We are well into fall semester, and it’s extremely busy on the campuses and at the District Administrative Center. We have successfully hired an Interim President at Moorpark College, District-wide governance committees are once again meeting following summer break, and we are near completion with the Colleges’ Accreditation Midterm Reports and the District’s Educational Master Plan.

I truly enjoyed Flex Week activities back in August. Thank you for your warm welcome and informative and entertaining presentations on the campuses.

**Interim President of Moorpark College**

VCCCD welcomes Dr. Bernard Luskin as the Interim President of Moorpark College. Dr. Luskin is CEO of Luskin International and serves as Director of the W.K. Kellogg Foundation Community College Leadership Legacy Project. He has been founding president and CEO of several colleges and universities, including president of Orange Coast College, founding president of Coastline Community College, founding chancellor of Jones International University, founding CEO of Touro University Worldwide, and President and Professor of Applied Psychology at Wright Graduate University. During his career, he taught at UCLA, USC, Claremont Graduate University, Pepperdine University, Touro University, California State Universities at Fullerton and Los Angeles, and other universities.

Dr. Luskin has authored 10 books and has produced numerous television and interactive media programs, including the first interactive Sesame Street and Grolier’s and Compton’s encyclopedias. He is the recipient of two Emmy Awards for documentary television programs and the Bellweather Leadership Award from the Commission on the Future of Community Colleges. Dr. Luskin received lifetime achievement awards for his contributions to media and education from the UCLA Doctoral Alumni Association, California State University Los Angeles, University of Florida Institute for the Future, the Society of Media Psychology and Technology of the American Psychological Association, and the European Commission.

Dr. Luskin’s first day was September 3. He will serve in the position until a permanent President is selected in summer 2014. Thank you to Iris Ingram for serving as Acting President of Moorpark College. Ms. Ingram has returned to her role as Vice President of Business Services at Moorpark College.
**District Master Plan**

The District is in the final stages of completing its Educational Master Plan. Development of the Master Plan has been ongoing since January 2013 and involved a wide range of constituents including employees, students, Trustees, and community members. Work and collaboration resulted in the following three over-arching goals, which are critical areas that the District and Colleges will focus on at this time:

- **Strategic Goal 1: Increase Access and Student Success**
  - remain competitive in online market and promote access through use of technology
  - provide increased opportunities that allow students to complete degrees, certificates, and transfer in a timely fashion
  - work with K-12 partners in addressing lack of student preparedness

- **Strategic Goal 2: Partner More Effectively to Meet Community Needs**
  - work to enhance the economic vitality of Ventura County
  - support partnerships, which are critical in supporting economic development and creating seamless, relevant pathways for students from education to careers
  - serve as educational resource in creation of new jobs and attracting new businesses to Ventura County

- **Strategic Goal 3: Promote Effective Use of Organizational Resources**
  - focus on importance of maintaining the vitality of employees and fiscal stability to ensure continued student success
  - seek and support efforts to find/leverage additional resources

The Board of Trustees will take action on the District Master Plan at its next public meeting on October 8. This meeting is open to the public, and all are welcome to attend.

**Accreditation Midterm Reports**

The Colleges’ Accreditation Midterm Reports are due to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/Commission) by October 15. The Board of Trustees reviewed the Colleges’ Accreditation Midterm Reports under First Reading in September and will take action on October 8 for final submission to the ACCJC. We expect a response on the reports from the ACCJC in late January or February of 2014.

**VCCCD Employee Formal Communications Survey Summary**

When the Colleges and District Administrative Center were visited by accreditation teams in 2010, the teams recommended the District “assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements…” and “continue to analyze data for impediments to the timely and effective operations of the departments of the Colleges…”
During the 2010-11 academic year, open forums at each of the campuses began the process of soliciting input on how to improve District-wide formal communications. In addition to open forums, an employee survey was designed by the District Council on Accreditation and Planning (DCAP) to collect suggestions employees may have about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice. The purpose of the survey was to assess institutional means of formal communication and was not intended to be a method of assessing or providing interpersonal communication. The survey will be used to establish a baseline for future annual formal communication surveys.

The voluntary and anonymous survey was distributed to approximately 1,500 District-wide employees in fall 2012, with 66 employees responding to questions (i.e., 19 Classified and Confidential; 24 Full-Time Faculty; 16 Part-Time Faculty; and 7 Managers). Survey questions focused on policy/procedure improvements and suggestions for additional improvements in operating practices related to governance structure and policies/procedures.

Findings within the scope of the fall 2012 survey included improvements, comments, and suggestions. Various “improvements” noted that policies, procedures, and practices appear to have improved and are working well. Examples included the Banner/Financial Aid integration, improved online field trip forms, automated ARFs, and an effective Participatory Governance Handbook. “Comments” indicated an unawareness of improvement in formal communications, lack of improvement in formal communications, and too much formal communication. Other comments reported confusion or cumbersome processes at times and inconsistent practices in some areas. Survey feedback on “suggestions” recommended holding forums on policies and procedures; District-wide notification of new policies and procedures; regular review of operating practices; publicizing/posting governance committees’ agendas and meeting notes; and rotating committee meeting locations between the Colleges and District Administrative Center.

Following review by DCAP and District Consultation Council, recommended actions included but were not limited to, increasing governance surveys for monitoring purposes; communicating policy/procedure outcomes to governance committee chairs/co-chairs for feedback to College/DAC constituents and posting in employee portal; maintaining Business/HR Tools, Forms, and Procedures; posting governance committee agendas and meeting notes on the District website for access and transparency; and rotating governance committee meeting locations or offering conference call options when possible.

For a copy of the Employee Formal Communications Survey Summary, please contact Clare Geisen, Director of Administrative Relations, at cgeisen@vcccd.edu or by telephone at 805.652.5504.

**Districtwide Councils/Committees**

Several committees met as follows:

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

DCAS met on August 22 and reviewed the Fiscal Year 2014 Adoption Budget. Interim Vice Chancellor of Business and Administrative Services Brian Fahnestock explained that the
The proposed adoption budget did not change much compared to the Fiscal Year 2014 Tentative Budget. DCAS recommended that the Fiscal Year 2014 Adoption Budget be forwarded to the Board for approval in September. DCAS also had a brief discussion regarding the District’s post employment health benefits and liabilities.

District Council on Human Resources (DCHR)

On September 26, DCHR held its first meeting of the 2013-2014 academic year. Following up on an item continued from last year’s Human Resources policies and procedures review, the committee decided to not continue with development of an administrative procedure to accompany Board Policy 7310 Nepotism. The Board policy was determined to be sufficient.

The committee reviewed its annual self-appraisal survey results. The committee continued its discussion of the feasibility of substitute lists for difficult-to-fill disciplines and agreed that a decision on this issue will be held until the permanent Human Resources staff is in place. The Interim Vice Chancellor, Human Resources, provided the committee with a copy of the Revisions To The Title 5 Regulations: Equal Employment Opportunity document recently released by the State Chancellor’s Office. Substantial revisions were originally approved by the Board of Governors in 2011. Since that time, the regulations have been under review by the Department of Finance (DOF). The DOF signed off on September 10, 2013. The regulations have been filed with the Secretary of State and will become effective on October 19, 2013.

District Technical Review Workgroup - Instruction (DTRW-I)

DTRW-I held its first meeting for the 2013-2014 academic year on September 26. The Academic Senate Presidents were welcomed back to the group now that the District Council on Academic Affairs (DCAA) no longer exists. Moorpark Academic Senate President Mary Rees was elected Faculty Co-Chair of DTRW-I for a second year. Moorpark College presented a new Certificate of Achievement in Biomedical Device Technology, which is actually a joint venture with Ventura College and came about as a result of recommendations from local industry leaders. (Ventura will submit similar paperwork in October.) Each College will offer half of the six classes required for the low-unit certificate. Moorpark College also presented revisions to pre-requisites in Chemistry, Journalism, Math, and Physical Science courses along with Music pre-requisite and course description changes. Oxnard College presented one new Geography course that is required for the Associate of Arts in Geography for Transfer degree that will be presented later this fall 2013. Finally, Ventura College presented one new Automotive and two new Nursing classes, along with a revision to the Home Health Aide course so that the title matches the job duties, and the lecture and lab units reflect the course curriculum.

Administrative Procedure (AP) 4102 Occupational/Vocational Technical Programs was reviewed and will be submitted to Chancellor’s Cabinet for review. After a brief discussion, it was decided that the Executive Vice Presidents and the Articulation Officers would review and revise both AP 4020 Program and Curriculum Development and AP 4022 Course Approval to incorporate recent changes to Title 5; both APs will be brought to the October DTRW-I meeting. The Articulation Officers will also bring forth revisions to AP 4050 Articulation, AP 4100 Graduation Requirements for Degrees and Certificates, AP 4225 Course Repetition, and AP 4227 Course Repetition Absent Substandard Academic Work due to changes in Title 5 as well. Finally, the Articulation Officers provided an update on the “Comparable Course List,” which will go out for faculty review in the next few weeks.
District Technical Review Workgroup - Student Services (DTRW-SS)

DTRW-SS also held its first meeting for the 2013-2014 academic year on September 26. The Academic Senate Presidents were also welcomed back to this group now that DCAA no longer exists. After a brief discussion, Victoria Lugo was chosen to remain the Co-Chair of this Workgroup. All of the Board policies (BPs) and Administrative Procedures (APs) included under Old Business were tabled until the October DTRW-SS meeting because feedback from one or more of the Colleges is needed before the policies/procedures can be forwarded to the Chancellor’s Cabinet. Changes suggested by the Registrars to BP/AP 5020 Nonresident Tuition were accepted, and the members agreed to send it forward to Chancellor’s Cabinet for review.

The bulk of the meeting was devoted to discussing proposed changes to AP 5055 Enrollment Priorities. Last year, DTRW-SS revised AP 5055 to align it with Title 5, specifically removing CalWORKs students from the first priority group for early registration because they were not included in Title 5 or Education Code as eligible for the first priority group. However, in summer 2013, the Governor signed AB 86, which provided for CalWORKs students now to be included in the first priority group, thus necessitating a revision to this AP to move those students from the second priority group back to the first group. Additionally, a slight revision was made to the language regarding student athletes in the second priority group because the original wording was interpreted to include only VCCCD student athletes and not student athletes who transfer in from other institutions. Regardless of their academic history, student athletes are on a tight timeframe to complete their degrees while remaining eligible to play, and the assumption that the “second semester” pertained only to student athletes who began their academic career in the District was both narrow and detrimental to student athletes who transfer into the District. Both of those changes were agreed upon and will be forwarded to the Chancellor’s Cabinet for review because the CalWORKs correction needs to be implemented for spring 2014 in order to remain compliant with Title 5.

Another revision to AP 5055 was discussed but requires consultation with the Academic Senates, and thus could not be included in the current version sent to Chancellor’s Cabinet. Specifically, when the District first implemented AP 5055, the District Council on Student Learning (DCSL) took a more restrictive approach to establishing priorities based on 18 months of research into how best to set the numbers to facilitate degree completion. Several other districts were studied, and in the end, the District decided to go with a version of the Santa Monica College model, setting the maximum number of units that a student could earn before losing priority enrollment at 75 (not including any ESL or Basic Skills units). The Board of Governors set the maximum at 100 units before losing priority enrollment status, but districts were allowed to be more restrictive. Arguments were made from various members that the number should be higher than 75, largely because there are other mechanisms that have come into play that have reduced the numbers of students with high units having the opportunity to get into any class they want while entering students have few classes from which to choose. Changes to financial aid, repeatability, and the new Student Success Act academic progress requirements were cited as reasons that 75 might be too limited. After spirited debate, there was consensus that 90 units might be a more appropriate upper limit, and the Academic Senate Presidents all agreed to present that number to their respective Senates for feedback in October. If there is consensus in late October, a revision to this policy will be sent forward to Chancellor’s Cabinet for implementation in fall 2014.
District Council on Accreditation and Planning (DCAP)

DCAP met on September 16. Committee members focused on a final review of the District’s Master Plan. Recommended changes were incorporated, and members reported back to College/DAC constituents.

District Consultation Council

Consultation Council met on August 30 and continued its review of the Participatory Governance Handbook and related documents. The Council also reviewed the September Board Meeting Agenda Packet, and Dr. Jane Harmon, Consultant, presented the District Master Plan.

Consultation Council reviewed the October Board Meeting Agenda on September 27, which included a review of the final District Master Plan. The Board of Trustees is scheduled to take action on the District Master Plan on October 8.

Board Legislative Committee Informational Hearing on California Dream Act

On September 25, VCCCD’s Legislative Committee hosted an informational public policy hearing regarding the California Dream Act in the Black Box Theatre of the Performing Arts Building at Oxnard College. The California Dream Act became law under Assembly Bills 130 and 131 in 2011 and increased access to financial aid for undocumented students who attend public universities, community colleges, or private colleges in California.

The purpose of the informational public hearing was to obtain information on how the California Dream Act is being implemented at public institutions. Representatives from the California Student Aid Commission, California Community Colleges, VCCCD, and other segments of higher education testified on processes used to implement the Dream Act requirements. The hearing was well attended and included presentations and valuable input from Associated Students at Oxnard College. Informational hearings on student success and the budget will be held at Moorpark College and Ventura College. Details will be provided in the near future.

Thank you for your continued hard work in serving our students. It’s your effort, energy, and commitment that enable the District and Colleges to address challenges and take advantage of opportunities to achieve our goals. Enjoy the rest of the semester. I hope to see and talk with many of you on my next visit to the campuses during “Coffee with the Chancellor.”

Jamillah Moore, Ed.D.
Chancellor