

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

November 12, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT DECEMBER 10, 2015 DTRW-SS MEETING

Members: Chancellor’s Designee: Oscar Cobian, Chair (OC)
 Co-Chair: Traci Allen, Co-chair (VC)
 Executive Vice President and Vice Presidents: Lori Bennett (MC) via teleconference, 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), Vacant, Dean (MC)
 Registrars: Dave Anter (MC), Joel Diaz (OC), Celia Rodriguez, Assistant Registrar (VC)
 Non-instructional designee: Marnie Melendez (Counselor, OC), Traci Allen (Counselor, MC), Angelica Gonzalez (Counselor, VC)
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), ASG Rep vacant (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Karen Engelsen, Clare Geisen, Marnie Melendez

Guests: Mary Jones, Ventura College Student Health Coordinator, Deanna McFadden, Oxnard College Student Health Coordinator

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of September 10, 2015 Meeting Notes	Oscar Cobian welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm. The September 10, 2015 meeting notes were approved as presented with a minor change to attendance.			
OLD BUSINESS				
BP/AP 5070 Attendance	DTRW-I reviewed AP 5070 prior to the			

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<p>– Proposed/Registrars</p>	<p>DTRW-SS meeting. Section C2 was discussed in DTRW-I and brought to the attention of DTRW-SS. “Section C2 FTE reporting” was discussed regarding in-service training courses in the areas of police, fire, corrections, and other criminal justice occupations. These areas are specific to state law pertaining to people providing emergency services according to Ed Code. The vice presidents and registrars will research areas of the Ed Code regarding this issue.</p> <p>“Section D: Faculty shall maintain accurate attendance records” will be reviewed as well. AP 5070 will return to DTRW-I and DTRW-SS for further discussion.</p> <p>DTRW-SS further reviewed the administrative procedure and clarification was provided regarding D3. D5 will be revised to reflect “(e.g., dropped).” This item will return to the December meeting.</p>	<p>Research areas of concern for Section C2 and Section D</p>	<p>Before December 10 meeting</p>	<p>VPs and Registrars</p>
<p>BP/AP 5075 Course Adds and Drops – Proposed/ Registrars</p>	<p>DTRW-I tabled this item in the meeting preceding DTRW-SS due to time constraints.</p> <p>DTRW-SS reviewed the administrative procedure and indicated revisions were necessary under Section D and E. Section B phrase will be added to Section D. Section E Military Withdrawal will add the word “attempts” to the last sentence.</p>			
<p>ASG Policies and Procedures – 5400/5410/5420 – Linda Kama’ila</p>	<p>There was a request to table this item for this month.</p> <p>In September, Dr. Kama’ila provided an overview of the need to review these policies and procedures. Due to time constraints this</p>			

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	item was tabled to the October meeting, which was subsequently canceled due to a conference.			
NEW BUSINESS				
BP/AP 5030 – Fees	<p>Mr. Kolesnik presented the position of the District Council on Administrative Services (DCAS) regarding BP 5030 Fees. DCAS has requested DTRW-SS for a final review before moving this policy to Policy Committee and subsequently to the Board for final approval for implementation in Spring 2016.</p> <p>DCAS added “Waivers to Specific Fees” to the Board Policy, which indicates high school students enrolled in a dual college/high school credit courses will waive the following fees: health fees, student representation fee, student activities fee, and student center fee.</p> <p>There was discussion regarding AB 288 Dual Enrollment which was just recently written into law. This item is on the Policy Committee agenda for Friday (day after this meeting) for review and recommendation to move it to the Board for full approval. (The November Policy and Legislative Committee meeting was canceled subsequent to this meeting.)</p> <p>DTRW-SS is not in favor of waiving fees and AB 288 should be researched for potential ramifications for the colleges. This revised Board Policy was not vetted through the Academic Senates and there was opposition regarding the lack of following the established governance process. Mary Jones, Student Health Coordinator at Ventura College, will attend Policy Committee to state issues</p>			

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	<p>regarding student accident insurance.</p> <p>Mr. Cobian will email AB 288 to all DTRW-SS members for their reference.</p>	Email AB 288	ASAP	Oscar Cobian
<p>Title IX Policies and Procedures - 1st Reading BP/AP 3500 Campus Safety BP/AP 3510 Workplace Violence Plan BP/AP 3515 Reporting of Crimes BP/AP 3540 Sexual and Other Assaults</p>	<p>BP/AP 3500 Campus Safety BP/AP 3510 Workplace Violence Plan BP/AP 3515 Reporting of Crimes – there was a revision to replace “professional counselor” with “confidential counselor.” BP/AP 3540 Sexual and Other Assaults</p> <p>The Academic Senates will add these items to their agendas and will return to DTRW-SS with their feedback.</p>	Add to AS Agendas	Before next scheduled meeting	Alex Kolesnik Linda Kama’ila Mary Rees
<p>BP/AP 4230 Grading</p>	<p>The Registrars presented a revised administrative procedure and the members reviewed the document. “(C or better)” will be added to the “P” section on the first page. Ms. Nusser will make necessary changes and send the document to the Academic Senates for a 1st reading.</p>	Revise document	ASAP	Laurie Nusser
<p>BP/AP 5013 Students in the Military</p>	<p>The Registrars presented a revised administrative procedure and the members reviewed the document. Under “Credit for Military Educational Training,” the phrase “for VCCCD purposes only” will be added to the sentence.</p> <p>Ms. Nusser will make necessary changes and send the document to the Academic Senates for a 1st reading.</p>	<p>Revise document</p> <p>Send to Academic Senates</p>	<p>ASAP</p> <p>ASAP</p>	<p>Laurie Nusser</p> <p>Laurie Nusser</p>
<p>BP/AP 5020 Nonresident Tuition</p>	<p>The Registrars presented a revised administrative procedure and the members reviewed the document. No revisions were requested. Ms. Nusser will send the</p>	Send to Academic Senates	ASAP	Laurie Nusser

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	document to the Academic Senates for a 1 st reading.			
Early Alert	There was discussion regarding Grades First and Early Alert and it was decided this issue should be addressed at the Student Success Committee.			
Application for Graduation Date	The application for graduation date was discussed and feedback was requested for an earlier date by one week (before special population registration dates) due to the high traffic caused in the Counseling Offices. There was a consensus to leave the date as it is currently.			
Future Suggested Agenda Items	<p>Overlapping of priority registration groups was requested as a future agenda item and it was decided this issue should be discussed at a later date.</p> <p>Transcripts template revisions reflecting transferability units to UC/CSU was discussed and recommended to move to ATAC. Mr. Cobian will move this item to that committee.</p>	Communicate item to ATAC	Before next scheduled meeting on 12.05.15	Oscar Cobian
NEXT MEETING	Thursday, December 10, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline December 4, 2015			