

**Ventura County Community College District**

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

**November 19, 2009 – DAC Multi-Purpose Room**

**3:00 p.m. – 4:30 p.m.**

**Present:** Chancellor's Designee: Ramiro Sanchez (VC)  
 Co-Chair: Peter Sezzi (VC)  
 Jeff Baker (MC), Susan Bricker (VC), Susan Cabral (OC), Kathy Colborn (MC), Erika Endrijonas (OC), David Farris (VC), Angelica Gonzales (VC), Kea Kanamu (VC Student Rep), Pam Kennedy-Luna (MC), Ed Knudson (MC), Gwendolyn Lewis-Huddleton (OC), Shannon Ordonez (OC), Marie Panec (MC), Maureen Rauchfuss (MC)

**Absent:** Michael Bowen (VC), Robert Cabral (OC), Barbara Cogert (VC), Patricia Ewins (MC), Victoria Lugo (VC)

**Guests:** Kadeem Coad (VC Student Rep), Richard Alcalá (VC Student Rep), Octavio Higareir (VC Student Rep)

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and approval of 10/29/09 meeting minutes</b>	Ramiro welcomed everyone to today's meeting. The meeting minutes from 10/29/09 were reviewed and approved.			
<b>Discussion</b>				
<ul style="list-style-type: none"> <li>• <b>Multi-term Registration – P. Sezzi</b></li> </ul>	<p>Peter mentioned that there have been some complaints with the deadlines on curriculum due to the multi-term registration. He asked if this was something the district wanted to continue.</p> <p>There was consensus by the group to have Ramiro approach Cabinet for consideration on a single reading on curriculum. If Cabinet were to deny this, the group would like an explanation why.</p>			
<ul style="list-style-type: none"> <li>• <b>Statute of Limitations on Grade Changes – E. Endrijonas</b></li> </ul>	<p>Due to requests from students to have a grade changed years after the fact, she is suggesting a 3 year limitation on grade changes. She recommends writing up a procedure for this. Susan Bricker mentioned that whatever is determined faculty would need to be notified so they could keep records for the amount of time the years are agreed on.</p> <p>There was consensus by the group to have something in place.</p>	Ramiro suggested the registrars get a draft started and see which BP/AP it would fall under.	January 2010	Registrars

<ul style="list-style-type: none"> <li>• <b>Tech Prep/Credit by Exam Units – E. Knudson</b></li> </ul>	Ed Knudson will draft language to change the BP.		January 2010	Ed Knudson
<b>Updates</b>				
<b>Early Alert Letter – M. Rauchfuss</b>	Maureen reported that all the deans have been contacted and is hoping to have a meeting in December.	Will report back.	January 2010	
<b>Task Force on Comparable Courses – Articulation Officers &amp; Registrars</b>	<p>The Articulation Officers were requested to look at the comparable list of courses again in more detail to see if they were really comparable. They presented their summary of findings pertaining to courses with similar titles and content, approximately 2/3 of which were found to have differences in units, applicability, and/or requisites.</p> <p>The EVPs will share this information with Dave Fuhrmann to see what can be done in Banner.</p>			
<b>FERPA – Registrars</b>	<p>There was a workshop at OC regarding FERPA. Susan Bricker reported that the workshop had good attendance from all campuses. The workshop was conducted by John Snodgrass, Associate Vice Chancellor of Student Services at Brandman University. He went through a number of case studies and gave a lot new information.</p> <p>It was recommended that a task force be formed which would include registrars and one EVP (Erika Endrijonas volunteered). This task force will bring back a summary of things that need to be addressed from DCSL.</p>		January 2010	
<b>Enforcement of Prerequisites - EVPs</b>	EVPs and data techs had conference call this week regarding the status of the enforcement of prerequisites. All agreed that the data techs will populate the required fields in banner on courses in which the prerequisites had not been enforced.			
<b>Enrollment Priorities – Council</b>	The draft presented by Ed Knudson was reviewed last month. Ramiro asked on behalf of VC to add athletes for consideration under priority registration groups.			
<b>Mathematics</b>	Ramiro spoke to the Chancellor regarding how the attachment that was		January 2010	

<b>Graduation Requirements (CLEP &amp; IB) – R. Sanchez</b>	approved on June 23 <sup>rd</sup> was incorrect. The Chancellor suggested putting this item on the BOT agenda again.			
<b>4. Recommendation to Amend Board Policy</b> <ul style="list-style-type: none"> <li>• <b>BP 5030 Fees (fee for duplicate diplomas)</b></li> </ul>	This item was moved to the January meeting.			
<b>5. Recommendation to Amend Administrative Procedures (APs)</b> <ul style="list-style-type: none"> <li>• <b>AP 4100 Graduation Requirements for Degrees and Certificates – D. Farris</b></li> </ul>	Dave Farris will meet with Peter Sezzi to straighten out the correct wording on AP 4100. Angelica Gonzales will coordinate a meeting amongst counselors from other campuses to discuss residency requirements for all 3 campuses		January 2010	
<b>Updates and Administrative (AP)</b> <ul style="list-style-type: none"> <li>• <b>AP 4021 Program Discontinuan ce – M. Panec</b></li> </ul>	<b>First Reading</b> A draft version was distributed. DCSL members were asked to review this draft and take back to their constituents for input. This will replace what the Academic Senates approved.	Ramiro suggested a summary be done and sent to Linda Resendiz for distribution to DCSL members.		Marie Panec

<ul style="list-style-type: none"> <li>• <b>AP 4026 Philosophy and Criteria for International Education – R. Sanchez</b></li> </ul>	<p><b>First Reading</b>  Ramiro mentioned that Scott Corbett sent draft. The council was asked to review the draft and then address it at the January meeting.</p>		January 2010	
<ul style="list-style-type: none"> <li>• <b>AP 5701 Athletics Program – P. Sezzi</b></li> </ul>	<p>Peter said that he took this AP to the Academic Senate for review. He asked for it to be deferred until January.</p>	Will forward Academic Senate comments to Linda Resendiz.	January 2010	Peter Sezzi
<ul style="list-style-type: none"> <li>• <b>Proposed AP 4235 Procedure on Credit by Exam</b></li> </ul>	<p>This AP was rewritten last year to allow CLEP exams and was to have gone forward to Consultation. No one knows where it went and a status is needed.</p>	Send last version of AP 4235 to Linda R.		S. Bricker
<ul style="list-style-type: none"> <li>• <b>Proposed AP 5500 Standards of Conduct</b></li> </ul>	<p>Ramiro mentioned that this AP was sent to a special task force to be worked on last spring. It was then was then sent to legal counsel for review and input. Ramiro mentioned this to Patricia Parham. She said she was not involved with this but for Ramiro to contact the Chancellor's assistant for a status.</p>		January 2010	
<b>Future Meeting Items</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>			
<b>Next Meeting</b>	<p>January 28, 2010  3 p.m.  DSC</p>			