-year Policy/Procedure Review Cycle – develop prioritized list for review of Chapter 5			
NEXT MEETING	Thursday, April 14, 2016 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline April 8, 2016			

Ventura County Community College District Board Policy Review	Originally Adopted	Last Reviewed	5-Year Review 2016-2021
Chapter 5 - Student Services			
BP 5010: Admissions and Concurrent Enrollment	4/18/2006	11/11/2014	
AP 5010: Admissions and Concurrent Enrollment	4/18/2006	11/11/2014	
BP 5013: Students in the Military	5/14/2013	5/14/2013	
AP 5013: Students in the Military	5/14/2013	5/14/2013	
BP 5015: Residence Determination	4/18/2006	11/11/2014	
AP 5015: Residence Determination	4/18/2006	11/11/2014	
BP 5020: Nonresident Tuition	4/18/2006	2/10/2015	
AP 5020: Nonresident Tuition	4/14/2009	2/10/2015	
BP 5030: Fees	6/18/2008	4/14/2015	
AP 5030: Fees	4/14/2009	4/14/2015	
BP 5035: Withholding of Student Records	4/18/2006	6/18/2013	
AP 5035: Withholding of Student Records	4/14/2009	6/18/2013	
BP 5040: Student Records, Directory Information, and Privacy	11/3/2009	6/18/2013	
AP 5040 Student Records, Directory Information, and Privacy	11/3/2009	6/18/2013	
BP 5050: Matriculation	4/18/2006	9/9/2014	
AP 5050: Matriculation	4/14/2009	9/9/2014	
BP 5052: Open Enrollment	4/18/2006	6/18/2013	
AP 5052: Open Enrollment	4/14/2009	6/18/2013	
BP 5055: Enrollment Priorities	4/18/2006	9/9/2014	
AP 5055: Enrollment Priorities	4/14/2009	9/9/2014	
Proposed AP 5075 Course Adds and Drops			
BP 5110: Counseling	4/18/2006	4/14/2015	
AP 5110: Counseling	4/14/2009	4/14/2015	
BP 5120: Transfer Center	4/18/2006	4/14/2015	
AP 5120: Transfer Center	4/14/2009	4/14/2015	
BP 5130: Financial Aid	4/18/2006	4/8/2014	
AP 5130: Financial Aid	4/14/2009	4/8/2014	
BP 5140: Disabled Students Programs and Services	4/18/2006	4/14/2015	
AP 5140: Disabled Students Programs and Services	4/14/2009	4/14/2015	

Ventura County Community College District Board Policy Review	Originally Adopted	Last Reviewed	5-Year Review 2016-2021
BP 5150: Extended Opportunity Programs and Services	4/18/2006	9/9/2014	
AP 5150: Extended Opportunity Programs and Services	9/9/2014	9/9/2014	
BP 5200: Student Health Services	4/18/2006	6/18/2013	
AP 5200: Student Health Services	6/18/2013	6/18/2013	
BP 5205: Student Accident Insurance	4/18/2006	9/9/2014	
AP 5205: Student Accident Insurance	9/9/2014	9/9/2014	
BP 5210: Communicable Disease	4/18/2006	2/11/2014	
AP 5210: Communicable Disease	2/11/2014	2/11/2014	
BP 5300: Student Equity	4/18/2006	4/14/2015	
AP 5300: Student Equity	4/14/2015	4/14/2015	
BP 5400: Associated Students Organizations	4/18/2006	6/18/2013	
AP 5400: Associated Students Organizations	6/18/2013	6/18/2013	
BP 5410: Associated Students Elections	4/18/2006	2/10/2015	
AP 5410: Associated Students Elections			
BP 5420: Associated Students Finance	4/18/2006	9/9/2014	
AP 5420: Associated Students Finance	9/9/2014	9/9/2014	
BP 5500: Standards of Conduct	4/13/2010	10/14/2014	
AP 5500: Standards of Conduct	10/14/2014	10/14/2014	
BP 5520 Student Discipline Procedures	10/14/2014	10/14/2014	
AP 5520: Student Discipline Procedure	6/16/2010	10/14/2014	
BP 5530: Student Rights and Grievances	10/14//2014	10/14/2014	
AP 5530: Student Rights and Grievances	6/16/2010	10/14/2014	
BP 5550: Speech: Time, Place, and Manner	4/18/2006		
BP 5570: Student Credit Card Solicitation	4/18/2006		
AP 5570: Student Credit Card Solicitation			
BP 5700: Athletics	2/10/2009	2/10/2015	
AP 5700: Athletics	6/23/2009	2/10/2015	

DTRW-SS Review 4.14.16

From:	Rick Post
Sent:	Monday, April 04, 2016 5:09 PM
To:	Oscar Cobian; Trulie Thompson
Cc:	Laurie Nelson-Nusser
Subject:	FW: AP 3500

Follow Up Flag:	Follow up
Due By:	Monday, April 04, 2016 6:30 PM
Flag Status:	Flagged

For your further action as indicated below. Thank you.

_____

From: Andrea Rambo
Sent: Monday, April 04, 2016 2:57 PM
To: Rick Post
Subject: AP 3500

Vice Chancellor Post,

During the Chancellor's Cabinet meeting on March 29, 016, the Cabinet discussed AP 3500 and decided it should be returned to DTRW-SS for more detailed plans. The AP should include links to the sub plans under campus safety. The current version of the AP will go forward to meet college catalog printing deadlines.

Please send this information to the Chair and Co-Chair of DTRW-SS, Dr. Oscar Cobian and Trulie Thompson, with a cc to Laurie Nelson-Nusser for revision.

Thank you,

Andrea
Andrea Rambo
Executive Assistant
Office of the Vice Chancellor, Educational Services

Ventura County Community College District
255 West Stanley Avenue | Suite 150 | Ventura, CA 93001 | (805) 652-5508 www.vcccd.edu<http://www.vcccd.edu/> |
www.moorparkcollege.edu<http://www.moorparkcollege.edu/> |
www.oxnardcollege.edu<http://www.oxnardcollege.edu/> |
www.venturacollege.edu<http://www.venturacollege.edu/>

Book	VCCCD Administrative Procedure Manual
Section	Chapter 3 General Institution
Title	AP 3500 CAMPUS SAFETY
Number	AP 3500
Status	Active
Legal	Education Code Section 212, 67380, 87014; Penal Code Section 245; 20 U.S.C. Section 1232g, 1292(f); 34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14); Campus Security Act of 1990; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
Adopted	November 3, 2009
Last Reviewed	June 21, 2011

A campus safety plan shall be developed and will be provided to students.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) of 1998, the Chief of Police will prepare by October 1st of each year, an annual report of crimes reported to campus police and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

A campus safety plan shall be developed and provided to students in written format and/or on college websites.

Additionally, The office of the VCCCD Police prepares and annually updates a report of all occurrences reported to college police and/or Campus Security Authorities (CSA) of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to college authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

NOTE*: Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).*

DTRW-SS Review: 11.12.15; 12.10.15

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

DTRW-SS Meeting Schedule and Submission Deadlines
2016-2017
**All meetings are on the second Thursday of each month
and start at 3:00 pm and end at 5:00 pm
Location: DAC Lakin Boardroom**

MEETING DATES	SUBMISSION DEADLINES
September 8, 2016	September 2, 2016
October 13, 2016	October 7, 2016
November 10, 2015	November 4, 2015
December 8, 2016	December 2, 2016
January 12, 2017	January 6, 2017
February 9, 2017	February 3, 2017
March 9, 2016	March 3, 2017
April 13, 2017	April 7, 2017