

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

March 12, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 4.09.15 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), 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)
 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, Alex Kolesnik, Lucia Marquez

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of February 12, 2015 Meeting Notes	Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:03 pm. The February 12, 2015 meeting notes were approved with a minor change to members.			
OLD BUSINESS				
BP/AP 5520 and 5530 – Written Rationale Required	Ms. Ewins presented a revised version of the written rationale originally distributed at the February meeting. Ms. Ewins reviewed the revisions with the workgroup. Discussion ensued regarding the CCLC version and Counter Proposals 1 & 2. There was	Review written rationale and return with feedback	ASAP	Workgroup

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	<p>consensus to support Proposal 2 with CCLC's version as the alternative, which will be presented at Cabinet and then Policy Committee and subsequently to the full Board for approval.</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>			
NEW BUSINESS				
Catalog Discussion – Linda Kama'ila/Mary Rees	Consistency is required between all colleges for the appendices sections of the catalog and all three EVPs are working together to achieve this goal and will be meeting next week.			
Annual Committee Self-Appraisal	Dr. Bennett reminded the workgroup to complete the Annual Committee Self-Appraisal survey by the deadline of March 19 at 5 pm.			
BP/AP 5070 Attendance – Proposed Registrars	Ms. Bricker presented proposed BP/AP 5070 on behalf of the Registrars as a first reading. Suggestions were made for revisions to the administrative procedure. Ms. Bricker will incorporate the suggested revisions for review at the April DTRW-SS meeting.	Incorporate revisions made at meeting and send for submission for	Susan Bricker	April 6

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
		April		
BP/AP 5075 Course Adds and Drops – Proposed Registrars	Ms. Bricker presented proposed BP/AP 5075 on behalf of the Registrars as a first reading. Suggestions were made for revisions to the administrative procedure. Ms. Bricker will incorporate the suggested revisions for review at the April DTRW-SS meeting.	Incorporate revisions made at meeting and send for submission for April	Susan Bricker	April 6
	<ul style="list-style-type: none"> ➤ BP/AP 4050 Articulation – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • AP 4051 Articulation Between VCCCD and High School Institutions (tied to BP 4050) – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • AP 4235 Credit by Examination - moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5110 Counseling – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5120 Transfer Center – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5030 Fees – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5140 – Disabled Students – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5300 Student Equity – moved forward to Cabinet and Policy Committee 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>for March and Board Agenda for April.</p> <ul style="list-style-type: none"> • BP/AP 5570 Student Credit Card Solicitations – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March, and pulled from Policy Committee, this item will return to DOC/DCAS for clarification regarding development of an administrative procedure as indicated in the Board policy. 			
NEXT MEETING	Thursday, April 9, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline April 6, 2014			