We have much to celebrate! The month of February ended on a positive note with Ventura College, Oxnard College, and Moorpark College being removed from probation status and returned to full compliance with accreditation standards. Congratulations on returning to good standing with the Accrediting Commission.

It was a team effort, and I would like to thank the Trustees, College Presidents, District Council on Accreditation and Planning, and staff for all of their hard work and contributions. The Commission recognized our progress and improvements. We must now focus on working together to sustain our efforts and continue to move the District forward.

**Board of Trustees**

The Board held its monthly meeting on February 13 and extended its gratitude to employees on a successful accreditation outcome. Representatives from the College Foundations attended the meeting and reported on the Foundations’ achievements and activities for the past year. VCCCD’s Initial Proposals to the AFT and SEIU were adopted by the Board, and the Board also accepted the Initial Proposals to the District from AFT and SEIU. All tenure track contract recommendations were approved by the Board as presented. Under Business, the Board approved a three-year agreement with Pyramed Health Systems for online software to manage electronic records in the College Student Health Centers. The next Board meeting is scheduled for March 12, 2013.

**Citizens Advisory Body**

The Citizens Advisory Body met on January 24 at the Wright Event Center in Ventura. The District’s Division of Economic Development provided an overview of current economic development activities, achievements, and future plans. Trustees and community members broke out into workgroups to discuss opportunities for vital community-based needs and identify gaps in service delivery. Groups were assigned topics for discussion and reported findings in the areas of emerging sectors in the county, potential partnerships, outreach possibilities, and methods to address any gaps in training and workforce development.

**Council/Committee Meetings**

Several District-wide councils and committees met as follows:

**District Council for Administrative Services (DCAS)**

DCAS met on February 21. The Council approved the notes of January 17 and reviewed Administrative Procedures 3900, 5030, 6305 and 6320. Board Policy 6305 – Reserves will be returned to the March meeting after it has been reviewed by various constituency groups. APs 3900, 5030, and 6320 will move forward to Chancellor’s Cabinet and on to the Policy Committee of the Board.
DCAS also reviewed and updated progress toward the 2012-13 Board of Trustee Goals and Objectives. The Council reviewed and asked questions regarding the current actuarial study that will be presented to the Board in March.

Finally, because the new District Educational Master Plan is not yet complete and because budget must be tied to planning, it was agreed that any review of the current Budget Allocation Model would be tabled to a future meeting.

**District Council on Human Resources (DCHR)**

DCHR met on Thursday, February 28. At this meeting, the committee reviewed Administrative Procedure (AP) 7120-E Recruitment and Hiring: Part-Time Faculty and agreed to change the time that a candidate recommended for hire is eligible for employment (in paragraph H.1) from two semesters to four semesters. This procedure will now move forward to Chancellor’s Cabinet for review. After reviewing Board Policy (BP) 7310 Nepotism, which the Policy Committee had asked DCHR to re-consider, it was agreed that the BP would move forward once more for approval by the Board. It was also agreed that DCHR would form a taskforce to investigate administrative procedures other districts have in place on this topic and return investigation results to the next DCHR meeting. The committee reviewed a proposed revision to BP 7352 Emeritus Title and the proposed new AP 7352 Emeritus Title. The committee decided that the Human Resources Department would research the operational issues involved in the proposed procedure and report findings at the next DCHR meeting.

District Strategic Planning Goals and Objectives, Board Goal Two, was considered. The committee recommended that the Interim Vice Chancellor, Human Resources, request instructions from the Chancellor’s Cabinet as to the specific information that is needed. At the next meeting, the committee will consider the process for hiring an interim manager, sub-lists for part-time faculty assignments, letters of recommendation, and equivalency criteria for anticipated completion of degree. DCHR is scheduled to meet again on March 28, 2013.

**District Council on Accreditation and Planning (DCAP)**

DCAP met on February 27 at Ventura College. The Council discussed progress made on the District Educational Master Plan and details regarding the proposed April 15 Districtwide session. Preparation of the ACCJC Midterm Report continues; initial planning agenda items have been identified and write-ups are near completion. The writing of District Recommendation responses has been assigned, and the timeline for completion determined. Content review of Board Policy/Administrative Procedure 2425 Board/District Planning is underway. DCAP also reviewed the existing year-end committee self-evaluation template, which will be presented to Consultation Council in early March. Committee self-evaluations are completed on an annual basis.

**Administrative Technology Advisory Committee (ATAC)**

ATAC met on February 7. Class Climate integration with Desire2Learn was reviewed; the new features will allow online faculty evaluations to be started within D2L. The document imaging project will go to the Board in April for approval, with implementation to begin in May. The recent mobile app demos were discussed; this item may go to the Board for approval in April or May. Items from the previous ATAC meeting were reviewed, with a discussion about distance learning policies and compliance. The meeting concluded with updates regarding the portal and website upgrade projects.
Instructional Technology Advisory Committee (ITAC)

ITAC met on Friday, February 8. With the upcoming upgrade to the portal, Course Studio will change significantly, affecting instructors that use the tool for web-enhanced courses. There was a discussion of using D2L as an alternative to Course Studio; a simplified D2L shell will be developed for future review as a possible replacement. The District/College website survey results were reviewed, and items from the previous ITAC meeting were discussed, including distance learning student verification policies, out-of-state distance learning students, and smart classrooms.

Institutional Research Advisory Committee (IRAC)

The committee met twice in February, reviewing data and research for the development of the District Educational Master Plan. The February 13 meeting focused on reviewing data that had been gathered from multiple sources, with adjustments identified for various graphs and charts. On February 21, the group met to review the updated report data for the District Educational Master Plan. Further changes were identified, and a task list developed for finalizing the report.

District Council on Academic Affairs (DCAA)

DCAA met on February 28 and continues to bring faculty and administrators from the three Colleges together around important instructional and student-focused issues. The group is looking at academic procedures (AP) for Board policies (BP) that have changed with legislative and Title V changes. The discussions are focused and respectful, and the procedures are being vetted thoroughly on the campuses. One of the other charges to this committee is to address the Board of Trustees Strategic Objective 1.A - the forming a General Education Subcommittee to develop ideas and strategies to improve commonality among courses at each College. This committee has been meeting for only a few months but has already made great progress in aligning general education courses across the three Colleges. This has been excellent work led by the three College Articulation Officers and Curriculum Committee Chairs.

District Technical Review Workgroup – Instruction (DTRW-I)

At the February 14 meeting of DTRW-I, the committee reviewed curriculum submissions from both Moorpark College and Ventura College; Oxnard had no items requiring DTRW-I review for February. Moorpark introduced three new courses, all of which were necessary due to changes in the Title 5 regulations regarding repeatability. Moorpark also presented several revised courses, noting that the changes to the nursing classes were in support of continuing their prestigious NLN accreditation. Many of Ventura College’s new courses were also needed due to the changes in the repeatability regulations.

The second half of the meeting was devoted to the ongoing review of Board Policies (BP) and Administrative Procedures (AP). It was pointed out that a BP exists for Course Approval (4022), but that no AP currently exists; the Executive Vice Presidents agreed to develop a draft of AP 4022 and present it at the next DTRW-I meeting. There was also discussion of AP 4100 Graduation Requirements for Degrees and Certificates, and each College reported on which College-based committees are currently reviewing the policy; AP 4100 will be reviewed and hopefully finalized at an upcoming DCAA meeting. Finally, it was agreed the Articulation Officers would be provided with the Community College League of California model policy on Repeatability so that a District BP and AP could be developed.
**District Technical Review Workgroup – Student Services (DTRW-SS)**

DTRW-SS met on February 14, and focused on updating Board Policies (BP) and Administrative Procedures (AP). The Registrars presented their revisions to several BPs and APs. Included in the discussion was BP/AP 5013 Students in the Military, which was approved by the committee after consensus that the existing 12-unit maximum of military credit should be removed from the AP, especially since it was unclear why the maximum was established in the first place. Other BPs/APs approved included BP/AP 5015 Residence Determination and BP/AP 5020 Nonresident Tuition. All three of these BPs/APs were recommended to move forward to the District Council on Academic Affairs (DCAA) for consideration at DCAA’s next meeting. Initial drafts of AP 5130 Financial Aid and AP 5150 Extended Opportunity Programs and Services were briefly reviewed, and it was agreed that members would review these APs with their constituents and bring feedback to the March 7 DTRW-SS meeting.

The committee also briefly reviewed a draft letter to students informing them about their potential loss of priority registration status due to lack of satisfactory academic progress; the committee members will also be soliciting constituent feedback that will be provided at the March 7 meeting as well. AP 5055 is currently under review at the Colleges and by DCAA. Once finalized, the letter, along with other critical information, will be communicated to students. The components of AP 5055 must be in place by Fall 2014; however, the Colleges are required to start informing students of the potential for their priority registration status to be affected by certain criteria by the end of Spring 2013.

**District Consultation Council**

Consultation Council met on February 1 and reviewed the February 13 Board Meeting Agenda. There were no constituent objections. Consultation Council members reviewed the District Educational Master Plan Completion Calendar and discussed progress made and outstanding items. The Council also discussed the proposed timeline and process to review the District Participatory Governance Handbook. Consultation Council members are currently working with campus constituencies to obtain input and feedback regarding the existing handbook and will provide those results at the April Consultation Council meeting.

I would like to take this opportunity to once again thank the staff, students, and Trustees of Ventura County Community College District. This celebration of reaffirmation of our accreditation would not be possible without your hard work and constant support for the students of this District. As we continue to serve students, our focus will be sustainment of the work we have accomplished. We must continue to work together to carry out our mission in offering our students the opportunity to save money, prepare for transfer, get ready for a career, and train to go back to work. I look forward to continuing to work with all of you to position our students to meet the 21st century with success of completion.

Jamillah Moore, Ed.D.
Chancellor