



District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

December 5, 2013 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.

➤ **Approval of October 24, 2013 Meeting Notes**

Old Business

- BP/AP 4240 Academic Renewal – under review by Counselors and Academic Senates (Mary Rees)
- AP 5130 Financial Aid – BP/AP were combined into one document – need feedback from Oxnard and Moorpark Financial Aid Officers and revised documents to separate BP/AP (Karen Engelsen)
- BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs – require feedback from Oxnard College EOPS – this item has returned for further input on the AP (CCLC version was not modified to include all items required by law)
- BP/AP 5210 Communicable Diseases – under review by DCAA/Academic Senates – 4.25.13 sent back to DTRW-SS for further review (sent to Student Services Deans 4.01.13)
- BP/AP 5500 Standards of Conduct – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review. As of 10.24.13, Ms. Nusser will send current versions to Deans of Student Services (sent 11.26.13).
- BP/AP 5520 Discipline Procedure – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review. As of 10.24.13, Ms. Nusser will send current versions to Deans of Student Services (sent 11.26.13).
- BP/AP 5530 Student Rights and Grievances – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review. As of 10.24.13, Ms. Nusser will send current versions to Deans of Student Services (sent 11.26.13).

New Business

- Drop Codes (Registrars)

Business on Hold or Under Review by DCAA/Other Workgroups:

- BP/AP 4022 Course Approval – pulled from 4.25.13 DCAA Agenda – currently under review at DTRW-I October 24 meeting
- BP/AP 4102 Occupational/Vocational Technical Programs – currently under review at DTRW-I October 24 meeting



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- BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DOC for further review regarding student accident insurance/sent to Academic Senates on 4.01.13
 - BP/AP 5300 Student Equity – under review by DCAA/Academic Senates (sent to Academic Senates 4.01.13) tabled by DCAA for further review in order to wait for new state information from the Student Equity Taskforce – was to return to DCAA in fall

Next Meeting Date: January 23, 2014, 3 pm – DAC Lakin Boardroom
Submission deadline: January 17, 2014

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

October 24, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 12.05.13 DTRW-SS MEETING

Members:

Chancellor’s Designee: Erika Endrijonas, Chair (OC)
 Co-Chair: Victoria Lugo, Co-chair (VC)
 Executive Vice Presidents: Lori Bennett (MC), Erika Endrijonas (OC), Daniel Seymour – Interim (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Art Sandford (VC)
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Pam Kennedy Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)
 Associated Student Government: ASG Rep vacant (OC), vacant (MC), Robert Nunez (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent:

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of April 11, 2013 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:02 pm. The September 26, 2013 meeting notes were approved as presented with abstentions from Dr. Engelsen and Robert Nunez.			
OLD BUSINESS				
BP/AP 4240 Academic Renewal	BP/AP 4240 Academic Renewal (version which was included in this packet) was approved to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP 5130 Financial Aid –	A rewrite of AP 5130 was provided and reviewed. The BP and AP seem to have been combined by the Financial Aid Officers (FAO) and there is a need to separate the issues. Dr. Engelsen will return it to the FAO's to accomplish this task. This item will return to the December 5 meeting.	Obtain feedback from FAOs.	December 5	Karen Engelsen
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	BP/AP 5150 Extended Opportunity Programs and Services was approved as presented to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			
BP/AP 5410 Associated Student Elections	BP/AP 5410 Associated Student Elections was approved to move forward, as modified within the meeting, to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			
BP/AP 5420 Associated Students Finance	BP/AP 5420 Associated Students Finance was approved as presented to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			
NEW BUSINESS				
BP/AP 5055 Enrollment Priorities (Registrars)	<p>Moorpark Academic Senate reviewed and provided their revised version of the administrative procedure. Dr. Endrijonas clarified new information from BOG on enrollment priorities and BOG fee waivers. There was discussion regarding good academic standing for foster youth, former foster youth, and having a solid appeals process for BOG fee waivers. Oxnard Academic Senate and Counselors reviewed AP 5055 Enrollment Priorities and were in agreement.</p> <p>All were in favor to move the procedure forward as is for the purpose of expediency to Cabinet, Consultation Council, and subsequently to the Board for full approval. This procedure will come</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	back for further revisions at a later date.			
Registration Priority Emails to Students (Karen Engelsen)	Approximately 40,000 emails were sent on October 5 to students. Deans of Student Services and Counselors requested copies of future registration priority emails sent to students. Dr. Carrasco-Nungaray will send suggested verbiage to Susan Bricker for future emails.			
Outstanding Business or Under Review by Other Workgroups	<ul style="list-style-type: none"> • BP/AP 4022 Course Approval – this is currently under review by DTRW-I and will come to DTRW-SS for student services issues. • BP/AP 4240 Academic Renewal – this was approved at today’s meeting. • BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13 – Ms. Nusser to check on the next DCAS meeting date for inclusion in the agenda. • BP/AP 5300 Student Equity – need to wait on further information from State Chancellor’s Office regarding finalizing guidelines for student equity plans. • BP/AP 5500 Standards of Conduct – Ms. Nusser will send current version to Deans of Student Services and return with suggested changes. These all fall under 5500 (5300, 5520, 5530) • BP/AP 5520 Discipline Procedure – Ms. Nusser will send current version to Deans of Student Services and return with suggested changes. • BP/AP 5530 Student Rights and Grievances – Ms. Nusser will send current version to Deans of Student Services and return with suggested changes. 			
NEXT MEETING	Thursday, December 5, 2013 – 3:00 p.m. – DAC Lakin Boardroom			

12.05.13

DTRW-SS

AP 4240

Academic Renewal

New version to be provided by

Mary Rees/Counselors

12.05.13

DTRW-SS

AP 5130

Financial Aid

BP/AP were combined into one document – need feedback from Oxnard and Moorpark Financial Aid Officers and revised documents to separate BP/AP (Karen Engelsen)

12.05.13

DTRW-SS

BP/AP 5150

EOPS

This item has returned for further input on the AP as the CCLC version was not modified to include all items required by law



Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
Number BP 5150
Status Active
Legal Education Code 69640 – 69656; Title 5 Sections 56200 et seq.
Adopted April 18, 2006

Categorical support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.



**COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA**

REVIEW TO EOPS
COORDINATOR

Book Administrative Procedures
 Section Chap 5 Student Services
 Title Extended Opportunity Programs and Services
 Number AP 5150
 Status Active
 Legal Education Code Sections 69640-69656
Title 5 Sections 56200 et seq.
 Adopted November 1, 2000

AP 5150 Extended Opportunity Programs and Services

References:

Education Code Sections 69640-69656;
 Title 5 Sections 56200 et seq.

Note: *This procedure is **legally required**. Local practice may be inserted. Insert local administrative procedures here and/or reference the EOPS Plan. At a minimum, the procedures, plan, or description of the program and services must address:*

- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A full time director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Basic skills instruction, seminars, and tutorial assistance
- Counseling and retention services
- Career employment services
- Transfer services
- Direct aid.
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.
- Review and evaluation of the programs and services and submission of related reports.

12.05.13

DTRW-SS

BP/AP 5210

Communicable Diseases

This item was returned from 4.25.13 DCAA
for further review by DTRW-SS.



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5210 COMMUNICABLE DISEASE
Number	BP 5210
Status	Active
Legal	Education Code Section 76403
Adopted	April 18, 2006

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

See Administrative Procedure 5210.



Book VCCCD Administrative Procedure Manual
Section Chapter 5 Student Services
Title AP 5210 COMMUNICABLE DISEASES
Number AP 5210
Status PROPOSED – NO AP 5210 IN BOARDDOCS
Legal Education Code Section 76403
Adopted
Last Reviewed

The District shall:

Cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students

Ensure compliance with any immunization program required by the State Department of Health Services regulations.

12.05.13

DTRW-SS

BP/AP 5500

Standards of Conduct

Was under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review. As of 10.24.13, Ms. Nusser will send current versions to Deans of Student Services (sent 11.26.13).

12.05.13

DTRW-SS

BP/AP 5520

Discipline Procedure

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12.05.13

DTRW-SS

BP/AP 5530

Student Rights and Grievances

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