



District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

March 12, 2015 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.

- Approval of February 12, 2015 Meeting Notes

Old Business

- **BP/AP 5520 and 5530 Written Rationale – Pat Ewins** – The EVPs and DTRW-SS workgroup objected to changes made by the Board, which include not allowing representation by an attorney at hearings and use of profanity cannot be used to expel a student. These changes are live on BoardDocs as approved by the Board. A written statement of rationale is required to bring it back to the Board through Chancellor's Cabinet. The previous version is published in the catalog and requires an addendum to match the current policy and procedure approved by the Board. Ms. Ewins will revise the current procedures and return with new versions. Status update required.

New Business

- Catalog Discussion – Mary Rees/Linda Kama'ila
- Annual Committee Self-Appraisal for DTRW-I

BP/AP Status

- **BP/AP 4050 Articulation** – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **AP 4051 Articulation Between VCCCD and High School Institutions (tied to BP 4050)** – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **AP 4235 Credit by Examination** - moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **BP/AP 5110 Counseling** – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **BP/AP 5120 Transfer Center** – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **BP/AP 5030 Fees** – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **BP/AP 5140** – Disabled Students – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **BP/AP 5300 Student Equity** – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.
- **BP/AP 5570 Student Credit Card Solicitations** – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.



Business on Hold or Under Review by Other Workgroups:

- **BP/AP 4105 Distance Education** – Proposed BP and revised AP under review at DTRW-I

Next Meeting Date: April 9, 2015 – 1 pm – DAC Lakin Boardroom
Submission deadline: April 3, 2015

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

February 12, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 3.12.15 DTRW-SS MEETING

Members:

Chancellor’s Designee: Lori Bennett, Chair (OC)
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (VC)
 Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Patrick Jefferson (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), Lucia Marquez (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent:

Clare Geisen, Patrick Jefferson, Lucia Marquez

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of January 15, 2015 Meeting Notes	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:15 pm. The January 15, 2015 meeting notes were approved as presented with a change to attendance for January and a correction under the BP/AP 5120 item.			
OLD BUSINESS				
AP 4051 Articulation Between VCCCD and High School Institutions tied to BP	The Ventura College Senate has approved this version and it will move forward to Chancellor’s Cabinet, Policy Committee, and to the Board for final approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
4050				
AP 4235 Credit by Examination - Proposed	DTRW-I made slight revisions at their meeting prior to the DTRW-SS meeting. DTRW-I requested review by DTRW-SS regarding the processes of Units and Grades Recorded for Credit by Examination and that students will be charged the current enrollment fee per unit regardless of the grade received. This workgroup was in consensus regarding the DTRW-I revisions and will move forward to Chancellor's Cabinet, Policy Committee, and to the Board for final approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser
BP/AP 5110 Counseling	Revisions were made during the meeting. With these final changes BP/AP 5110 Counseling has been approved by all Academic Senates, will move forward to Chancellor's Cabinet, Policy Committee, and to the Board for final approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser
BP/AP 5140 Disabled Students – Mary Rees	The final version of BP/AP 5140 Disabled Students Programs and Services will move forward to Chancellor's Cabinet, Policy Committee, and to the Board for final approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser
BP/AP 5120 Transfer Center	Revisions were made during the meeting to AP 5120 Transfer Center. Discussion ensued regarding making it a broadly written procedure to allow flexibility by the campuses under the "Minimum Transfer Center Standards" and whether it can be defined as a Transfer Center Coordinator or Counselor. This area will return to the original version under this section. Ms. Nusser will incorporate the revisions and this item will move forward to Chancellor's Cabinet, Policy Committee, and to the Board for final	Add to Cabinet Agenda	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	approval.			
BP/AP 5300 Student Equity – Mary Rees	The final version of BP/AP 5300 Student Equity will move forward to Chancellor’s Cabinet, Policy Committee, and to the Board for final approval.	Add to Cabinet Agenda	ASAP	Laurie Nusser
BP/AP 5520 and 5530 – Written Rationale Required	<p>A version of the written rationale was distributed at the February meeting by Ms. Ewins and will return to the March meeting for review.</p> <p>The Board approved this policy and procedure in September; however, the EVPs and DTRW-SS workgroup object to the changes made at the Board meeting, which includes not allowing representation by an attorney at hearings and use of profanity, cannot be used to expel a student. These changes are live on BoardDocs as approved by the Board. A written statement of rationale is required to bring it back to the Board through Chancellor’s Cabinet. The previous version is published in the catalog and requires an addendum to match the current policy and procedure approved by the Board.</p>	Review written rationale and return with feedback	ASAP	Workgroup
NEW BUSINESS				
Development of new BP/AP for census and clearing rosters of inactive enrollment - Registrars	There was discussion regarding waitlist and first week registration policies. It was decided this is a college governance issue and there are no formal policies regarding waitlist and first week registration.			
Dual Summer/Fall Registration Dates	JANUARY: There was consensus by the workgroup of allowing dual summer/fall registration for 2015.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Business on Hold or Under Review by Other Workgroups</p>	<ul style="list-style-type: none"> ➤ BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor’s Cabinet, returned by Chancellor’s Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting – still under review at DTRW-I and SS. ➤ BP/AP 5030 Student Activity Fee – this policy and procedure are currently under review with DOC and DCAS. ➤ BP/AP Distance Education 4105 – Develop New Policy/Procedure – currently under review with DTRW-I and added to DTRW-SS ➤ BP/AP 5570 Student Credit Card Solicitation – originally assigned to Mary Rees, Linda Kama’ila, and the Ventura Academic Senate. Mary Rees conducted research and could not find any other colleges with this policy. This policy and procedure will move to DOC/DCAS for their February meetings. 			
<p>NEXT MEETING</p>	<p>Thursday, March 12, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline March 6, 2014</p>			

Written Rationale provided by Pat Ewins @ 2.12.15 DTRW-SS mtg

AP 5520 STUDENT DISCIPLINE PROCEDURE Proposed by DTRW-SS	AP 5520 STUDENT DISCIPLINE PROCEDURE Changed and adopted October 14, 2014	VAP 5520 STUDENT DISCIPLINE PROCEDURE Counter Proposal 1	AP 5520 STUDENT DISCIPLINE PROCEDURE Counter Proposal 2
<p><i>Rational for the various changes:</i></p>	<p><i>This may have been changed from the committee recommendation so a student would not be denied the right to have an attorney to represent them.</i></p>	<p><i>This is a college process, conducted by educators, regarding the educational process and environment. It is not a legal proceeding. If a student exhausts this process without satisfaction they can then take it to the legal venue.</i></p>	
		<p><i>If it becomes a legal procedure, the college personnel involved must be equally represented by an attorney.</i></p>	<p><i>The student and the college personnel, without the aid of an advocate will represent themselves to the college committee/hearing panel.</i></p>
<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor <u>but not a licensed attorney</u>. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student and the college representative <u>and their non-attorney representatives</u> and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single <u>advocate</u>. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student and, the college representative <u>and their non-attorney representatives</u> and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. <u>If either party chooses to have an attorney act as their advocate that party will provide the college with 30 day's notice. If the student chooses to have an attorney act as their advocate the District will provide an attorney to advocate for the district employee and an attorney to assist the hearing panel.</u> The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the student's advocate, the college representative and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. The student shall, in consultation with the college, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, <u>and their non-attorney representatives</u> required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>

AP 5530 STUDENT RIGHTS AND GRIEVANCES Proposed by DTRW-SS	AP 5530 STUDENT RIGHTS AND GRIEVANCES Adopted October 14, 2014	AP 5530 STUDENT RIGHTS AND GRIEVANCES Counter Proposal 1	AP 5530 STUDENT RIGHTS AND GRIEVANCES Counter Proposal 2
<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single <u>advisor but not a licensed attorney</u>. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.</p> <p>The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single <u>advocate</u>. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.</p> <p>The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. <u>If either party chooses to have an attorney act as their advocate that party will provide the College Grievance Officer with 30 day's notice. If the student chooses to have an attorney act as their advocate the District will provide an attorney to advocate for the district employee and an attorney to assist the hearing panel.</u></p> <p>The student shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the student's advocate, the college representative and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. The student shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, <u>and their non-attorney representatives</u> required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than **[number]** days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the **[CEO's]** any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

From: [Clare Geisen](#)
To: [Lori Bennett](#); [Marian Carrasco Nungaray](#); [Patricia Ewins](#); [Victoria Lugo](#); [ASVC President](#); [Graciela Casillas-Tortorelli](#); [Traci Allen](#); [Alexander Kolesnik](#); [Linda Kamaila](#); [Clare Geisen](#); [Angelica Gonzales](#); [Tricia Bergman](#); [David Anter](#); [Joel Diaz](#); [Susan Bricker](#); [Gloria Arevalo](#); [Karen Engelsen](#); [Laurie Nelson-Nusser](#); [Mary Rees](#); [Patrick Jefferson](#); [Raul Cardoza](#)
Cc: [Clare Geisen](#)
Subject: Annual Committee Self-Appraisal for District Technical Review Workgroup - Student Services (DTRW-SS), Spring 2015
Date: Thursday, March 05, 2015 1:22:10 PM

Hello,

Your participation is requested in this annual committee self-appraisal to assist the District in assessing the effectiveness and emerging support needs for the **District Technical Review Workgroup - Student Services (DTRW-SS)**. Survey results will be shared with members of your committee through your committee chair(s). Please respond to the self-appraisal no later than 5 p.m. on March 19, 2015. Thank you in advance for your participation.

Link to survey:

<https://www.surveymonkey.com/r/QLCB7FT>

Clare Geisen
Director of Administrative Relations
Chancellor's Office
Ventura County Community College District
Tel. 805.652.5504

VCCCD Board Policies/Administrative Procedures
Summary Status Review Cycle 1 (3/2011-3/2013) for Chapters 4-5
September 2014

Note: Need to complete review for following BPs/APs by January 2015. Laurie Nelson-Nusser can provide Community College League BP/AP templates as needed/requested.

Chapter 4 – “Academic Affairs”

- AP 4102 Occupational/Vocational Technical Programs (DTRW-I)

BOT 4/14/15

Chapter 5 – “Student Services”

- BP/AP 5110 Counseling. AP legally advised. (DTRW-SS)

BOT 4/14/15

- BP/AP 5120 Transfer Center. AP legally required. (DTRW-SS)

BOT 4/14/15

- BP/AP 5140 Disabled Students Programs and Services. AP legally required. (DTRW-SS)

BOT 4/14/15

- BP/AP 5300 Student Equity. AP legally required. (DTRW-SS)

4/14/15

- BP/AP 5410 Associated Student Elections. AP legally required. (DTRW-SS, C. Geisen)

BOT 2/10/15

- BP/AP 5500 Standards of Conduct (DTRW-SS) (Note: returned by Board for further review)

BOT 10/14/14

- BP/AP 5520 Student Discipline Procedures (DTRW-SS) (Note: returned by Board for further review)

BOT 10/14/14

- BP/AP 5570 Student Credit Card Solicitation. AP legally advised. (B. Fahnestock, DTRW-SS)

BOT 4/14/15

- BP/AP 5700 Athletics. AP legally advised. (DTRW-SS)

BOT 2/10/15