

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

September 26, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 10.24.13 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), Daniel Seymour – Interim (VC) (not on staff yet)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), 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), Traci Allen representing 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)

Absent:

Karen Engelsen, Clare Geisen, Robert Nunez

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Welcome and Approval of April 11, 2013 Meeting Notes</p>	<p>Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:02 pm. Introductions were made for new members.</p> <p>The April 11, 2013 meeting notes were approved as presented with abstentions from Linda Kama’ila, Art Sanford, Traci Allen, and Graciela Casillas-Tortorelli.</p>			
<p>OLD BUSINESS</p>				
<p>AP 5130 Financial Aid – Victoria Lugo</p>	<p>This item was tabled to the next meeting. Oxnard and Moorpark require feedback from their Financial Aid Officers.</p>	<p>Obtain feedback from FAOs</p>	<p>October 24</p>	<p>Karen Engelsen/Pat Ewins</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	This item was tabled to the next meeting due to the absence of the Oxnard Dean of Student Services. There is no existing administrative procedure in BoardDocs and requires development. The CCLC administrative procedure version was reviewed in previous meetings and Moorpark/Ventura has agreed with this version.	Obtain feedback from EOPS	October 24	Karen Engelsen
BP/AP 5410 Associated Student Elections	This item was tabled to the next meeting. Ventura had no changes, Moorpark and Oxnard will follow up to obtain feedback from their ASG members. In previous meetings, the Board policy was revised to remove the second paragraph with bullet points and move it to the administrative procedure as the second paragraph. This item moved forward to DCAA, but since the decimation of DCAA has returned for final approval to DTRW-SS.	Obtain feedback from ASG	October 24	Pat Ewins/Karen Engelsen
BP/AP 5420 Associated Students Finance	This item was tabled to the next meeting. Ventura had no changes, Moorpark and Oxnard will follow up. In previous meetings, the Board policy was revised to remove the second and third paragraphs with bullet points. This is already indicated in the administrative procedure. This item moved forward to DCAA, but since the decimation of DCAA has returned for final approval to DTRW-SS.	Obtain feedback from ASG	October 24	Pat Ewins/Karen Engelsen
NEW BUSINESS				
Selection of DTRW-SS Co-chair	Victoria Lugo was selected as the Co-chair of DTRW-SS. This is Ms. Lugo's second year as Co-chair.			
DTRW-SS 2013-2014 Meeting Schedule	The October 24 meeting is to be confirmed after checking with the Chancellor's office for a meeting conflict with the Policy Hearing scheduled for the same date.			
BP/AP 5020 Nonresident Tuition (Registrars)	The Registrars suggested changes to the existing administrative procedure regarding how refunds to students are issued. There are systematic issues affecting all three colleges. An issue involving the			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
(Marian Carrasco-Nungaray)	agenda. Academic Senate Presidents will also be involved.			
VCCCD Education Master Plan – Goals and Objectives (Marian Carrasco-Nungaray)	This item has been completed.			
Business On Hold or Under Review by Other Workgroups	<p>These items were tabled for the next meeting on October 24.</p> <p>BP/AP 4022 Course Approval – pulled from 4.25.13 DCAA Agenda</p> <p>BP/AP 4240 Academic Renewal – under review by DCAA/Academic Senates have not come to agreement – still under review by Academic Senates?</p> <p>BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13</p> <p>BP/AP 5210 Communicable Diseases – under review by DCAA/Academic Senates – 4.25.13 sent back to DTRW-SS for further review (sent to Student Services Deans 4.01.13)</p> <p>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</p> <p>BP/AP 5500 Standards of Conduct – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review</p> <p>BP/AP 5520 Discipline Procedure – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review</p> <p>BP/AP 5530 Student Rights and Grievances – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
NEXT MEETING	Thursday, October 24, 2013 – 3:00 p.m. – DAC Lakin Boardroom			

DRAFT