

Ventura County Community College District

2012-2013 Academic Year
 District Council on Academic Affairs - DCAA
 Meeting Notes

October 25, 2012 - 2:00 p.m. – DAC Lakin Boardroom
MEETING NOTES APPROVED AT 11.29.12 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: Teresa Bonham (OC), Nenagh Brown (MC), 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 and Lanny Hernandez (MC), Daniel Chavez (VC)
 Clare Geisen (DAC), Policy/Procedure, Chancellor’s Liaison

Absent: Teresa Bonham (OC), Clare Geisen (DAC), Linda Kamaila (OC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Mr. Sezzi called the meeting to order at 2:01 pm.			
Approval of September 27, 2012 Meeting Notes	The minutes were approved with minor revisions and with abstention from Mr. Keebler.			
BoT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee	Dr. Harmon requested Ms. Rees provide status on the newly formed General Education Districtwide Subcommittee. Ms. Rees requested clarification from the DCAA group on the charge and composition of the Board’s requested subcommittee. Following			

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	<p>discussion, it was determined the subcommittee would be composed of 3 members from each college: the Articulation Officer, the Curriculum Chair, and the General Education Workgroup Chair or a Curriculum Chair selected designee. The Districtwide General Education Subcommittee will review BP and AP 4025 Pre-requisites/Co-requisites to ensure the policy/procedure is being followed, particularly relating to District general education objectives (GEO), the use of these GEOs for placement of courses, and that general education courses meet CSU/IGETC GE. The Districtwide General Education Subcommittee will compare the general education offerings at the three colleges using DegreeWorks and will discuss the wording regarding Area F.</p> <p>The Subcommittee's charge should be accomplished before the end of the semester in November 2012.</p> <p>Mr. Sezzi commented that the General Education Subcommittee is governed by Brown Act Rules as the Board has requested this new subcommittee in their "Ventura County Community College District Strategic Plan, Annual Implementation Plan 2012" document and the subcommittee must keep this in mind when holding meetings.</p> <p>There was discussion regarding the other DCAA objectives as listed on the Board Objectives and Implementation Plan. Mr. Sezzi and Ms. Dwyer indicated these other</p>			

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	objectives were discussed at the District Council on Accreditation and Planning (DCAP) as to the appropriate committees' responsibilities and are still under consideration with that group.			
BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas/Jane Harmon) – incorporate AB 540 changes into policy/procedure	<p>Dr. Endrijonas stated BP 5010 didn't require any changes to our current Board policy and is compliant with the California Dream Act – AB 540.</p> <p>Ms. Nusser will pull the current CCLC version of BP 5010 and send it to Dr. Endrijonas for comparison regarding the second bullet point (admitting requirements for students) to ensure this item is equivalent to the CCLC version. Dr. Endrijonas will send it out to the Academic Senates for their review and comments.</p> <p>It was noted the administrative procedure legal references for AP 5010 are not current and Dr. Endrijonas will include the correct references for updating of this procedure. It was also noted at the October 25 DCAA meeting that Board policies and administrative procedures should have the same titles. The title changes will be reflected in the new draft.</p>	<p>Pull current CCLC version of BP 5010 and send to Erika Endrijonas.</p> <p>Send to Academic Senates</p> <p>Incorporate current legal references to administrative procedures</p>	<p>November 8</p> <p>November 9</p> <p>November 29</p>	<p>Laurie Nusser</p> <p>Erika Endrijonas</p> <p>Erika Endrijonas</p>
Pre-requisites/Co-requisites New Title 5 Regulations AP 4025 and AP 4260 (Peter Sezzi/Erika Endrijonas)	<p>As indicated in the September 2012 meeting notes, the Academic Senates were to review AP 4025 and AP 4260; however, they indicated it is premature to review these administrative procedures until Academic Senates review the CCLC version of AP 4260. This item will be "parked" until the Subcommittee discusses the general education patterns. DCAA will discuss it after</p>			

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	<p>the Subcommittee reviews the procedures, it will go back to the Academic Senates for review, and they will return the issue to DCAA for final evaluation.</p> <p>AP 4260: Ms. Rees stated the language for criteria should be softened in the current administrative procedure, item 3.iii. Ms. Nusser will pull the CCLC version and send it to Mr. Sezzi. Mr. Sezzi will send out the current version as well as the CCLC version to the Academic Senates.</p>	<p>Pull current CCLC version of AP 4260 and send to Peter Sezzi.</p> <p>Send CCLC and VCCCD versions of AP 4260 to Academic Senates</p>	<p>November 8</p> <p>November 9</p>	<p>Laurie Nusser</p> <p>Peter Sezzi</p>
AP 4025 – General Education Patterns Subcommittee Status (Mary Rees)	This issue was covered under the first item on the agenda.			
AP 5055 – Enrollment Priorities Discussion (Jane Harmon/Erika Endrijonas)	<p>Dr. Harmon stated this item was forwarded from DTRW-SS and the administrative procedure will be kept as is for the current time until guidelines are released from the State Chancellor’s office. Dr. Endrijonas stated the registrars have an idea of how to implement student registration according to the current administrative procedure and asked if the DCAA committee agreed to leave everything as status quo. All were in favor.</p> <p>Chancellor’s Cabinet has requested an update regarding how VCCCD is currently handling priority registration. The California Department of Finance must still review and approve the recommended priorities from the State Chancellor’s office for implementation methods. It was indicated this should be approved within the next few weeks. The</p>	Take need to develop an appeal process for AP 5055 to DTRW-SS	Before fall 2013 registration begins	Erika Endrijonas

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	<p>State Chancellor's office will then release the State's guidelines. Discussion ensued regarding student registration and if a student is part of one of the priority groups, they may be in danger of losing their priority, and the appeals process must be reviewed prior to implementation of priority enrollment. DTRW-SS will review the issue and make a recommendation to DCAA before forwarding the priority registration issue to Chancellor's Cabinet. The enrollment priorities must be fully implemented by fall 2014. Previous workgroups have spent more than two years on this policy and procedure prior to the DTRW-SS and DCAA meetings.</p> <p>Daniel Chavez, Ventura College ASG Representative, commented that student athletes will not be happy with the delay in decision for changes to enrollment priorities.</p> <p>There was discussion regarding when the decision on student athletes would be made and it was indicated this would happen around the first of the year as DCAA is dark in December due to the holidays and we are currently awaiting guidelines from the State Chancellor's office and for the Department of Finance to review the implementation of the new guidelines.</p> <p>This item is on hold until further review has been completed and new guidelines are released from the state.</p>			
Policy and Procedure – 2 year review cycle required for	It was proposed that the Co-chairs of DCAA review the policy and procedure tracking sheet	Set a meeting date for policy/procedure	November 1 (meeting has	Laurie Nusser

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accreditation	with Ms. Geisen and propose a schedule for review and whether they require review from DTRW-I or DTRW-SS.	tracking sheet review.	been set for November 29 prior to DCAA meeting)	
Next Meeting Date:	November 29, 2012 – 2 pm			