

Ventura County Community College District

Minutes of the District Council on Student Learning (DCSL) Committee

February 25, 2010 – DAC Multi-Purpose Room

3:00 p.m. – 4:30 p.m.

Present: Chancellor's Designee: Ramiro Sanchez (VC)
 Co-Chair: Peter Sezzi (VC)
 J. Baker (MC), M. Bowen (VC), S. Bricker (VC), R. Cabral (OC), S. Cabral (OC), K. Colborn (MC), E. Endrijonas (OC), K. Engleson (OC), Pat Ewins (MC), A. Gonzales (VC), P. Kennedy-Luna (MC), V. Lugo (VC), S. Ordonez (OC), M. Panec (MC), L. Annala (VC)

Absent: M. Rauchfuss (MC), K. Kanamu (VC), K. Coad (VC)

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of 1/28/10 Meeting Minutes	Ramiro introduced Lori Annala from VC and welcomed everyone to today's meeting. The minutes from the 1/28/10 meeting were approved as submitted.			
Discussion				
a. Probation Notification Practices – Pat Ewins	Pat mentioned that a question came up at their matriculation meeting that probation notification is not the same at all three campuses. They are hoping that all three campuses come together to see how they can look at this. Both VC and OC send notifications through the registrars' office. Pat will work on putting together an adhoc committee consisting of deans of student learning to discuss this issue and come up with a plan.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Updates				
a. Audit Procedure – Pat Ewins	This was brought up at the last meeting as a question. The concern was that students were auditing classes that are not intended to be audited. Pat would like the form to have a signature line for the dean to sign before having the form moved on.	Registrars to do a data collection at course level from spring 2009, fall 2009 and spring 2010 of classes being audited by students. Decide how this data will be presented at next month's meeting.	March 2010	Registrars
b. Early Alert Letter – M. Rauchfuss	Victoria Lugo said that a meeting was held where changes to the letter were made as well as recommendations to the early alert process. This will be brought back at some other time.			
c. FERPA – Task Force – Task Force	No report.			
d. Enrollment Priorities - Council	Ramiro mentioned that he had VC's Institutional Researcher do a report on spring 2009 and 2010 enrollments to see if there was a drop in special admit students. The report indicated that there was a drop of 331 special admit students. He mentioned that enrollments in full time students increased and headcount went down due to credit units going up.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>e. Single Reading on Curriculum by BOT – R. Sanchez</p>	<p>Ramiro said that at Monday's Chancellor's Cabinet it was mentioned that at one time the district had one reading for curriculum. This practice changed over the years and never went back. The Chancellor will recommend making a one reading for curriculum. This will hopefully be effective at next month's BOT meeting. Peter mentioned that AP 4020 will be changed to reflect this.</p>			
<p>f. Statute of Limitations on Grade Changes - Registrars</p>	<p>This will be included on AP 4231;</p>			
<p>g. Tech prep/credit by exam units – Ed Knudson</p>	<p>Ed mentioned that he went through AP 4235 (Credit by Exam). He said that units cannot be used to fulfill residency requirements. He said that student can transfer units and not have to fulfill residency. The current AP allows this but just needs to be tweaked for consistency.</p> <p>Cathy Colborn will ask Karen DuBois to take the lead on this and will also inform Karen Gorback and Marny Melendez.</p>			
<p>Recommendation to amend administrative procedures</p>				
<p>a. AP 4100 Graduation Requirements for degrees and certificates – A. Gonzales and P. Sezzi</p>	<p>The latest version of this AP was sent out to everyone. It was noted that the biggest change was on degrees and that the page numbers referenced are from the VC catalog. This latest version with changes is the one that needs to be forwarded to Chancellor's Cabinet;</p>	<p>Send AP to Linda.</p>		<p>P. Sezzi</p>

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Updates on administrative procedures				
a. AP 4021 Program Discontinuance – M. Panec	Jeff Baker asked for this AP to be pulled so that senates can have more time to look at. He mentioned that an earlier version was found.			
b. AP 4026 Philosophy – R. Sanchez	No changes were made. Recommendation was approved to move this AP to Chancellor's Cabinet.			
c. AP 5701 Athletics Program – P. Sezzi				
d. AP 5520 Student Discipline Procedure – Deans of Student Services	<p>Pat Ewins mentioned that the biggest concern is that the work that was done in writing on this AP was not included. Another concern was that the committee has talked about college discipline files as opposed to district files Nursing would like to have discipline files between colleges.</p> <p>The recommendation was not to vote on this AP until the student code of conduct is presented next time for review. Pat would like to have both of them tweaked.</p> <p>Ramiro will report to Chancellor's Cabinet about this recommendation and ask for another month's extension.</p>	Will work on this AP and send it to Linda as an informational item for the agenda.	March 2010	Deans of Student Learning
e. AP 5530 Student Rights and Grievances – Deans of Student Services	Tabled.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Second Reading				
a. AP 4104 Contract Education v1 – <i>P. Sezzi</i>	Tabled for next month.			
b. AP 4105 Distance Education v1 – <i>P. Sezzi</i>	Tabled for next month.			
c. AP 4106 Nursing Program v1 – <i>A. Gonzales</i>	Tabled for next month.			
d. AP 4110 Honorary Degrees v1 – <i>M. Panec</i>	Tabled for next month.			
e. AP 4220 Standards of Scholarship – <i>M. Panec</i>	Tabled for next month.			
f. AP 4222 Remedial Coursework v3 – <i>P. Ewins</i>	Tabled for next month.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
g. AP 4225 Course Repetitions – Registrars	Table for next month			
h. 4226 Multiple and Overlapping Enrollments v2 – V. Lugo	Tabled for next month.			
First Reading	The following people agreed to revise the following APs:			
a. AP 4227 Course Repetition Absent Substandard Academic Work (v3)	Registrars			
b. AP 4231 Grade Changes (v4)	Registrars			
c. AP 4250 Probation (v2)	Pat Ewins			
d. AP 4255 Disqualification and Dismissal	Pat Ewins			
e. AP 4260 Prerequisites and Corequisites (v3)	Marie Panec			
f. AP 4400 Community Service (v4)	Peter Sezzi			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
g. AP 4500 Student News Media (v2)	Victoria Lugo			
h. AP 4610 Instructional Service Agreements (v1)	Victoria Lugo			
Next Meeting	Thursday, March 25, 2010 – 3:00 p.m. DAC – Multipurpose Room			