

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

October 9, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 11.13.14 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), Carole Bogue (OC), Patrick Jefferson (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Gloria Arevalo on behalf of Art Sandford (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), vacant (MC), Victoria Brown (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Guests: Karen Nicolas/Moorpark College Career Education Specialist, Celine Park/Ventura College CTE

Absent: Traci Allen, Dave Anter, Lori Bennett, Marian Carrasco Nungaray, Graciela Casillas-Tortorelli, Clare Geisen, Victoria Lugo

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of September 18, 2014 Meeting Notes	Dr. Jefferson chaired the meeting in the absence of Dr. Bennett and welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm. The September 18, 2014 meeting notes were approved as presented.			
OLD BUSINESS				
BP/AP 5300 Student	Dr. Jefferson and Dr. Kama’ila will work on	Develop an	ASAP	Linda

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Equity – A new version of AP 5300 was released by CCLC – to be reviewed by DTRW-SS. There is no VCCCD AP 5300 in BoardDocs and requires development	developing an administrative procedure and review the existing Board policy. This item will return to the November meeting.	AP and review existing BP Add to the November agenda	11.07.14	Kama’ila Patrick Jefferson Laurie Nusser
Basic Skills Course – Discussion/Patrick Jefferson	This issue was referred to the Adult Education Task Force and Dr. Jefferson will notify Dr. Gillespie to take this issue to Chancellor’s Cabinet.	Notify Greg Gillespie to present to Cabinet	ASAP	Patrick Jefferson
Last Date of Attendance (LDA) Before Census – Dave Anter/Registrars	The registrars will administer follow up communication at all campuses. This item does not need to return to the November meeting.			
NEW BUSINESS				
Case for Revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation – Dave Anter/Karen Nicolas (guest)	Karen Nicolas, Moorpark College Career Education Specialist and Celine Park, Ventura College CTE, attended the earlier DTRW-I meeting on this date to present the “Case for revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation” – due to time constraints this item was tabled for the current meeting and the Career Technical Education staff will return for the November meeting for presentation. They will also present at DTRW-I.	Add to November agenda	11.07.14	Laurie Nusser
Discussion of Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama’ila	There was discussion regarding sexual identity information collection at the time of registration. This data is not shared with the colleges but the information is submitted to CCCApply. Mr. Diaz will look into this issue and return with information at the November meeting.	Research issue Add to November agenda	11.13.14 11.07.14	Joel Diaz Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP Status Update	<p>At the September meeting, it was decided to assign review to DTRW-SS members for the following policies and procedures:</p> <ul style="list-style-type: none"> • BP/AP 5110 Counseling – assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – new versions were provided and reviewed by DTRW-SS members. There were suggested revisions made to BP 5110. Ms. Arevalo will revise and Ms. Nusser will send to the Academic Senates for review. To return to the November meeting. • BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray –new versions were provided and reviewed by DTRW-SS members. There were suggested revisions made to BP 5110 Counseling. Ms. Arevalo will make suggested revisions and send to Ms. Nusser for distribution to the Academic Senates and campuses and then back to the November DTRW-SS for final review. • BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins - new versions were provided and reviewed by DTRW-SS members. Suggested revisions were made during the meeting. Academic Senates will review and bring feedback to the November meeting. • BP/AP 5300 Student Equity – Linda Kama’ila provided an update regarding student equity plans and asked for input for how detailed the AP should be. A newly revised administrative procedure was released by CCLC in April 2014. Discussion ensued regarding developing a new administrative procedure. This item will 	Agendize all items returning to the November meeting	11.07.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>return to the November meeting.</p> <ul style="list-style-type: none"> • BP/AP 5410 Associated Student Elections – Clare Geisen – tabled due to time constraints. • BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi – tabled due to time constraints. • BP/AP 5700 Athletics – Traci Allen, Tim Harrison – tabled due to time constraints. <p>The following items from 9.18.14 DTRW-SS were approved by Chancellor’s Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014:</p> <ul style="list-style-type: none"> • BP/AP 4100 Graduation Requirements for Degrees and Certificates: from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. • BP/AP 5010 Admissions and Concurrent Enrollment: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. • BP/AP 5015 Residence Determination: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. • BP/AP 5020 Non Resident Tuition: from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November. 			
<p>BP/AP Distance Education - Develop New Policy/Procedure – Mary Rees</p>	<p>Development of a Board policy and procedure will be reviewed by DTRW-I.</p>	<p>Add to DTRW-I agenda</p>	<p>October 3</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Business on Hold or Under Review by Other Workgroups	<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 ➤ BP/AP 5030 Student Activity Fee (Student Services) This item was returned (2.27.14 DTRW-SS) to the campuses for further vetting, support, and to obtain clarification regarding IT issues. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an overview of the proposal. ➤ BP/AP Distance Education - Develop New Policy/Procedure – currently under review with DTRW-I. 			
NEXT MEETING	Thursday, November 13, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline November 7, 2014			