

Ventura County Community College District

Minutes - District Council on Student Learning (DCSL) Committee

April 22, 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)
 L. Annala (VC), S. Bricker (VC), K. Colborn (MC), E. Endrijonas (OC), A. Gonzales (VC), E. Knudson (MC), V. Lugo (VC), M. Panec (MC), M. Rauchfuss (MC), D. Avila (MC), S. Hall (OC), M. Rees (MC)

Absent: J. Baker (MC), M. Bowen (VC), R. Cabral (OC), S. Cabral (OC), K. Engleson (OC), P. Ewins (MC), K. Kanamu (VC), P. Kennedy-Luna (MC), G. Lewis-Huddleston (VC), S. Ordonez (OC)

Recorder: Linda Resendiz

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of 3/25/10 Meeting Minutes	<p>Ramiro welcome everyone to today's meeting. He introduced Steve Hall (OC) who will be filling in for Robert Cabral (OC), Denise Avila (MC) who will be filling in for Pam Kennedy-Luna (MC), and Mary Rees (MC) who will be the new faculty co-chair of curriculum for Moorpark.</p> <p>The meeting minutes from 3/25/10 were reviewed and approved with minor corrections.</p>			
Updates				
a. Probation Notification (Ad-Hoc Committee) – P. Ewins, K. Engleson, and V. Lugo	No update.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
b. FERPA Task Force – <i>Registrars & E. Endrijonas</i>	No update.			
c. Enrollment Priorities (continuing students) – <i>Council Members</i>	Ramiro mentioned that priority registration started this week. He said that enrollments are not at the same levels as before but expect them to go up.			
d. Single Reading on Curriculum by BOT – <i>R. Sanchez</i>	Ramiro reported that DTRW revised AP 4020. Instead of having two readings for curriculum there will now only be one reading. Also, Vice President of Instruction will be changed to Executive Vice President.	AP 4020 will be forwarded to Chancellor’s Cabinet for review.	May 2010	R. Sanchez
e. Tech Prep/Credit by Exam Units (AP 4235) – <i>E. Knudson</i>	Ramiro said that Patti Blair will be sending AP 4235 to Ed Knudson.			
Recommendation to amend administrative procedures				
a. AP 4100 Graduation Requirements for Degrees and Certificates – <i>A. Gonzales & P. Sezzi</i>	Peter reviewed the changes to AP 4100 with the council. He said that a lot of the changes are clean up to bring AP 4100 in line with Title 5. There was a question as to the use of the word “alien” in the document. Angelica said that’s what’s reflected on the state narrative per Jeff Ferguson’s research. Changes were approved by the Council.	AP 4100 will be forwarded to Chancellor’s Cabinet for review.	May 2010	R. Sanchez

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Third Reading – Administrative Procedures				
a. AP 4104 Contract Education v3 – P. Sezzi	Ramiro said that Peter submitted version two at last month’s meeting. He said that Jaime Casillas, Dean of Economic Development Program, made some changes. The Council also suggested the following changes: change “District’s Office of Administrative Services” to “District’s Office of Business Services”; in the 1 st paragraph delete “designed” and replace with “designated”. All changes were approved by the Council.	AP 4104 will be forwarded to Chancellor’s Cabinet for review.	May 2010	R. Sanchez
b. AP 4106 Nursing Programs v2 – A. Gonzales	Angelica said that the only change is to add “state approved” after the word “utilize” in the first paragraph. She mentioned that the Director of nursing from VC will be talking to the Director of Nursing from MC regarding the veteran’s verbiage. It was suggested by the Council to move forward with this AP. In the meantime, people will need to refer to the 3 rd bullet point with regard to veterans. Changes were approved by the Council	AP 4106 will be forwarded to Chancellor’s Cabinet for review.	May 2010	R. Sanchez
c. AP 4110 Honorary Degrees – M. Panec	Marie had the following changes: -Add an “s” to “time” in the first sentence. -Delete “Vice President of Instruction/Vice President of Students Services” in the first bullet following the sentence starting with “As needed,” Changes were approved by the council.	AP 4110 will be forwarded to Chancellor’s Cabinet for review.	May 2010	R. Sanchez
d. AP 4220 Standards of Scholarship – M. Panec	Marie had the following change: -Add AP 4100 to the list of APs. Changes were approved by the Council.	AP 4220 will be forwarded to Chancellor’s Cabinet for review.	May 2010	R. Sanchez

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>e. AP 4222 Remedial Coursework – P. Ewins</p>	<p>The following change was suggested by Pat Ewins last month:</p> <ul style="list-style-type: none"> -Delete “Vice President of Instruction” and replace with “or designee” in the 7th paragraph. <p>The following change was suggested by the Council:</p> <ul style="list-style-type: none"> -Add “learning” after the word “verified” in the 6th paragraph. <p>Changes were approved by the Council.</p>	<p>AP 4222 will be forwarded to Chancellor’s Cabinet for review.</p>	<p>May 2010</p>	<p>R. Sanchez</p>
<p>f. AP 4226 Multiple and Overlapping Enrollments – V. Lugo</p>	<p>Victoria suggested the following changes:</p> <ul style="list-style-type: none"> -Delete “Vice President of Instruction” and add at the end of the sentence “in consultation with faculty member.” in the 2nd bullet. <p>Changes were approved by the Council</p>	<p>AP 4226 will be forwarded to Chancellor’s Cabinet for review.</p>	<p>May 2010</p>	<p>R. Sanchez</p>
<p>First Reading</p>	<p>It was agreed by DCSL members that the APs in the First Reading will be emailed to all the members for their review of the edits done on these APs. After DCSL reviews these APs they will get forwarded to Chancellor’s Cabinet.</p>			
<p>a. AP 4227 Course Repetition Absent Substandard Academic Work – Registrars</p>	<p>It was suggested to add the word “Kinesiology” after “Physical Education”.</p>	<p>Linda will send out the version that the Registrars revised for DCSL’s review.</p>	<p>April 2010</p>	<p>L. Resendiz</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
b. AP 4231 Grade Changes – Registrars	A part from the Registrars revisions it was suggested to delete the word “Vice President of Instruction” from the 7 th and 12 th bullets.	Linda will send out the revised version for DCSL’s review.	April 2010	L. Resendiz
c. AP 4250 Probation – P. Ewins		Linda will send the edited version by Pat Ewins for DCSL’s review.	April 2010	L. Resendiz
d. AP 4255 Disqualification and Dismissal – P. Ewins		Linda will send the edited version by Pat Ewins for DCSL’s review.	April 2010	L. Resendiz
e. AP 4260 Prerequisites and Corequisites – M. Panec		Linda will send out the edited version for DCSL’s review.	April 2010	L. Resendiz
f. AP 4500 Student News Media – V. Lugo	Victoria recommended taking out the grievance procedure portion of the AP. Ramiro will research the history of this AP and report back.	Linda will send out the edited version for DCSL’s review.	April 2010	L. Resendiz

g. AP 4610 Instructional Service Agreements – V. Lugo	No changes were recommended.	Linda will send out this AP with a note stating that no changes were made. Only for DCSL's review.	April 2010	L. Resendiz
Review of Self-Evaluation (Survey Monkey) – R. Sanchez	Ramiro review the results of the survey with the Council.			
Topics for Next 2010-2011	1. Focus on FERPA			
Next Meeting	Thursday, August 26, 2010 – 3:00 p.m. DAC – Multipurpose Room			