

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

February 27, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 3.27.14 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), Patrick Jefferson (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Peter Sezzi on behalf of 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)
 Guests: Sharon Miller, Student Activities Specialist (MC), Rick Trevino, Student Activities Specialist (VC), Ilsa Maymes, ASG Representative (VC)

Absent:

Lori Bennett, Susan Bricker, Patrick Jefferson, Victoria Lugo, Art Sandford (Peter Sezzi-sub)

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of January 23, 2014 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm. The January 23, 2014 meeting notes were approved with minor changes.			
OLD BUSINESS				
BP 3540 Sexual and Other Assaults on Campus (BP in BoardDocs – need to	There was no feedback from the Health Coordinators for this item and will return to the March meeting.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
develop an administrative procedure)	In January, Dr. Endrijonas requested the Deans of Student Services to obtain feedback from the Health Center Coordinators to develop an administrative procedure. Ms. Nusser will send to the Deans and they will work with the Health Center Coordinators. (sent 1.31.14)	Obtain feedback from Health Center Coordinators	Submit to Laurie Nusser by 3.21.14	Karen Engelsen Pat Ewins Victoria Lugo
BP 3550 Drug Free Environment and Drug Prevention Program (BP in BoardDocs – need to develop an administrative procedure)	There was no feedback from the Health Coordinators for this item and will return to the March meeting. In January, Dr. Endrijonas requested the Deans of Student Services to obtain feedback from the Health Center Coordinators to develop an administrative procedure. Ms. Nusser will send to the Deans and they will work with the Health Center Coordinators. (sent 1.31.14)	Obtain feedback from Health Center Coordinators	Submit to Laurie Nusser by 3.21.14	Karen Engelsen Pat Ewins Victoria Lugo
BP/AP 4225 Course Repetition BP/AP 4227 Course Repetition Absent Substandard Academic Work	BP/AP 4225 and 4227 will be on the April Board agenda after review by the Policy Committee in March. The Moorpark Academic Senate will review this item at their meeting on Tuesday, March 4.	Add to the Policy Committee agenda	3.12.14	Laurie Nusser
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	The Deans indicated they did not have an administrative procedure written for this item and will return to the March meeting. In previous meetings, Dr. Endrijonas requested the Deans of Student Services to obtain feedback from the EOPS Coordinators to develop an administrative procedure. The documents have been sent out various times to the Deans from previous meetings. The Deans will work with the Health Center	Deans of Students Services to draft an administrative procedure in conjunction with the EOPS Coordinators	Submit new draft to Laurie Nusser by 3.21.14	Karen Engelsen Pat Ewins Victoria Lugo

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Coordinators and return with a draft of an Administrative Procedure to the March meeting.			
BP/AP 5500 Standards of Conduct – no AP in BoardDocs	BP 5500 Standards of Conduct will move forward after final review at the Academic Senates to Chancellor’s Cabinet, Policy Committee in March, Consultation Council, and to the full Board in April. (This item was pulled prior to adding to the Policy Committee for further review by Academic Senates.)	Add to the Policy Committee agenda	3.12.14	Laurie Nusser
BP/AP 5520 Discipline Procedure – no BP in BoardDocs	BP/AP 5520 Discipline Procedure will move forward after final review at the Academic Senates to Chancellor’s Cabinet, Policy Committee in March, Consultation Council, and to the full Board in April. A corrected version of the AP from Pat Ewins was handed out at the meeting. (This item was pulled prior to adding to the Policy Committee for further review by Academic Senates.)	Add to the Policy Committee agenda	3.12.14	Laurie Nusser
BP/AP 5530 Student Rights and Grievances – no BP in BoardDocs	BP/AP 5530 Student Rights and Grievances will move forward after final review at the Academic Senates to Chancellor’s Cabinet, Policy Committee in March, Consultation Council, and to the full Board in April. (This item was pulled prior to adding to the Policy Committee for further review by Academic Senates.)	Add to the Policy Committee agenda	3.12.14	Laurie Nusser
New Drop Codes	<p>The Registrars reviewed the survey completed by DTRW-SS members and recommended 8 new drop codes for addition to the Banner system depending on whether it would require a student to scroll down. This issue will be revisited at the March meeting.</p> <p>There was clarification regarding the “academic/coursework difficulty” code.</p>	Add to the March DTRW-SS agenda	3.21.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Ventura College ASG Students provided feedback regarding their opinion on the subject and whether they felt students would understand the code.</p> <p>In January, the Registrars presented a list of 21 possible Drop Codes for review. While the committee was supportive of having students indicate a reason for dropping a course, it seemed as though 21 codes would be overwhelming. Prior to the February meeting, the committee was asked to forward their "Top 5" and "Bottom 5" drop code reasons to the Registrars so that a more manageable number of options can be determined.</p>			
NEW BUSINESS				
<p>BP/AP 5030 – Student Activity Fee (Victoria Lugo/Student Activity Specialists)</p>	<p>Sharon Miller and Rick Trevino, Student Activities Advisors at Moorpark and Ventura Colleges, presented a proposal regarding student activity fees collected when students register for each semester which will go directly toward supporting student activity programs on campus. This would include the associated students, campus clubs and student organizations, as well as faculty and staff that require financial assistance for on-campus events. Currently, college photo ID cards are the main source of funding. The proposed fee is \$5 and will be collected in a manner identical to the Student Representation Fee. Allocation models were provided and would be supervised by the Student Activities Specialist under the supervision of the Dean of Student Services at each campus.</p> <p>Dr. Endrijonas suggested the Student</p>			

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	<p>Activities Advisors meet with Dave Furhmann, Vice Chancellor of IT, to ensure the policy and procedure is workable within our IT system. Other fund raising activities have been curtailed, such as bake sales and, therefore, the funding for student activities has declined. Mr. Sezzi suggested providing minutes from the State ASG meetings to obtain support from the Board of Trustees and to have student representatives from each college attend the Board meeting when presenting this request.</p> <p>The Ventura College ASG students provided feedback regarding their opinion regarding this issue in support of the fee.</p> <p>There was discussion regarding the distribution of funds, accountability of funding, disparity of funding between colleges based on the number of students enrolled at each college, opt out options and having a process for students enrolling online to opt out, AB 1345, and it was indicated funding from the fee should not support stipends for ASG members. Revised versions of BP/AP 5030 Student Activity Fee were reviewed in the meeting and will be reviewed further by all colleges' ASG entities to vet a revised Board policy and procedure.</p> <p>This item will return to the campuses for further vetting, support, and obtaining clarification regarding IT issues. This item will return to the March DTRW-SS agenda. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	overview of the proposal.			
	<ul style="list-style-type: none"> • BP/AP 4020 Program and Curriculum Development – under review with Academic Senates and will return to the March 27 DTRW-I meeting • BP/AP 4022 Course Approval – under review with Academic Senates and will return to the March 27 DTRW-I meeting • BP/AP 4050 Articulation – under review with Academic Senates and will return to the March 27 DTRW-I meeting • AP 4100 Graduation Requirements for Degrees and Certificates – under review at DTRW-I – on hold awaiting State information • 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; awaiting further input from DOC as of 2.27.14. As of 2.27.14, this item is still under review with DOC. • 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 and is now at DTRW-SS 			
NEXT MEETING	Thursday, March 27, 2014 – 3:00 p.m. – DAC Lakin Boardroom			