

Ventura County Community College District

2012-2013 Academic Year

District Council on Academic Affairs - DCAA

Meeting Notes

April 25, 2013 - 2:00 p.m. – DAC Lakin Boardroom

MEETING NOTES PRIOR TO APPROVAL AT 9.12.13 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

Guests: Lori Bennett, Dean, Moorpark College, Cassandra Castellanos, ASVC Vice President, Trevor Medlen, ASVC ICC President

Absent: Gloria Arevalo, Daniel Chavez, Shannon Davis, Clare Geisen, David Keebler, Ramiro Sanchez, Peter Sezzi, Hamza Sha, 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 2:03 pm.			
Approval of March 28, 2013 Minutes	<p>There were changes to the agenda to pull BP/AP 4240 Academic Renewal and BP/AP 4022 Course Approval.</p> <p>The March 28, 2013 DCAA meeting minutes were approved as modified. Dr. Kama’ila moved for approval, Ms. Brown seconded, all in favor with</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	abstention from Ms. Dwyer.			
OLD BUSINESS				
BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (from DTRW-SS)	This item was pulled from the DCAA agenda for Cabinet review regarding Academic Senates’ consensus vs. majority District decision making.	Agendize on 4.29 Cabinet Agenda	4.26.13	Laurie Nusser
AP 4260 Pre-requisites and Co-requisites	BP/AP 4260 Pre-requisites and Co-requisites will move forward to Cabinet, Policy, and subsequently to the Board for full approval.	Agendize on 4.29 Cabinet Agenda	4.26.13	Laurie Nusser
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.)	BP/AP 4500 Student News Media will move forward to Cabinet, Policy, and subsequently to the Board for full approval.	Agendize on 4.29 Cabinet Agenda	4.26.13	Laurie Nusser
BP/AP 5015 Residence Determination – AP: Cabinet expressed concern: Is enough information provided to serve as a guide, or will it be necessary for users to look up or seek out additional information? Return to DCAA.	DCAA members believe that the administrative procedure is sufficient. It will be referred back to Cabinet with this recommendation.	Agendize on 4.29 Cabinet agenda	4.26.13	Laurie Nusser
BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (sent to Academic Senates on 4.01.13)	All Academic Senates were in agreement to move this policy and administrative procedure forward to Cabinet, Policy, and subsequently the Board for full approval.	Agendize on 4.29 Cabinet agenda		
BP/AP 5040 Student Records and Directory Information (sent to Academic Senates on 4.01.13)	All Academic Senates were in agreement to move this policy and administrative procedure forward to Cabinet, Policy, and subsequently the Board for	Agendize on 4.29 Cabinet agenda	4.26.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	full approval.			
BP/AP 5052 Open Enrollment (sent to Academic Senates on 4.01.13)	All Academic Senates were in agreement to move this policy and administrative procedure forward to Cabinet, Policy, and subsequently the Board for full approval.	Agendize on 4.29 Cabinet agenda	4.26.13	Laurie Nusser
BP/AP 5200 Student Health Services (sent to Academic Senates on 4.01.13)	All Academic Senates were in agreement to move this policy and administrative procedure forward to Cabinet, Policy, and subsequently the Board for full approval.	Agendize on 4.29 Cabinet agenda	4.26.13	Laurie Nusser
BP/AP 5205 Student Accident Insurance (sent to Academic Senates on 4.01.13)	There was discussion regarding athletic accident insurance and DCAA recommended to move forward to DCAS for review.	Agendize on next DCAS agenda	ASAP	Laurie Nusser
BP/AP 5210 Communicable Diseases (sent to Deans of SS on 4.01.13 for input-return to DCAA)	This item will return to DTRW-SS for further review.	Agendize on fall DTRW-SS	9.05.13	Laurie Nusser
BP/AP 5300 Student Equity (sent to Academic Senates on 4.01.13)	This item was tabled for further review in order to wait for new state information from the Student Equity Taskforce. This item will return to DCAA in September.	Agendize for fall DCAA	9.05.13	Laurie Nusser
BP/AP 5400 Associated Student Organizations (sent to Academic Senates on 4.01.13)	All Academic Senates were in agreement to move this policy and administrative procedure forward to Cabinet, Policy, and subsequently the Board for full approval. Cassandra Castellanos, ASVC Vice President, and Trevor Madelen ASVC ICC President, requested a change to the administrative procedure. This item will move forward, however, will be sent to the colleges' ASG for review prior to the first meeting in fall.	Agendize on 4.29 Cabinet agenda Send to ASG Agendize for fall DCAA	4.26.13	Laurie Nusser
BP/AP 5500 Standards of Conduct (sent to Academic Senates on 4.01.13)	Oxnard College Academic Senate requested further review. This item will return to DTRW-SS in September.	Agendize on fall DTRW-SS	9.05.13	Laurie Nusser
BP/AP 5520 Discipline Procedure (sent to Academic Senates on 4.01.13)	This item was tabled for further review by the Oxnard Academic Senate. This will return to DCAA in fall.	Agendize for fall DCAA	9.05.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP 5530 Student Rights and Grievances (sent to Academic Senates on 4.01.13)	This item was tabled for further review by the Oxnard Academic Senate. This will return to DCAA in fall.	Agendize for fall DCAA	9.05.13	Laurie Nusser
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.	<p>Ms. Rees provided a VCCCD Courses and Discrepancies in GE Placement 2013-2014 handout. Ms. Rees indicated that the definition of Area F, whether the courses should have a domestic component which is required for CSU GE, will continue to be discussed at the local curriculum and general education committees.</p> <p>Ms. Rees recommended disbanding this Subcommittee as the specific goal of the Board was accomplished. A final report will be made at the next DCAA meeting in fall.</p>			
Enrollment Management (Riley Dwyer) – no handouts	Ms. Dwyer asked to table this item until the next DCAA meeting in fall.	Agendize for fall DCAA	9.05.13	Laurie Nusser
DTRW-I Report (Erika Endrijonas) – no handouts	Dr. Endrijonas indicated the DTRW-I meeting schedule has changed from the second Thursday to the fourth Thursday, with the exception of August where we will meet on the fifth Thursday.			
DTRW-SS Report (Erika Endrijonas) – no handouts	<p>Dr. Endrijonas indicated the DTRW-SS meeting schedule has changed from the second Thursday to the fourth Thursday, with the exception of August where we will meet on the fifth Thursday (August 29, 2013).</p> <p>AP 5130 Financial Aid and 5150 EOPS did not go forward due to lack of response from those departments.</p> <p>AP 5055 Enrollment Priorities was moved forward to Policy Committee and is on the May Board agenda. This item will return in the fall for further review of 76+ credit limit for unit limit.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
NEW BUSINESS				
BP/AP 2510 Participation in Local Decision Making (Peter Sezzi)	This item was tabled to the next DCAA meeting in fall.	Agendize on fall DCAA	9.05.13	Laurie Nusser
BP/AP 4022 Course Approval (from DTRW-I; first reading – DCAA)	This item was pulled for further review at DTRW-I.	Agendize on fall DTRW-I	9.05.13	Laurie Nusser
BP/AP 5410 Associated Student Elections (from DTRW-SS; first reading – DCAA)	This item will be sent to the Academic Senates and ASG and will return to the next DCAA in fall.	Send to Academic Senates and ASG	ASAP	Laurie Nusser
BP/AP 5420 Associated Students Finance (from DTRW-SS; first reading – DCAA)	This item will be sent to the Academic Senates and ASG and will return to the next DCAA in fall.	Send to Academic Senates and ASG	ASAP	Laurie Nusser
DCAA Governance Self-Appraisal (Jane Harmon)	Dr. Harmon reviewed the DCAA Governance Self-Appraisal survey and comments. There was discussion regarding suggested improvement for DCAA. This Committee will be discussed in Consultation Council for necessary changes to the process of DCAA and the Participatory Governance Handbook.			
DCAA Meeting Schedule – Peter Sezzi requesting 5.16.13 DCAA meeting date	There was no consensus for a mutually agreed upon date.			
CONSENT ITEMS				
Moorpark College Curriculum Submission from April 11, 2013 DTRW-I	All curriculum submissions were recommended to move forward to the Board.			
Oxnard College Curriculum Submission from April 11, 2013 DTRW-I	All curriculum submissions were recommended to move forward to the Board.			
Ventura College Curriculum Submission	There were no submissions from Ventura College.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Next Meeting Date:	September 12, 2013 – 2 pm – DAC Lakin Boardroom			

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