

Ventura County Community College District

**2012-2013 Academic Year**  
**District Council on Academic Affairs - DCAA**  
**Meeting Notes**  
**January 31, 2013 - 2:00 p.m. – DAC Lakin Boardroom**  
**MEETING NOTES APPROVED AT 2.28.13 DCAA MEETING**

**Members:** Chancellor’s Designee: Jane Harmon (MC)  
 Faculty Co-Chair: Peter Sezzi (VC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)  
 Vice President, Business Services Designee: David Keebler (VC)  
 Academic Senate Presidents: Linda Kamaila (OC), Riley Dwyer (MC), Peter Sezzi (VC)  
 College Faculty Designees: Nenagh Brown (MC), Shannon Davis (OC), Angelica Gonzales (VC)  
 Additional Faculty Designees: Jim Merrill (OC), Mary Rees (MC), Gloria Arevalo (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor’s Cabinet Liaison/guest)  
 Student Government Representatives: Juan Smith (OC), Hamza Shah (MC), Daniel Chavez (VC)  
 Clare Geisen (DAC), Policy/Procedure, Chancellor’s Liaison

**Absent:** Clare Geisen, Hamza Shah

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Welcome</b></p> <p><b>Approval of November 29, 2012 Meeting Notes</b></p>	<p>Dr. Harmon called the meeting to order at 2:05 pm.</p> <p>The minutes were approved with recommended changes and abstentions from Shannon Davis, Gloria Arevalo, Angelica Gonzales, and Jim Merrill.</p>			
<p><b>BoT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update</b></p> <p>Objective: Establish a General Education Subcommittee to</p>	<p>Ms. Rees stated general education items are currently under review with the Districtwide General Education Subcommittee and will meet later in the month of February to define and reduce discrepancies across the campuses. The final recommendations will be presented to DCAA when completed.</p>			

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develop ideas to improve commonality among courses at each college.				
<b>BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas/Jane Harmon) – incorporate AB 540 changes into policy/procedure</b>	Dr. Endrijonas stated her intention was not to separate Admissions from Concurrent Enrollment in the Board policy/procedure at the November DCAA meeting, but rather to be in compliance with the California Dream Act. Dr. Endrijonas indicated the policy and administrative procedure titles should be consistent. This policy/procedure will go forward to the February 20 Policy Committee.	Agendize BP/AP 5010 for February 20 Policy Committee	February 13	Laurie Nusser
<b>Policies and administrative procedures – 2 year review cycle required for accreditation (Clare Geisen/Jane Harmon/Peter Sezzi)</b>	<p><b><u>BP/AP 5055 – Priority Enrollment</u></b>  Dr. Harmon reviewed the revisions and provided a handout from the Student Success Initiative indicating recently released enrollment priorities. Paula Munoz, guest, Ventura College EOPS Coordinator, spoke to the newly revised administrative procedure advocating for EOPS students to remain as priority enrollment group one students. There was discussion to clarify decisions made at the October and November DCAA meetings and the work flow process of review by DCAA and DTRW-SS. There was also discussion regarding priority groups one and two.</p> <p>There was consensus from the Committee to obtain legal counsel to acquire an opinion regarding the verb “ensure” within the description. After legal review, this procedure will return to the Academic Senates and DCAA. This procedure must be implemented by fall 2014. There was discussion regarding giving priority registration to student athletes. It was decided to return this issue to Cabinet once again for reconsideration.</p> <p><b><u>BP/AP 4030 Academic Freedom – assigned to</u></b></p>	There was no decision regarding responsibility for these action items.		

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	<p><b><u>DCAA for review on policy/procedure tracking sheet</u></b> Ms. Brown stated this is currently under review with the Moorpark College Academic Senate and will return to DCAA for February.</p> <p><b><u>AP 4260 Pre-requisites and Co-requisites under review by Academic Senates (Peter Sezzi)</u></b> Articulation Officers will send this to their listserv and discussion ensued regarding content review format. Everyone will send their comments to Dr. Harmon regarding feedback from the listserv groups. The title should be the same as referenced in Title 5, Section 55003.</p> <p><b><u>BP/AP 4300 Field Trips and Excursions – reviewed and revised by DTRW-I; now up for review by DCAA for final approval before Policy Committee 2.20.13 (Terry Cobos)</u></b> This will be reviewed by the Academic Senates before moving on to Chancellor’s Cabinet, Policy Committee, and subsequently the Board of Trustees meeting in April.</p> <p><b><u>BP/AP 4100 – Graduation Requirements for Degrees and Certificates (Academic Senates)</u></b> There was discussion regarding equality among students for required criteria in order for graduation. BP/AP 4100 is still under review by the Academic Senates and will return to DCAA for February. Agendize for February’s DTRW-I meeting. Both the legislative format/clean versions will go to the Academic Senates.</p> <p><b><u>BP/AP 4240 – Academic Renewal (Angelica</u></b></p>	<p>Agendize for February 28 DCAA meeting</p> <p>Send to listserv groups</p> <p>Agendize on Academic Senate meetings. *Notify Laurie for submission to Policy Committee</p> <p>Academic Senate Review</p> <p>Agendize for February 28 DCAA meeting</p>	<p>February 22</p> <p>As soon as possible</p> <p>Before the next meetings</p> <p>February 13</p> <p>Before the next meetings</p> <p>February 22</p>	<p>Laurie Nusser</p> <p>Articulation Officers</p> <p>Academic Senate Presidents</p> <p>Academic Senate Presidents</p> <p>Academic Senate Presidents</p> <p>Laurie Nusser</p>

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	<p><b><u>Gonzales)</u></b>  Ms. Gonzales provided the history of review for this policy/procedure, which requires further review by the Academic Senates and will come back to DCAA. There was discussion regarding the third bullet point under “Eligibility” for the twelve month rule.</p> <p><b><u>BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas) – Separation of Admission and Concurrent Enrollment Status – assign revision of the BP/AP to a DCAA member</u></b>  As stated previously in the meeting notes, there is no need to separate admissions and concurrent enrollment. This is a completed issue and will go forward to Policy Committee. Title should change and be consistent between Board policy and administrative procedure.</p>	<p>Academic Senate Review</p> <p>Agendize for February 28 DCAA meeting</p> <p>Agendize for February 20 Policy Committee meeting</p>	<p>Before the next Academic Senate meetings</p> <p>February 22</p> <p>February 13</p>	<p>Academic Senate Presidents</p> <p>Laurie Nusser</p> <p>Laurie Nusser</p>
<p><b>Pre-requisites/Co-requisites New Title 5 Regulations AP 4025 and AP 4260 (Peter Sezzi/Erika Endrijonas)</b></p>	<p>These policies are under review with DTRW-I and the Academic Senates.</p>			
<p><b>DTRW-I Report (Erika Endrijonas)</b></p>	<p>Curriculum was the only item to go forward to DCAA from DTRW-I.</p>			
<p><b>DTRW-SS Report (Erika Endrijonas)</b></p>	<p>All items were discussed at DCAA that were discussed at DTRW-SS.</p>			
<p><b>Consent Item College Curriculum Submissions</b></p>	<p>“Collaborations to provide basic adult remedial education” will be placed on the next DCAA agenda. Check in with Jane for title.  Dr. Harmon called for any items to be pulled from the DCAA consent agenda. There were no requests and all curriculum will go forward to the Board.</p>			
<p><b>Enrollment Management</b></p>	<p>Ms. Dwyer inquired as to whether the other</p>	<p>Agendize for</p>	<p>February 22</p>	<p>Laurie</p>

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	colleges were interested in this topic. The development of the Educational Master Plan (EMP) and focus groups were discussed indicating the DTRW workgroups would potentially be an appropriate focus group. Ms. Dwyer will forward the Academic Senate for California Community Colleges Enrollment Management document to the DCAA members and this issue will be agendized for DCAA's February 28 meeting.	February 28 DCAA meeting		Nusser
<b>Other Business</b>	<p>Dr. Harmon requested all members review the items before coming to the meeting so they can be pushed forward and not stagnate or bottleneck.</p> <p>An updated Board Policy/Procedure Tracking Report dated January 31, 2013 was provided to the Committee.</p>	Review all items in meeting packets prior to meetings	Ongoing	All members
<b>Next Meeting Date:</b>	February 28, 2012 – 2 pm			