

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.

MEETING NOTES APPROVED AT 3.12.15 DTRW-SS MEETING

Members:

Chancellor’s Designee: Lori Bennett, Chair (MC)
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (OC)
 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), Gloria Arevalo (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: |
|--|---|------------------------------|---------------------|----------------------|
| <p>Welcome and Approval of January 15, 2015 Meeting Notes</p> | <p>Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:15 pm.</p> <p>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.</p> | | | |
| <p>OLD BUSINESS</p> | | | | |
| <p>AP 4051 Articulation Between VCCCD and High School Institutions tied to BP</p> | <p>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.</p> | <p>Add to Cabinet Agenda</p> | <p>ASAP</p> | <p>Laurie Nusser</p> |

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|---|--|-----------------------|---------------------|---------------|
| 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 |

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|---|---|---|---------------------|---------------|
| | 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. | | | |
| Business on Hold or Under Review by Other Workgroups | ➤ 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 | | | |

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| | <p>to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting – still under review at DTRW-I and SS.</p> <ul style="list-style-type: none"> ➤ 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. | | | |
| NEXT MEETING | Thursday, March 12, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline March 6, 2014 | | | |