

Ventura County Community College District

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

February 28, 2013 - 2:00 p.m. – DAC Lakin Boardroom
MEETING MINUTES APPROVED AT 3.28.13 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: Daniel Chavez, Riley Dwyer, David Keebler, Hamza Shah, Juan Smith

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Dr. Harmon called the meeting to order at 2:04 pm.			
Approval of January 31, 2013 Meeting Notes	The minutes were approved with a minor change and abstention from Clare Geisen.			
OLD BUSINESS				
1. BP/AP 4030 Academic Freedom – currently under review by Moorpark College Academic Senate and will return to February DCAA meeting (Riley Dwyer)	DCAA approved BP/AP 4030 with minor corrections to the Board policy. The administrative procedure had no changes. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.	Agendize BP/AP 4030 on Chancellor’s Cabinet 3.11.13 meeting	3.08.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
2. BP/AP 4100 – Graduation Requirements for Degrees and Certificates (Academic Senates) – under review by Academic Senates and DTRW-I – revised AP 4100 with edits from DTRW-I 2.14.13 attached	Ventura College Academic Senate made changes to the administrative procedure (AP) at their last meeting. Mr. Sezzi will send the Ventura College revisions to the colleges’ curriculum chairs (sent via DropBox while in the meeting). This policy and procedure are still under review by the Moorpark Curriculum Committee. This item will come back to the next DCAA meeting for final review and Mr. Sezzi will send the final revised version to Ms. Nusser. This item is to go to the Board in April.	Review Ventura College Academic Senate’s revisions Send final revisions to Laurie Nusser Agendize for 3.28.13 DCAA	ASAP 3.22.13 3.22.13	Curriculum Chairs Peter Sezzi Laurie Nusser
3. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates	The most current version of AP 4240 was reviewed at the 1.24.13 DTRW-SS meeting, however, the 11.14.12 version was included in the DCAA agenda packet. There was dialog regarding academic renewal options, the petition process at the colleges, and districtwide standardization of procedures. Petition forms should be separate forms for each college. Evidence of student needs should also be provided. The latest version of the procedure will be sent to DCAA and will also be reviewed by the Moorpark Academic Senate prior to the March DCAA meeting. This issue will return to DCAA in March for discussion.	Send latest version of AP 4240 to DCAA and Academic Senate presidents Agendize for 3.28.13 DCAA	ASAP 3.22.13	Angelica Gonzales Laurie Nusser
4. AP 4260 Pre-requisites and Co-requisites – under review by Articulation Officers listserv – to return to DCAA with comments (Shannon Davis)	Ms. Davis reported only one response was received from the articulation officer listserv and many responses were received requesting our version when approved. Ms. Davis provided the Miracosta College version of AP 4260. There was discussion regarding the timing of approval of the procedure to enable AA-T curriculum submission for approval. Ms. Rees, Ms. Kama’ila, and Mr. Sanchez will review the Miracosta Administrative Procedure and the current VCCCD Administrative Procedure to meld the versions together and develop a draft for review by the Academic	Develop VCCCD draft of AP 4260 Send Miracosta College version	3.22.13 ASAP	Mary Rees, Linda Kama’ila, Ramiro Sanchez Shannon Davis

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Senates before the March DCAA meeting and will subsequently go to the April Policy Committee meeting. Ms. Davis will send the Miracosta version to Ms. Nusser for distribution to all DCAA members.	of AP 4260 to Laurie Nusser for distribution.		
5. BP/AP 4300 Field Trips and Excursions (Academic Senates) – reviewed and revised by DTRW-I 1.24.13; reviewed by DCAA 1.31.13, currently under review by Academic Senates	All Academic Senates and DCAA have approved the policy and procedure as presented. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.	Agendize BP/AP 4300 on Chancellor's Cabinet 3.11.13 meeting	3.08.13	Laurie Nusser
6. BP/AP 5055 – Priority Enrollment (Jane Harmon/Clare Geisen) – status update on legal review and Cabinet discussion on student athletes	The 1.31.13 DCAA revised version of the administrative procedure was reviewed and further changes were made by DCAA. The student athlete priority issue will be brought to Cabinet to discuss their inclusion within the priority groups. Mr. Sezzi will send the final revised version to Ms. Nusser, who will send it to the Academic Senates for review prior to returning to DCAA for March.	Send final revised 2.28.13 version of AP 5055 Agendize student athlete priority for next Cabinet meeting Agendize for 3.28.13 DCAA	ASAP 3.08.13 3.22.13	Peter Sezzi Laurie Nusser Laurie Nusser
7. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees) Objective: Establish a General Education Subcommittee to develop ideas to improve commonality among courses at each college.	Ms. Rees provided a report on the Districtwide General Education Subcommittee and noted there have been very good and productive discussions within this group. Articulation officers created a Course Disparity List among the three colleges, which was reviewed by the Subcommittee at their last meeting. There was discussion at the Subcommittee regarding General Education F – Ethnic/Gender Studies. The draft for AP 4025 will go to Academic Senates from the Subcommittee. The Subcommittee will meet in April to review all issues. AP 4025 should be approved by the end of March to include in the DCAA agenda.			
8. Enrollment Management (Riley Dwyer) – no handouts	This discussion was tabled due to the absence of Ms. Dwyer.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
9. DTRW-I Report (Erika Endrijonas) – no handouts	All items were discussed at DCAA that were discussed in DTRW-I in February.			
10. DTRW-SS Report (Erika Endrijonas) – no handouts	All items were discussed at DCAA that were discussed in DTRW-SS in February.			
NEW BUSINESS				
1. BP/AP 4500 News Media (proposed drafts) – Cabinet request for DCAA review	DCAA has approved the policy and procedure as presented. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.	Agendize BP/AP 4500 on Chancellor's Cabinet 3.11.13 meeting	3.08.13	Laurie Nusser
2. BP/AP 5013 Students in the Military	The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and the corrected version will return to DCAA for March.	Distribute current version to Academic Senates Agendize for 3.28.13 DCAA	ASAP 3.22.13	Laurie Nusser Laurie Nusser
3. BP/AP 5015 Residence Determination	The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and will return to DCAA for March.	Distribute current version to Academic Senates Agendize for 3.28.13 DCAA	ASAP 3.22.13	Laurie Nusser Laurie Nusser
4. BP/AP 5020 Nonresident Tuition	The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and will return to DCAA for March.	Distribute current version to Academic Senates Agendize for 3.28.13 DCAA	ASAP 3.22.13	Laurie Nusser Laurie Nusser
Curriculum Submissions Moorpark, Oxnard, Ventura	All curriculum submissions were approved without objection. Ms. Davis moved, Ms. Rees seconded, all in favor.	Add curriculum to 3.12.13 Board agenda	ASAP	EA to college presidents
Next Meeting Date:	March 28, 2013 – 2 pm – DAC Lakin Boardroom			