

Ventura County Community College District

**2012-2013 Academic Year**  
**District Council on Academic Affairs - DCAA**  
**Meeting Notes**  
**March 28, 2013 - 2:00 p.m. – DAC Lakin Boardroom**  
**MEETING NOTES APPROVED AT 4.25.13 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), Cari Lange representing 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:** Riley Dwyer, Peter Sezzi, Hamza Shah, Juan Smith

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome</b>	Dr. Harmon called the meeting to order at 2:02 pm.			
<b>Approval of February 28, 2013 Minutes</b>	The February 28, 2013 DCAA meeting minutes were approved as modified. Ms. Davis moved for approval, Mr. Sanchez seconded, all in favor with abstentions from Daniel Chavez and David Keebler.			
<b>OLD BUSINESS</b>				
1. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (from DTRW-SS)	The Board policy does not require revision. The administrative procedure was discussed and Academic Senates have not come to an agreement. It was noted the Board approves	Address Academic Senate issue at April 1	4.01.13	Jane Harmon

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	<p>policies and not procedures. Dr. Harmon will address Chancellor's Cabinet to discuss procedures when an agreement cannot be reached between Academic Senates.</p> <p>Dr. Kama'ila will bring the issue of Academic Senate non-consensus forward for discussion at the April 5 Consultation Council where the Participatory Governance Handbook (PGH) is under review for revisions.</p> <p>BP/AP 4240 will return to DCAA for the outcome from Chancellor's Cabinet.</p>	<p>Cabinet/Admin Council meeting</p> <p>Address Academic Senate issue at April 5 Consultation Council</p> <p>Agendize for 4.25.13 DCAA meeting</p>	<p>4.05.13</p> <p>4.22.13</p>	<p>Linda Kama'ila</p> <p>Laurie Nusser</p>
<p>2. AP 4260 Pre-requisites and Co-requisites – under review by Articulation Officers listserv – to return to DCAA with comments (Shannon Davis)</p>	<p>This procedure was revised by Ms. Rees, Dr. Kama'ila and Mr. Sanchez and is under review by Curriculum Committees and the Academic Senates. The administrative procedure was revised during the meeting and Ms. Nusser will send the revised administrative procedure to the Academic Senate presidents for their second reading.</p>	<p>Send out revised version from DCAA to Academic Senate presidents</p>	<p>ASAP</p>	<p>Laurie Nusser</p>
<p>3. BP/AP 4500 Student News Media – returned from 3.11.13 Chancellor's Cabinet; return to DCAA. (Note from Cabinet: All students involved in news media should be members of a class. Also, change "college" to "student" in last line of third paragraph on AP.)</p>	<p>This item was sent back to DCAA from Chancellor's Cabinet for further review regarding the issue of students involved in news media should be members of a class. DCAA felt the first sentence of the administrative procedure was sufficient as stated and Cabinet will be notified. Dr. Harmon requested to agendize this item on the Cabinet agenda for Monday, April 1.</p>	<p>Agendize BP/AP 4500 on Chancellor's Cabinet meeting</p>	<p>3.28.13</p>	<p>Laurie Nusser</p>
<p>4. BP/AP 5013 Students in the Military – corrected versions emailed 3.06.13 to DCAA members</p>	<p>There was a minor change to the procedure to be consistent with AP 5055 and will go forward to Cabinet.</p>	<p>Agendize BP/AP 5013 on Chancellor's Cabinet</p>	<p>3.28.13</p>	<p>Laurie Nusser</p>

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		meeting		
5. BP/AP 5015 Residence Determination – corrected versions emailed 3.06.13 to DCAA members	This item will go forward to Cabinet as is with a minor grammatical change.	Agendize BP/AP 5015 on Chancellor's Cabinet meeting	3.28.13.	Laurie Nusser
6. BP/AP 5020 Nonresident Tuition – corrected versions emailed 3.06.13 to DCAA members Tuition	The District Council on Administrative Services (DCAS) reviewed AP 5030 Fees and requested AP 5020 Nonresident Tuition to be consistent with the changes made to AP 5030 by DCAS. BP/AP 5020 will go to Business Services for review to ensure consistency between the two administrative procedures and will also be reviewed by the registrars for clarification. This item will return to DCAA.	Send out revised version from DCAA to DCAS - Business Services	ASAP	Laurie Nusser
7. BP/AP 5055 – Priority Enrollment (Jane Harmon/Clare Geisen) – status update on legal review and Cabinet discussion on student athletes – review revised AP 5055 from 2.28.13 DCAA meeting	<p>Mr. Sanchez provided an update regarding Administrative Council feedback and the Council requested stronger data regarding student athlete priority enrollment.</p> <p>All Academic Senates have reviewed and approved the administrative procedure. The word “academic” was added to the first paragraph regarding students in good standing. There was discussion regarding redefining the word “matriculation” and it was decided to remove this word throughout the document. The phrase “and who have completed orientation, assessment, and an educational plan” was added. The issue regarding 76+ units previously mentioned by Mr. Chavez, who requested to review this issue once again. This issue will not delay the process of moving this policy and procedure forward, but will be revisited at a future DTRW-SS meeting. This item will go forward to Administrative Council on</p>	Agendize BP/AP 5055 on Chancellor's Cabinet	3.28.13	Laurie Nusser

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	<p>Monday, April 1, with revisions from DCAA.</p> <p>This procedure will return to DTRW-SS for further revisions in future meetings regarding the issues of limitations noted in the Board policy, number of units and the priority groups of 8 and 9. This administrative procedure is not published in the catalogs.</p>	meeting		
<p>8. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)</p> <p>Objective: Establish a General Education Subcommittee to develop ideas to improve commonality among courses at each college.</p>	<p>Ms. Rees provided a Subcommittee status update and indicated each campus would further review the course discrepancy list and there are less than a dozen still pending on the list. Ethnic and gender studies as a general education requirement remain a concern and there will be further discussion at the April meeting,</p> <p>Ms. Rees indicated Administrative Procedure 4025 is still under review by the Academic Senates.</p>			
<p>9. Enrollment Management (Riley Dwyer) – no handouts</p>	<p>This discussion was tabled due to the absence of Ms. Dwyer.</p>			
<p>10. DTRW-I Report (Erika Endrijonas) – no handouts</p>	<p>All items were discussed at DCAA that were discussed in DTRW-I in March.</p>			
<p>11. DTRW-SS Report (Erika Endrijonas) – no handouts</p>	<p>All items were discussed at DCAA that were discussed in DTRW-SS in March.</p>			
<b>NEW BUSINESS</b>				
<p>1. 2013-2014 DCAA Meeting Schedule (Jane Harmon/Peter Sezzi) – no handouts</p>	<p>DTRW-I and SS will move to the fourth week and DCAA will move to the second week.</p>			
<p>2. DCAA Governance Self-Appraisal (Clare Geisen) – no handouts</p>	<p>Review will be completed on the next DCAA agenda.</p>	Agendize for 4.25.13 DCAA meeting		Laurie Nusser
<p>3. BP/AP 5035 Withholding of Student Records for Non-</p>	<p>This item will be distributed as presented to DCAA to the Academic Senates for review and will return</p>			

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repayment of Financial Obligations (from 3.07.13 DTRW-SS)	to DCAA after their review.			
4. BP/AP 5040 Student Records and Directory Information (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will return to DCAA after their review.			
5. BP/AP 5052 Open Enrollment (from 3.07.13 DTRW-SS)	This item will be distributed with minor changes from DCAA to the Academic Senates for review and will come back to DCAA.			
6. BP/AP 5200 Student Health Services (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
7. BP/AP 5205 Student Accident Insurance (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
8. BP/AP 5210 Communicable Diseases (from 3.07.13 DTRW-SS)	This item will be returned to the health center coordinators for further review and brought back to DCAA with their comments.	Send BP/AP to Deans of Student Services	ASAP	Laurie Nusser
9. BP/AP 5300 Student Equity (from 3.07.13 DTRW-SS)	This item will be distributed with minor changes from DCAA to the Academic Senates for review and will come back to DCAA.			
10. BP/AP 5400 Associated Student Organizations (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
11. BP/AP 5500 Standards of Conduct (from 3.07.13 DTRW-SS)	This item will be distributed with minor changes from DCAA to the Academic Senates for review and will come back to DCAA.			
12. BP/AP 5520 Discipline Procedure (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			
13. BP/AP 5530 Student Rights and Grievances (from 3.07.13 DTRW-SS)	This item will be distributed as presented to DCAA to the Academic Senates for review and will come back to DCAA.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>CONSENT ITEMS</b>				
Moorpark College Curriculum Submission from March 7, 2013 DTRW-I	All curriculum submissions were recommended to move forward without objection. Dr. Endrijonas moved, Ms. Davis seconded, and all were in favor.			
Oxnard College Curriculum Submission from March 7, 2013 DTRW-I	All curriculum submissions were recommended to move forward without objection. Dr. Endrijonas moved, Ms. Davis seconded, and all were in favor.			
Ventura College Curriculum Submission from March 7, 2013 DTRW-I	All curriculum submissions were recommended to move forward without objection. Dr. Endrijonas moved, Ms. Davis seconded, and all were in favor.			
<b>Other Business</b>	Mr. Sezzi requested to add review of BP 2510 Participation in Local Decision Making for the April 25, 2013 DCAA agenda.	Add to 4.25.13 DCAA agenda	4.22.13	Laurie Nusser
<b>Next Meeting Date:</b>	April 25, 2013 – 2 pm – DAC Lakin Boardroom			