

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

September 18, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 10.09.14 DTRW-SS MEETING

Members:

Chancellor’s Designee: Lori Bennett, Chair (OC)
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (VC)
 Executive Vice Presidents: Lori Bennett (MC), Carole Bogue (OC), Patrick Jefferson (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Gloria Arevalo on behalf of Art Sandford (VC)
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)
 Associated Student Government: ASG Rep vacant (OC), vacant (MC), Victoria Brown (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent:

Victoria Brown (ASVC), Marian Carrasco-Nungaray (VC), Pat Ewins (MC)

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of April 24, 2014 Meeting Notes	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm. Introductions were made for all members. The April 24, 2014 meeting notes were approved with a minor change to Art Sandford’s title.			
OLD BUSINESS				
• BP/AP 5500 Standards of Conduct (Steve Blum, Trustee,	Revised BP/AP 5500 will move forward to the Board agenda with Trustee Blum’s suggested changes of reordering the standards of	Add to October 14, 2014 Board	9.26.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>provided a new draft of BP/AP 5500 for review by the workgroup – included in agenda packet.)</p> <ul style="list-style-type: none"> BP/AP 5520 – both pulled from 9.09.14 Board Meeting and sent back to DTRW-SS for further review. This item will return to the Board Agenda after review and changes. 	<p>student conduct to put like items together and adding the phrase “any other unlawful use of force or fear” under item 1.</p> <p>AP 5520 is inconsistent with AP 5530 regarding legal representation. AP 5520/5530 revisions were made in the meeting to provide consistency between the procedures, will be added to the Board Agenda for October, and will not need to return to the Policy Committee.</p>	<p>Agenda after making changes to BP 5500, AP 5520/5530</p>		
<p>BP/AP 5300 Student Equity – Scott Lay, Community College League of California (CCLC), indicated the revised CCLC versions will be online April 2014.</p>	<p>Parked in the BP/AP status update until further information is released from the CCLC.</p>			
NEW BUSINESS				
<p>DTRW-SS – selection of Co-Chair – Lori Bennett</p>	<p>Graciela Casillas was selected as Co-Chair of DTRW-SS for the 2014-15 academic year.</p>			
<p>DTRW-SS Calendar – Lori Bennett and Workgroup</p>	<p>January 8 is a self-assigned flex day. This workgroup decided to move this date to January 22 with a submission deadline date of January 15. Consensus must be reached with both DTRW-SS and DTRW-S for these dates.</p>	<p>Send out revised calendar</p>	<p>Prior to next meeting on October 9</p>	<p>Laurie Nusser</p>
<p>BP/AP Status Update – Clare Geisen</p>	<p>Ms. Geisen provided a BP/AP status update handout and reviewed the outstanding items with DTRW-SS. The items on the summary list will be on all new agendas for updates.</p>	<p>Send out BP/AP documents to the assigned parties</p>	<p>ASAP</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>It was decided to assign review to DTRW-SS members for the following policies and procedures:</p> <p>BP/AP 5110 Counseling – Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray</p> <p>BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray</p> <p>BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins</p> <p>BP/AP 5300 Student Equity – Linda Kama’ila</p> <p>BP/AP 5410 Associated Student Elections – Clare Geisen</p> <p>BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi</p> <p>BP/AP 5700 Athletics – Traci Allen, Tim Harrison</p>			
<p>Student Organization Advisors – Catalog Edit – Pat Ewins/Sharon Miller</p>	<p>Student Advisors would like the following sentence removed from the catalogs in Appendix IV – Rights and Responsibilities – Section B: Privileges of Student Organizations – item #B page #259 of the new 2014-14 Moorpark College: <i>“Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.”</i></p> <p>There was consensus from the DTRW-SS members to remove the statement from the next printed catalog and will be removed from the current online catalog.</p>			
<p>BP/AP 5010 Admissions and Concurrent Enrollment – Registrars Implementation of</p>	<p>A new draft of BP/AP 5010 was provided by the registrars for review. Some of the language was updated from the new CCLC templates to ensure they are in compliance with Senate Bills 141 and 150.</p>	<p>Add to Cabinet/Policy Committee Agendas</p>	<p>9.22.14</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Senate Bill 150 (Correa) and Senate Bill 141 (Lara) regarding nonresident tuition</p>	<p>SB 150 permits a district to exempt nonresident special part-time students from paying nonresident tuition. VCCCD currently exempts concurrently enrolled students from nonresident tuition if they are taking the course for high school credit only. When a student elects to receive high school credit only, they cannot use the course for college credit. If the student wants college credit, they must pay the nonresident tuition. Implementing this bill would allow certain student to also receive college credit and be exempt from nonresident tuition.</p> <p>SB 141 requires colleges to exempt US citizens who reside in a foreign country from paying nonresident tuition if they meet certain requirements. When a student is exempt for nonresident tuition for this purpose, apportionment can be claimed.</p> <p>It was recommended to move this item forward to Chancellor's Cabinet, Policy Committee, and to the Board for full approval.</p>			
<p>BP/AP 5015 Resident Determination – Registrars</p>	<p>A new draft of BP/AP 5015 was provided by the registrars for review. Some of the language was updated from the new CCLC templates to ensure they are in compliance with Senate Bills 141 and 150.</p> <p>It was recommended to move this item forward to Chancellor's Cabinet, Policy Committee, and to the Board for full approval.</p>	<p>Add to Cabinet/Policy Committee Agendas</p>	<p>9.22.14</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP 5020 Non Residence Determination - Registrars	<p>A new draft of BP/AP 5020 was provided by the registrars for review. Some of the language was updated from the new CCLC templates to ensure they are in compliance with Senate Bills 141 and 150.</p> <p>It was recommended to move this item forward to Chancellor's Cabinet, Policy Committee, and to the Board for full approval.</p>	Add to Cabinet/Policy Committee Agendas	September 22	Laurie Nusser
BP/AP Distance Education - Develop New Policy/Procedure – Mary Rees	Development of a Board policy and procedure will be reviewed by DTRW-I.	Add to DTRW-I agenda	October 3	Laurie Nusser
Drop Fee Period – Patrick Jefferson – currently under review by DOC/ATAC per Cabinet	There was consensus in agreement with this proposal to extend the drop fee period to seven days. This issue will be addressed at the Administrative Technical Administrative Council (ATAC) which will be presented by the Executive Vice Presidents (EVP).	Add to the next ATAC agenda	October ATAC Meeting	EVPs: Patrick Jefferson and Lori Bennett
Ticketing during first week of classes – Patrick Jefferson – currently under review by DOC/ATAC per Cabinet	Mr. Jefferson advocated abstaining from ticketing students the first week of classes and there was consensus among the DTRW-SS workgroup in agreement with this proposal. The EVPs will present this issue at District Operations Council (DOC) and ATAC.	Add to the next ATAC/DOC agendas	October ATAC/DOC Meeting	EVPs: Patrick Jefferson and Lori Bennett
Basic Skills Course – Discussion/Patrick Jefferson	This item was tabled until the October DTRW-SS meeting.	Add to October DTRW-SS Agenda	10.03.14	Laurie Nusser
Last Date of Attendance (LDA) Before Census – Dave Anter/Registrars	There was discussion regarding the last date of attendance (LDA), which was recorded before prior to census in 2013, creating issues with compensation from the State, financial aid refunds, dropped classes, and Banner.	Add to the October DTRW-SS Agenda	10.03.14	Laurie Nusser

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	<p>This issue will return to the campuses and the EVPs will convey the response of DTRW-SS to the deans, which will in turn notify the faculty. The academic senate presidents will convey the response to the Senates regarding the procedure. An all faculty email was recommended which will be presented as a retention issue.</p> <p>The LDA issue will return to the October DTRW-SS meeting.</p>			
<p>Business on Hold or Under Review by Other Workgroups</p>	<ul style="list-style-type: none"> ➤ BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor’s Cabinet, returned by Chancellor’s Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting ➤ BP/AP 5030 Student Activity Fee (Student Services) This item was returned (2.27.14 DTRW-SS) to the campuses for further vetting, support, and to obtain clarification regarding IT issues. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an overview of the proposal. ➤ BP/AP 5300 Student Equity – Scott Lay, Community College League of California (CCLC), indicated the revised CCLC versions will be online April 2014. There are no new versions on the CCLC Policy/Procedure website as of 9.16.14 ➤ BP/AP Distance Education - Develop New Policy/Procedure – currently under review with DTRW-I. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
NEXT MEETING	Thursday, October 9, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline October 3, 2014			