

Ventura County Community College District

**2016-2017 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
SPECIAL AP/BP REVIEW - Meeting Notes
Thursday, April 27, 2017 - 12:30 p.m. – 3:30 p.m.**

Members: Chancellor’s Designee: Kim Hoffmans, Chair (VC)
 Faculty Co-Chair: Nenagh Brown (MC)
 Vice Presidents: Linda Kama’ila (Interim OC), Julius Sokenu (Interim MC), Kimberly Hoffmans (VC)
 Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)
 Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Alex Kolesnik (VC)
 Policy and Administrative Procedures: Vice Chancellor, Educational Services: Rick Post (DAC)

Guests: None

Absent: Thao Brabander, Letrisha Mai

Recorder: Sarah Ayala

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Welcome and Announcements</p>	<p>K. Hoffmans welcomed the group and began the meeting at 12:43 pm.</p> <p>R. Post: Little to no changes in the AP/BPs. Mainly reaffirmations and editing legal references. Everything will comply with CCLC requirements.</p> <p>K. Hoffmans: We have one more meeting May 11th. We will approve past meeting minutes at that meeting.</p> <p>N. Brown: If anyone is around for the Articulation Officer presentation to the Board PASS Committee meeting May 12th at 3pm – at the DAC please attend</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP/BP Review				
<p>4021 – PROGRAM DISCONTINUANCE</p>	<p><i>MC’s Senate Council approved it as is. VC and OC Senates have not approved AP/BP and the Program Discontinuance process. They will be continued to be discussed in the Fall.</i></p> <p><i>Alex recommendation to make Option B “2/3rds faculty representation”, to match Option A.</i></p> <p><u>Recommendations:</u></p> <p><i>1st paragraph: “The District’s colleges will establish, with COLLEGIAL consultation with..”</i></p> <p><i>OC would like to pull this AP and discuss again at a future meeting. There are many issues they’d like to discuss.</i></p> <p><i>OC recommendation: Page 3 – add “senate” to first paragraph after list – “no later than two regularly scheduled SENATE meetings”</i></p> <p><i>In Section VII, can HR/Collective Bargaining Units be added</i></p> <p><i>Change phrase to “collegial consultation”</i></p> <p><i>Page 3, number 2 – should be “Chief Instructional Officer”, (instead of VP) adding “collegial” in front of where it says just “consultation” throughout the document.</i></p> <p>FINAL RECOMMENDATION: <i>Approve technical changes. Approved to move forward to DCAP. Do a further review of AP in the Fall.</i></p> <p><i>Page 3, number 2 – should be “Chief Instructional Officer”, (instead of VP)</i></p> <p><i>Add “collegial” in front of where it says just “consultation” throughout the document. Add that as well to the BP.</i></p> <p><i>Put on a Fall DTRW-I agenda for review</i></p> <p><i>This AP/BP needs to go back to all 3 Academic Senates in the Fall for further recommendations.</i></p> <p><i>There is/was an ongoing discussion regarding whether DTRW-I is the appropriate workgroup body to review the issue of Program Discontinuance.</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4030 - ACADEMIC FREEDOM</p>	<p><i>MC – forwarded to DTRW-I without changes</i> <u>Recommendation:</u> <i>OC – 3rd paragraph “AAUP” – write out instead of using abbreviation</i> <i>American Association of University Professors</i> <i>Correct this on the BP (on the 3rd paragraph) as well.</i> <i>“college” should be university in that paragraph as well.</i> <i>Abbreviate anywhere else if needed.</i></p> <p>FINAL RECOMMENDATION: <i>make minor changes and approved to move forward to DCAP.</i></p>			
<p>4040 - LIBRARY AND LEARNING SUPPORT SERVICES</p>	<p><i>Title changed.</i> <i>OC – AP page 2: Is there a program review for the library?</i> <i>Yes.</i></p> <p>FINAL RECOMMENDATION: <i>AP and BP are approved to move forward to DCAP.</i></p>			
<p>4060 - DELINEATION OF FUNCTIONS</p>	<p><i>BP: similar to an instructional service agreement. Legally required if the school has non-credit adult education.</i> <u>Recommendation:</u> <i>AP: first and last paragraph: have it read “non-credit” – drop “adult basic skills and/or non-credit, ESL”</i> <i>First bullet: Instead of “ensure” put “establish”</i> <i>AP and BP should match – check titles</i></p> <p>FINAL RECOMMENDATION: <i>AP and BP are approved to move forward to DCAP with minor changes</i></p>			
<p>4070 - AUDITING AND AUDITNG FEES</p>	<p><i>BP: reads more like an AP. Should this be changed to be more like the other BPs in format?</i></p>			

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<p>4101 - INDEPENDENT STUDY</p>	<p><u>Recommendations:</u> <i>AP: check “health fee” to make sure the title is correct. Should we mention “student activities fee”? AP – second Auditing in title needs to be corrected</i></p> <p>FINAL RECOMMENDATION: <i>Recommended to take back to DTRW-SS for fee discussion. DTRW-I does not need to see document again.</i></p> <p><i>Procedure is legally required. Local practice can be 2 hours Does not mention approval from the instructor Thao has requested to defer discussion for later – she was not able to be at this meeting.</i></p> <p><u>Recommendation:</u> <i>AP – under eligibility – change to “a student must have completed a previous course in the discipline and receive a grade of “C” or better or “P”. “</i></p> <p>FINAL RECOMMENDATION: <i>Put this on the agenda for next DTRW-I meeting. In the meantime, small technical changes approved to move on to DCAP.</i></p>			
<p>4103 - WORK EXPERIENCE</p>	<p><u>Recommendation:</u> <i>Under faculty supervision – minor adjustment regarding work permit Last paragraph add “attendance”...and final grade.</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP in approval process after minor adjustments.</i></p>			
<p>4104 - CONTRACT EDUCATION</p>	<p><u>Recommendations:</u> <i>On BP: change first line to “The District AND/OR COLLEGES may....”</i></p>			

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<p>4106 - NURSING PROGRAM</p>	<p><i>AP: first line: At the request.....division or department... change "will" to "may" in the second line. Add " In cases where credit or non-credit instruction"</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP after minor adjustments.</i></p> <p><i>Reordering of legal language. No other changes were made Second line of first paragraph: Criteria may include, but are not limited to the following multiple measures."</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP after minor adjustments.</i></p>			
<p>4110 - HONORARY DEGREES</p>	<p><u>Recommendation:</u> in bullets "add one other manager and two other faculty" for clarification. Change "manager" to "administrator" in statement listed above</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP with minor adjustment</i></p>			
<p>4220 - STANDARDS OF SCHOLARSHIPS - DELEGATION</p>	<p>BP: legal wording was changed Recommendations: AP: in first bullet, "above" is the first word, and should go on the line above bullets.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4222 - REMEDIAL COURSEWORK</p>	<p>Terminal “s” should be removed off of “scholarships” – “delegations” to be deleted</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP with minor corrections</i></p> <p>BP: changed legal wording AP: 5th paragraph added – CCLC language based on Title V “campuses” all changed to “colleges” <u>Recommendations:</u> Paragraph 3: can remove list of campuses in parenthesis Second to last paragraph – replace “Executive Vice President” with “Chief Instructional Officer” Second to last paragraph, change “Student Educational Plan” with “Student Education Plan” Is there a petition as mentioned in the second to last paragraph? Recommendation to take this to DTRW-SS for discussion/answer.</p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DTRW-SS for clarification on their process. DTRW-I group recommended minor corrections.</i></p>			
<p>4226 - MULTIPLE AND OVERLAPPING ENROLLMENTS</p>	<p><i>BP: Straight out of CCLC language. AP: changed terminology for Chief Instructional Officer Only allowed for overlapping of labs</i></p> <p><u>Recommendations:</u> <i>Check bullets when printing</i></p> <p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP</i></p>			
<p>4231 - GRADE CHANGES</p>	<p>This has already been reviewed and is currently moving through approval process.</p>			
<p>4235 - CREDIT BY EXAMINATION</p>				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4255 - DISMISSAL AND READMISSION</p>	<p>This has already been approved at a previous meeting and forwarded to DCAP. FINAL RECOMMENDATION: <i>This will be added to the DTRW-I agenda for Fall for further review if needed.</i></p> <p>BP 4250 incorporated this AP title. BP is like an umbrella that covers AP 4255. Check format of BP so that it matches the others.</p> <p>FINAL RECOMMENDATION: <i>Since 4250/4255 are related, they should be reviewed at the same time. AP going forward for approval as information item In Fall – bring back AP/BP 4250 and AP/BP 4255 for further review.</i></p>			
<p>4400 - COMMUNITY SERVICES</p>	<p><i>No changes made except legal language</i> <u>Recommendations:</u> <i>Change AP title to “community service programs”</i> <i>BP typo – second to last paragraph, last line “the classes” – be consistent with term above</i> <i>We don’t have specific title listed (4th paragraph). Change to “designated administrator”</i> <i>Remove “VCCCD” the scheduling of offerings (remove cap), is the responsibility of the “designated administrator”</i> <i>First paragraph- change “campuses” to colleges</i> <i>6th paragraph – add “Once established” at the beginning</i> <i>Last paragraph – after research with Ed Code to see if it allowable, the recommendation is to delete entire thing</i></p>			
<p>4610 - INSTRUCTIONAL SERVICE AGREEMENTS</p>	<p>FINAL RECOMMENDATION: <i>Approved to move forward to DCAP with minor changes.</i></p> <p><i>BP was newly written – check date at bottom</i> FINAL RECOMMENDATION: <i>Approved to move forward to DCAP.</i></p>	<p>R. Post to make corrections and move those</p>		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>4315 – REPORTING OF CRIMES</p>	<p><i>Reviewed by HR and Chief of Police. AP should be listed as 3515</i> <i>First person tense changed to third person.</i> <i>OC – Recommends Title IX needs to look at this.</i></p> <p>FINAL RECOMMENDATION: <i>OC's items of concern to be discussed will be notated and sent to Rick Post for new draft.</i> <i>DTRW-I Committee recommends that DTRW-SS should also review this as well as DCHR.</i> <i>Group concluded that DTRW-I is not the appropriate body to review for approval.</i></p> <p><i>*All AP/BP items moving forward to next steps of approval process, and DTRW-I will revisit 4021, 4235. DTRW-I Workgroup will not revisit 3515.</i></p>	<p>AP/BPs recommended to move forward in the approval process to DCAP. *****</p> <p>AP/BP 4021 and 4235 will be revisited at a future DTRW-I meeting for further review. *****</p> <p>AP/BP 3515 to be reworked and revised.</p>		
<p>Adjournment</p>	<p>K. Hoffmans adjourned the meeting at 3:37 pm.</p>			
<p>Next Meeting Date:</p>	<p>Thursday, May 11, 2017 at 1:00 pm at new DAC offices 761 E. Daily Drive, Camarillo.</p>			