

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

**November 13, 2014 – DAC Lakin Boardroom**

**3:00 p.m. – 4:30 p.m.**

**MEETING NOTES APPROVE AT 1.15.15 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), Carole Bogue (OC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Nenagh Brown on behalf of Mary Rees (MC), Peter Sezzi (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), Victoria Brown (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:** Gloria Arevalo, Victoria Brown, Marian Carrasco-Nungaray, Linda Kama’ila, Victoria Lugo

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Welcome and Approval of October 9, 2014 Meeting Notes</b>	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm.  The October 9, 2014 meeting notes were approved as presented.			
<b>OLD BUSINESS</b>				
<b>BP/AP 5300 Student Equity – A new version of AP 5300 was released by CCLC – to be reviewed by DTRW-SS. There is no VCCCD</b>	In October, Dr. Jefferson and Dr. Kama’ila agreed to work on developing an administrative procedure and review the existing Board policy.  More time for development was requested	Develop an AP and review existing BP	ASAP	Linda Kama’ila Patrick Jefferson

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>AP 5300 in BoardDocs and requires development</b>	and this item will return to the December meeting.			
<b>NEW BUSINESS</b>				
<b>Discussion of Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama’ila</b>	A report for aggregate data can be requested from CCCApply. The registrars will ask for data from the State Vice Chancellor’s office. This item will return to the December meeting for more information regarding how the data will be utilized.	Add to December agenda	12.05.14	Laurie Nusser
<b>Choice Act – Section 702, In State Tuition</b>	Ms. Bricker presented the Veterans Access, Choice, and Accountability Act of 2014 as an informational item for the workgroup, which is an expansion of eligibility for nonresident tuition for veterans.			
<b>BP/AP 5520 and 5530</b>	The Board approved these policies and procedures in September, however, the EVPs and DTRW-SS workgroup object to the changes made at the Board meeting 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. This Board policy and administrative procedure requires a rework. 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 to the December meeting.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP/AP Status Update</b>	<ul style="list-style-type: none"> <li>• 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. Tabled until December. Under review at Academic Senates.</li> <li>• 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. Return to December still under review by Academic Senates.</li> <li>• 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 December meeting.</li> <li>• 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</li> </ul>	Agendize all items returning to the December meeting	12.05.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>return to the December meeting.</p> <ul style="list-style-type: none"> <li>• BP/AP 5410 Associated Student Elections – Ms. Geisen provided an update and informed the workgroup that the Student Advisors want make changes to the Student Handbook to move to electronic voting and change the GPA from 2.0 to 2.5. Ms. Geisen requested feedback from the workgroup. Discussion ensued regarding the issues. Ms. Geisen will take the feedback to the Student Advisors and get a legal opinion on the matter before moving forward.</li> <li>• BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi – tabled due to time constraints.</li> <li>• BP/AP 5700 Athletics – Traci Allen, Tim Harrison – new versions were approved and will go forward to Cabinet, Policy Committee, and Board in February.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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. Pulled from the November Board meeting and will return to DTRW-SS.</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Business on Hold or Under Review by Other Workgroups</b>	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ BP/AP 5030 Student Activity Fee Different fees are being requested at different colleges and Rick Trevino will attend the December meeting for presentation of the proposal.</li> <li>➤ BP/AP Distance Education 4105 - Develop New Policy/Procedure – currently under review with DTRW-I.</li> </ul>			
<b>NEXT MEETING</b>	Thursday, December 11, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline December 5, 2014			