

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
District Technical Review Workgroup (DTRW-SS)
MEETING NOTES

September 8, 2016 – DAC Lakin Boardroom
3:00 p.m. – 5:00 p.m.

MEMBERS:

Chancellor’s Designee: Oscar Cobian, Chair (OC)
Co-Chair: Traci Allen, Co-Chair (MC)
Executive VP & VPs: Julius Sokenu (MC), Oscar Cobian (OC), Kim Hoffmans (VC), Damien Pena (VC)
Academic Senate Presidents: Nenagh Brown (MC), Linda Kama’ila (OC), Alex Kolesnik (VC)
Deans/Asst. Deans: Howard Davis (MC), Leah Alarcon (OC), Karen Engelsen (VC)
Registrars: Dave Anter (MC), Joel Diaz (OC) , Arlene Reed (VC)
Non-instructional Designees: Traci Allen (Counselor MC), Graciela Casillas-Tortorelli (Counselor OC),
Angelica Gonzales (Counselor VC)
Associated Student Government: Gaby Rodriguez (OC), ASG Rep Vacant (MC), ASG Rep Vacant (VC)
Policy & Administrative Procedures: Rick Post (Vice Chancellor Ed Services, DAC)

ABSENT: Karen Engelsen (VC), Gaby Rodriguez (OC)
GUESTS: Rick Trevino, Student Success Supervisor (VC)
RECORDER: Michelle Castelo

NOTES:

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION (IF REQUIRED)	COMPLETION TIMELINE	ASSIGNED TO:
Welcome & Approval of Meeting Notes: April 14, 2016	Dr. Cobian, welcomed everyone to DTRW-SS. The meeting commenced at 3:08 p.m. The April 14, 2016 meeting notes were reviewed & approved with some minor corrections of misspelled names.	Correct Misspelled Names	By next meeting	M. Castelo

OLD BUSINESS				
AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION (IF REQUIRED)	COMPLETION TIMELINE	ASSIGNED TO:
<p>Review Policy/ Procedure List: Develop a Prioritized List for Review of Chapter 5 & Review Overlapping P/P between DTRW-SS & I</p>	<p>Per Rick Post, the handout of AP's & BP's that were distributed by Lori Nelson-Nusser were an old copy. VCCCD has hired someone to revise the document. It will be publicly disseminated and distributed next week. The accreditation website page has also been updated.</p> <p>Some discussion followed regarding AP 3540 Sexual & Other Assaults on Campus as it did not get reviewed by Academic Senate prior to going to the Board of Trustees ^(BoT) for approval. It was agreed that the group would revisit this at the next meeting.</p> <p>It was suggested that DTRW-SS meet jointly with DTRW-I to review/discuss the overlap in the approval of BP/APs.</p>	<p>Bring new list back for review.</p> <p>Determine which AP's & BP's overlap</p>	<p>By next meeting</p> <p>By next meeting</p>	<p>Oscar Cobian</p> <p>Oscar Cobian & Kim Hoffmans</p>
<p>BP/AP 3500 Campus Safety Update: Rick Post Oscar Cobian</p>	<p>There was previous discussion about changing the wording from "The Chancellor" to 'Each College'...shall establish a safety plan." All agreed to revisit this at the next meeting. The Title IX Clery Group will review as well.</p>	<p>Send to Title IX Group</p>	<p>By next meeting</p>	<p>Rick Post</p>
<p>Title IX Update: Oscar Cobian</p>	<p>All Title IX coordinators came together with 4-year universities in the region to discuss best practices. It was discovered that we are behind our colleagues at Cal State & UC's with regard to training. CSUCI said they go through an entire week of Title IX training. It was decided to mention this to the Title IX Consortium for review & discussion.</p>	<p>Discuss training & review w/ Title IX Consortium</p>	<p>At next Title IX Meeting</p>	<p>Oscar Cobian</p>

NEW BUSINESS:				
AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION (IF REQUIRED)	COMPLETION TIMELINE	ASSIGNED TO:
Review of Membership	<p>A handout of the membership requirements was distributed & reviewed. Some discussion followed regarding whether or not we should include Financial Aid Officers as required attendees. Each required member has a vote. Oscar will follow up with F/A officers to see if they want to be added as a guest or as a required attendee.</p> <p>Past practice was that the Dept. Chair or a representative from Counseling also sit on DTRW-SS as a designee. An articulation officer can also be assigned as a designee.</p> <p>For now, it was decided to leave the membership as is. Any revisions up for consideration will be emailed to the board for review and go to DCAP for recommendations.</p>	Follow up w/ FA Officers to see if they want to be added as a guest or as a required attendee.	By next meeting	Oscar Cobian
Elect New Co-Chair	Traci Allen was elected to continue as Co-Chair for DTRW-SS			
2016-17 Goals for DTRW-SS: Nenagh Brown	Nothing to report			
Gainful Employment: John Cooney	John Cooney was not present to report			

NEW BUSINESS: (CONTINUED)				
AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION (IF REQUIRED)	COMPLETION TIMELINE	ASSIGNED TO:
BP 5055 Enrollment Priorities: Howard Davis	<p>It was proposed that FYE Students be able to receive 2nd Priority Registration dates if they complete all 3SP requirements. This is already being done at some colleges & benefits 2nd semester athletes.</p> <p>Some discussion followed & it was decided that the registrars would come up w/ some language and bring it back to the group for review under BP 5055 Enrollment Priorities. All changes must be reviewed by DTRW-SS for consultation prior to approval.</p>	Registrars to come up w/ some inclusive language & bring it back to the group for review.	By next meeting	Registrars
AP 5075 Course Adds & Drops: Rick Post	<p>AP 5075 Course Adds & Drops was approved by the Board of Trustees (BoT) back in May 2016 but it was discovered, after the fact, that the BP should have gone w/ it. The BP didn't make it to their current agenda but is now on the agenda for review/ approval at their next meeting.</p> <p>It was also discovered that the copy distributed of AP 5075 was an incorrect copy.</p>	Obtain a corrected copy of AP 5075 from Lori Nelson-Nusser	By next meeting	Oscar Cobian Rick Post
Future Agenda Items	<ul style="list-style-type: none"> • Review Revised Policy/Procedure List – Oscar Cobian • BP/AP 3500 Campus Safety Review – Oscar Cobian/Rick Post • Review of Membership – Oscar Cobian • BP 5055 Enrollment Priorities - Registrars • BP 5075 Course Adds & Drops – Rick Post • Review of AP 4235 Credit by Exam – Dave Anter • AP 3540 Sexual & Other Assaults on Campus – Linda Kama'ila 			
NEXT MEETING	October 13, 2016 – 3:00 p.m. – DAC Lakin Boardroom Submission Deadline: October 7, 2016			