

**Ventura County Community College District**

**District Council on Student Learning (DCSL) Meeting Notes**

**December 8, 2011 – DAC Lakin Board Room**

**3:00 p.m. – 4:30 p.m.**

**MEETING NOTES APPROVED AT 1.12.12 DCSL MEETING**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein  
 Co-Chair: Ms. Dwyer (MC)  
 Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Robert Cabral (OC), Susan Cabral (OC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Pam Kennedy-Luna (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

**Absent:** Victoria Lugo (VC), Linda Loiselle (MC), Maureen Rauchfuss (MC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of November 10, 2011 Meeting Notes</b>	<p>Dr. Loewenstein welcomed everyone to DCSL. The meeting commenced at 3 pm.</p> <p>It was noted that this is Susan Cabral’s last DCSL meeting as she is retiring effective December 22, 2011. Ms. Cabral was thanked by the DCSL group for her years of service on the Council.</p> <p>On motion from Mr. Sanchez and seconded by Ms. Davis, the meeting notes from November 10, 2011 were approved as submitted.</p>			
<b>OLD BUSINESS</b>				
Early Registration – AP 5055 (Clare Geisen)	<b>Early Registration for Student Athletes:</b> This item went to the Chancellor’s Cabinet for			

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<p>Reducing Registration Limits (Pat Ewins) New Title 5 Repetition and Withdrawal Regulations (Registrars):</p> <ul style="list-style-type: none"> <li>• AP 4255 Course Repetition</li> <li>• AP 4227 Course Repetition Absent Substandard Academic Work</li> <li>• AP 4230 – Grading and Academic Records Symbols</li> </ul>	<p>clarification and approval for allowing athletes to receive early registration. Cabinet reviewed the proposed draft of AP 5055 on Monday, 12/5, and was not approved. The group requested a written rationale for Cabinet’s disapproval of this item. There are NCAA new requirements, which may not have been presented in Cabinet. A rationale was requested from the colleges for early priority student athlete registration to be submitted no later than Friday, 12/9, by Lori Bennett to Clare Geisen for submission to return the item Chancellor’s Cabinet on Monday, 12/12. The group requested a written rationale from Chancellor’s Cabinet if the issue is disapproved again.</p> <p><b>AP 5055 Revisions:</b> Oxnard College had no comment and Moorpark College corrected grammatical errors on AP 5055 submitted by Ventura College. Ventura College brought a different version dated October 2011 to the meeting, which had not been distributed to the group as of yet. This draft was approved by the Ventura College Academic Senate per the handwritten note at the top of the draft titled “VC Academic Senate draft on AP on Enrollment Priorities, October 2011.” Copies were distributed to the group during the meeting. Mr. Sezzi fielded questions regarding Ventura College’s revisions of the draft AP 5055.</p> <p>Changes were made to this draft as follows:</p> <ul style="list-style-type: none"> <li>• Under the legal section, “et. seq.” was added after the Education Code Section 66025.8.</li> <li>• Delete all text from the beginning of the body of the document down to “Within the Ventura County</li> </ul>	<p>Submit student athlete priority registration rationale.</p>	<p>Friday, 12/9</p>	<p>Lori Bennett (to Clare Geisen)</p>

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	<p>Community College District registration appointments are given in the follow order...” and add “Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq.” to the front of the first sentence.</p> <ul style="list-style-type: none"> <li>• Changes were made under item 1 to include “former foster youth as defined by statute.”</li> <li>• CalWORKS students will be included in the group of priority registration appointments, even though it is struck out on the draft.</li> <li>• Renumbering in the order of registration appointments and the correct order of priority were discussed. The document will be renumbered based on the handwritten changes on the draft distributed at the meeting.</li> <li>• Specific language was drafted as “(waivers for majors exceeding 75 units may be requested by the Counseling Department)”. This will be inserted after item 2, and after 6 to state “(unless granted a waiver in 2 above).”</li> <li>• An asterisked comment will be placed at the bottom of this list stating “*Completed and in progress VCCCD units. Basic skills and non-transferrable units shall not be counted.”</li> <li>• Delete all text at the last section of the document starting with “For the purposes of enrollment priority, ...”</li> </ul> <p>Mr. Sezzi will send the electronic document to Ms. Nelson-Nusser to submit to Chancellor’s Cabinet for Monday, 12/12. Results will be shared with the group from Chancellor’s cabinet.</p> <p>There was discussion regarding Banner</p>	<p>Send electronic document</p>	<p>Friday a.m., 12/9</p>	<p>Peter Sezzi (to Laurie Nelson-Nusser)</p>

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	<p>implementation of these items.</p> <p><b>Reducing Registration Limits:</b>  Full-time students in good standing can currently register for :</p> <ul style="list-style-type: none"> <li>• 19.5 units – no approval required</li> <li>• 20 – 21.5 units counselor approval required</li> <li>• 22 or more – dean’s approval required</li> </ul> <p>Dr. Loewenstein asked the counselors for their input regarding this issue. Discussion ensued regarding reducing registration limits and the expected outcome. Before making a decision regarding this issue, data was requested for students enrolling in more than 18 units to clarify whether reducing registration limits would be beneficial in opening seats up for other incoming students and the extent to which these students remain enrolled and complete classes in comparison with overall student averages. The parameters of the data were discussed and a decision was made to request the following parameters:</p> <ul style="list-style-type: none"> <li>• Retention rate beginning of term to refund date for students enrolled in more than 18 units.</li> <li>• Success course completion rate</li> <li>• Comparison with overall college/district retention/completion rates</li> </ul> <p><b>New Title 5 Repetition and Withdrawal Regulations:</b>  Specific language was drafted for revisions to AP 4255 Disqualification and Dismissal, AP 4227 Course Repetition, Absent, Substandard Academic Work, and AP 4230 Grading and Academic Record</p>	<p>Request data from John Clooney</p>	<p>Prior to next meeting on 1.12.12</p>	

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	<p>Symbols. The changes to the administrative procedures will be implemented in summer 2012.</p> <p>Ms. Bricker will incorporate the revisions on AP 4255, AP 4227, and AP 4230 and send them to Ms. Nelson-Nusser.</p> <p>There was a question regarding academic renewal and Ms. Bricker will look into this issue in Title 5.</p> <p><b>Recommendation:</b> Move the three administrative procedures forward to Chancellor’s Cabinet and will be presented in conjunction with the corresponding Board Policies. This item will go forward to Chancellor’s Cabinet next month (January) and will go to the Board in February as an informational item.</p>	<p>Send revisions</p> <p>Research academic renewal in Title 5</p>	<p>January 6, 2012</p> <p>January 12, 2012</p>	<p>Susan Bricker (to Laurie Nelson-Nusser)</p> <p>Susan Bricker</p>
<b>New Business</b>				
Changing the Current Deadline for Dropping Without a “W” (Susan Bricker)	<p>A request was made to back up the deadline date for dropping without a “W” to the Friday before census for full semester classes and the percentage closest to 20% for short-term and summer classes.</p> <p>The purpose of the request is to accommodate new Title 5 regulations which would prevent the District from claiming apportionment for students who drop between the census date and the current “no W” drop deadline. Ms. Bricker will send Ms. Nelson-Nusser the proposed language. The intent is to implement this new deadline in summer 2012. The proposal was approved in concept.</p>	Send proposed language	January 6, 2012	Susan Bricker
<b>New Agenda Items for January</b>	<p>New agenda items will be submitted via email to Ms. Nusser with supporting documents:</p> <ul style="list-style-type: none"> <li>Academic Renewal</li> </ul>	Submit new agenda items with	January 6, 2012	<ul style="list-style-type: none"> <li>Angelica Gonzales</li> </ul>

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	<ul style="list-style-type: none"> <li>• AP 5010 admissions and concurrent enrollment. Board policy exists but no administrative procedure. This item was requested by Mr. Sezzi and Ms. Geisen will handle.</li> <li>• Pass/No Pass in majors – clarification of catalog language.</li> </ul>	supporting documents to Laurie Nelson-Nusser via email.		<ul style="list-style-type: none"> <li>• Clare Geisen</li> <li>• Erika Endrijonas</li> </ul>
<b>NEXT MEETING</b>	Thursday, January 12, 2012 – 3:00 p.m.			