

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

April 14, 2016 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT SEPTEMBER 8, 2016 DTRW-SS MEETING

Members: Chancellor’s Designee: Oscar Cobian, Chair (OC)
 Co-Chair: Corey Wendt for Trulie Thompson, Co-chair (MC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC), Oscar Cobian (OC), Pat Ewins (Interim) (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
 Deans/Assistant Dean of Student Services: Karen Engelsen/Assistant Dean (VC), Howard Davis, Dean (Interim) (MC)
 Registrars: Dave Anter (MC), Joel Diaz (OC), Arlene Reed, Registrar (VC)
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Trulie Thompson (Counselor, MC), Angelica Gonzales (Counselor, VC), Rick Post (Vice Chancellor, Ed Services)
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), ASG Rep vacant (VC)
 Policy and Administrative Procedures: Rick Post (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Lori Bennett, Karen Engelsen

Guests: Kim Hoffmans

Recorder: Laurie Nelson-Nusser

Notes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|--|--|----------------------|---------------------|--------------|
| <p>Welcome and Approval of March 10, 2016 Meeting Notes</p> | <p>O. Cobian welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm. Leah Alarcon, Oxnard College Assistant Dean of Student Support and Success, was introduced and will become a new member of DTRW-SS.</p> <p>The March 10, 2016 meeting notes were approved with minor correction to the SSSP item.</p> | | | |
| <p>OLD BUSINESS</p> | | | | |

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| <p>Review Policy/Procedure Lit – Develop a Prioritized List for Review of Chapter 5</p> | <p>In March, R. Post provided a handout titled “VCCCD Policies and Procedures Review Cycle” with status of each policy and procedure. This document was sent out to both DTRW-I and SS electronically by L. Nusser in March. DTRW-SS has historically reviewed the policy and procedures in Chapter 5 Student Services and DTRW-I has reviewed Chapter 4 Academic Affairs, however; DTRW-I and SS have overlapping policies and procedures that require review by DTRW-SS and vice versa.</p> <p>BP 4250 Probation, Disqualification, and Readmission, AP 4250 Probation, and AP 4255 Disqualification and Dismissal should be reviewed by this group in the fall when the group reconvenes. It was also noted that BP/AP 4010 Academic Calendar, BP/AP 4226 Multiple and Overlapping Enrollments, BP/AP 4231 Grade Changes, BP/AP 4232 Pass/No Pass, BP/AP 4070 Auditing and Auditing Fees should be reviewed as they are dated 2011. It should be noted that the District has now moved from a 2-year review cycle to a 5-year review cycle so any policies and procedures dated 2011 or before require review at this time.</p> | | | |
| <p>NEW BUSINESS:</p> | | | | |
| <p>AP 3500 Campus Safety (should include links to sub plans) – Rick Post/Oscar Cobian</p> | <p>The Board suggested inserting a link in the document to point to the District emergency plan. There was discussion regarding the proposed removal of the Jeanne Cleary Act information. There was a suggestion to point the link to the student website and portal. It was decided to revisit the language on Cleary</p> | | | |

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| | Act in the fall as members did not want it deleted. Safety plans are different than an emergency plan and the procedure is trying to combine both plans. This item will return to DCAS and Title 9 Committee for further clarification. L. Kama'ila will speak with R. Post regarding the wording. | Speak with R. Post re wording of AP 3500 | Before fall meeting | L. Kama'ila |
| DTRW-SS Self Appraisal Survey Results | The group will review the results via email. | Send out results to members | Completed 4/14/16 | L. Nusser |
| Priority Registration – 3SP – Pilot Program – Pat Ewins | P. Ewins asked if the VCCCD can do something different than what the AP says for priority registration for a pilot program to assist 1 st time students with enrollment. There was discussion about how this affects other students. Moorpark will try this pilot program and return with the results to DTRW-SS. | | | |
| Draft 2016-17 DTRW-SS Calendar | The draft calendar was reviewed and approved as presented. | | | |
| Title 9 Update – Oscar Cobian | All Title 9 coordinators will come together with 4-year local universities with best practices and will return with the results of these meetings in fall. | | | |
| For the Good of the Order: Pat Ewins last meeting before retirement | There was a resolution of gratitude for the tremendous work completed by Pat Ewins, which was seconded and approved unanimously. | | | |
| Future Agenda Items | <ul style="list-style-type: none"> • Election of new co-chair • Student ID Cards – Oscar Cobian • Reflect on DTRW-SS goals – Mary Rees • Priority Registration – Create a workgroup • 5-year Policy/Procedure Review Cycle – prioritize list for review of Chapter 5 | | | |

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| | Student Services and overlapping policy/procedure for Chapter 4 Academic Affairs | | | |
| NEXT MEETING | September 8 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline September 2, 2016 | | | |