

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

December 11, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED 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), Mary Rees (MC), Peter Sezzi/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), Victoria Brown (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Guests: Rick Trevino, Student Activities Specialist

Absent: Joel Diaz, 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 November 13, 2014 Meeting Notes	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm. The November 13, 2014 meeting notes were deferred to the January meeting.			
OLD BUSINESS				
BP/AP 5300 Student Equity – A new version of AP 5300 was released by CCLC – to	This item will return to the January meeting.	Develop an AP and review existing BP	ASAP	Linda Kama’ila Patrick Jefferson

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be reviewed by DTRW-SS. There is no VCCCD AP 5300 in BoardDocs and requires development				
BP/AP 5520 and 5530	This policy and procedure was approved by the Board 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 needs 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.			
NEW BUSINESS				
Review of waitlist policies and first week registration policies – Linda Kama'ila/Karen Engelsen	This item was tabled to January due to time constraints.			
BP/AP Status Update	<ul style="list-style-type: none"> • BP/AP 5110 Counseling – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – all Senates have different versions, which need to be combined. Suggestions were made for further revisions during the meeting and a sub 			

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	<p>group will work to blend documents together. The sub group of Dr. Nungaray-Carrasco, Ms. Allen, and Ms. Rees will revise the documents and send to Ms. Nusser for distribution to the workgroup. It will go to the Oxnard Academic Senate and come back to DTRW-SS in January for final review.</p> <ul style="list-style-type: none"> • BP/AP 5120 Transfer Center – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – Oxnard College will review the document from Moorpark College – send electronically to Dr. Kama’ila with the understanding that the suggestions made at the meeting will be discussed at Senate. No new document needed. • BP/AP 5140 Disabled Students – originally assigned to Karen Engelsen and Pat Ewins – Ms. Rees will send a new version agreed to by the workgroup to Ms. Nusser who will distribute it to the DTRW-SS members. There will be one final review by workgroup in January. • BP/AP 5300 Student Equity – originally assigned to Linda Kama’ila. A newly revised administrative procedure was released by CCLC in April 2014. Ms. Rees will send a new version agreed to by the workgroup to Ms. Nusser who will distribute it to the DTRW-SS members. There will be one final review by workgroup in January. • BP/AP 5410 Associated Student Elections – In November, Ms. Geisen provided an update and informed the workgroup that the Student Advisors want make changes to the Student Handbook to move to 			

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	<p>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. This item was tabled in December and will return in January.</p> <ul style="list-style-type: none"> • 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 – new versions were approved in November and will go forward to Cabinet, Policy Committee and to the Board for final approval. 			
<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 ➤ 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. 			
<p>NEXT MEETING</p>	<p>Thursday, December 11, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline December 5, 2014</p>			