Ventura County Community College District

District Technical Review Workgroup – DTRW-SS (Formerly DCSL) Meeting Notes
January 24, 2013 – DAC Lakin Board Room
3:00 p.m. – 4:30 p.m.
MEETING NOTES APPROVED AT 2.14.13 DTRW-SS MEETING

Members: Chancellor's Designee: Erika Endrijonas, Chair (OC)
Co-Chair: Victoria Lugo, Co-chair (VC)
Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
Registrars: Joel Diaz (OC), Gail Wirth-Currola (MC), Susan Bricker (VC)
Articulation Officers or non-instructional designee: Shannon Davis (Articulation Officer, OC), Pam Kennedy-Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor VC)
Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC), Daniel Chavez (VC)
Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor's Cabinet Liaison/guest)
David Farris (Guest, VC Counselor)

Absent: Susan Bricker (VC), Joel Diaz (OC), Kimberly Eder (MC), Karen Engelsen (OC), Clare Geisen (DAC), Gail Wirth-Gurrola (MC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of December 13, 2012 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:08 pm. The December 13, 2012 meeting notes were approved as presented with no abstentions.			
OLD BUSINESS				
AP 4100 Graduation Requirements for Degrees and Certificates	This policy/procedure is currently under review by the Academic Senates and DCAA.			
BP/AP 4240 – Academic Renewal	As agreed in the December meeting, Dr. Carrasco Nungaray presented a proposed version of AP 4240	Email the revised version from	As soon as possible	Marian Carrasco

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	as reviewed by the counselor group. The shaded areas are the compromises between the colleges. There was discussion regarding the proposed changes to the administrative procedure and suggested revisions were made by the DTRW-SS members. The revised version of AP 4240 will be emailed to Ms. Nusser by Dr. Carrasco Nungaray for inclusion in the January 31 DCAA agenda.	DTRW-SS review to Laurie Nusser to add to the DCAA agenda.		Nungaray
Waivers from College to College (Pat Ewins)	ATAC has not met yet and will meet on February 7. Dr. Harmon will provide a report at the February 14 DTRW-SS meeting.	Agendize with ATAC	February 7	Jane Harmon
• **BP/AP 5013 Students in the Military** (no BP/AP exists) • **BP/AP 5015 Residence Determination** (no AP exists) • **BP/AP 5020 Nonresident Tuition** (current BP/AP)	The registrars were not in attendance at this meeting. These items will be reviewed at the February 14 DTRW-SS meeting. It was agreed at the December DTRW-SS meeting the campuses will review the versions dated 10.11.12 and bring back comments January 24.	Review versions and bring back comments	February 14	All DTRW-SS members
BP/AP 5055 Priority Enrollment	Dr. Harmon spoke to the priority regulations released by the BOG in January 2013. There was discussion regarding priority enrollment for military, foster students, and waivers for majors exceeding 75+ units, and other items which should be incorporated into the procedure. There was discussion regarding marketing to students regarding priority enrollment changes. Ms. Bricker will develop a draft letter to students regarding priority enrollment and send to Ms. Lugo for review. An announcement poster will also be drafted for priority registration. BP/AP 5055 changes will be forwarded to DCAA after receiving a revised draft from Dr. Harmon.	Develop draft letter to students Send revised version of AP 5055	February 14 As soon as possible	Susan Bricker Jane Harmon

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		to Laurie Nusser. Agendize for DCAA		
Other Business **Policy/Procedure Two-Year Review**	An updated tracking document was provided to the DTRW-SS group. Dr. Endrijonas noted we are coming to the end of the two-year review cycle for accreditation requirements and requested members to verify the correct workgroup is assigned to the correct policy and procedure. All workgroup members are to review Chapters 4 and 5.	Review Chapters 4 & 5	February 14	All DTRW-SS members
NEXT MEETING	Thursday, February 14, 2013 – 3:00 p.m.			