



District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

April 9, 2015 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.

- Approval of March 12, 2015 Meeting Notes

Old Business

- **BP/AP 5520 and 5530 Written Rationale – Pat Ewins** – The EVPs and DTRW-SS workgroup objected to changes made by the Board, 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. A written statement of rationale is required to bring it back to the Board through Chancellor's Cabinet. Two proposals were presented at the last meeting and Proposal 2 was supported by the Workgroup. Confirmation of the date for the proposals to be presented to Cabinet is required.

New Business

- Annual Committee Self-Appraisal for DTRW-SS – review results

BP/AP Status

- **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 for March and Board Agenda for April.
- **BP/AP 5570 Student Credit Card Solicitations** – passed review with DOC/DCAS, moved forward to Cabinet and Policy Committee for March, pulled from Policy Committee, this item will return to Policy Committee for



clarification regarding development of an administrative procedure as indicated in the Board policy.

Business on Hold or Under Review by Other Workgroups:

- **BP/AP 4105 Distance Education** – moved forward to Cabinet and Policy Committee for March and Board Agenda for April.

Next Meeting Date: September 10 – 3 pm – DAC Lakin Boardroom
Submission deadline: September 4, 2015 (Labor Day
Holiday is on September 7, 2015)

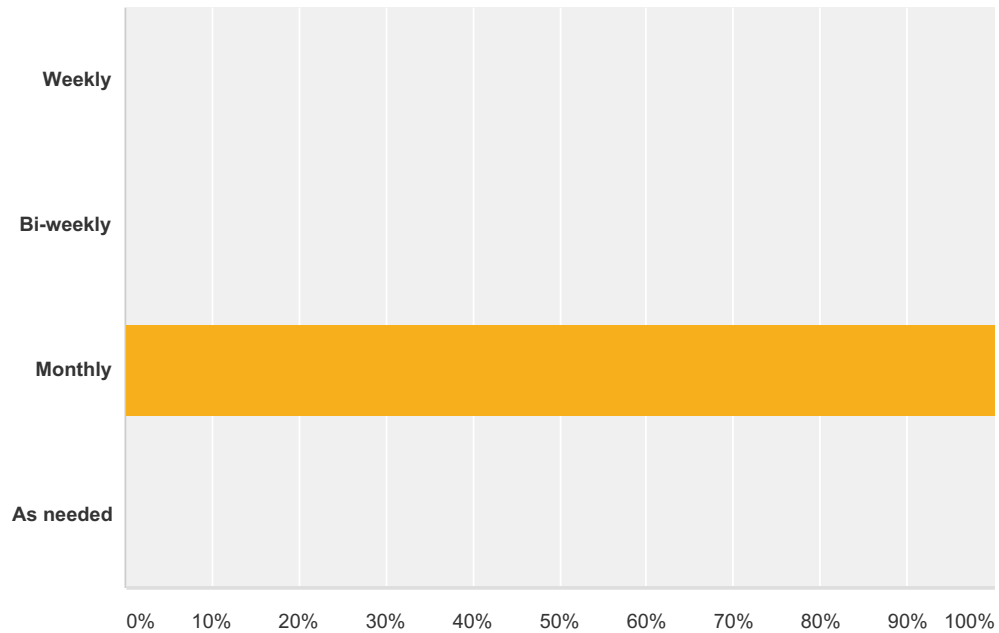
Handed out @ mtg 3/12/15

CCLC-5520 STUDENT DISCIPLINE PROCEDURE	AP 5520 STUDENT DISCIPLINE PROCEDURE Proposed by DTRW-SS	AP 5520 STUDENT DISCIPLINE PROCEDURE Changed and adopted October 14, 2014	AP 5520 STUDENT DISCIPLINE PROCEDURE Counter Proposal 1	AP 5520 STUDENT DISCIPLINE PROCEDURE Counter Proposal 2
<p>The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice. Suggested language: <u>except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. if the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing.</u> if the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.]</p>	<p>Rational for the various changes:</p> <p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor <u>but not a licensed attorney.</u></p> <p>The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student and the college representative <u>and their non-attorney representatives and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</u></p>	<p><i>This may have been changed from the committee recommendation so a student would not be denied the right to have an attorney to represent them.</i></p> <p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate.</p> <p>The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student and, the college representative <u>and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</u></p>	<p><i>This is a college process, conducted by educators, regarding the educational environment. It is not a legal proceeding. If a student exhausts this process without satisfaction they can then take it to the legal venue.</i></p> <p><i>If it becomes a legal procedure, the college personnel involved must be equally represented by an attorney.</i></p> <p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. <u>If either party chooses to have an attorney act as their advocate that party will provide the college with 30 day's notice. if the student chooses to have an attorney act as their advocate the District will provide an attorney to advocate for the district employee and an attorney to assist the hearing panel.</u></p> <p>The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, and their non-attorney representatives <u>required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</u></p>	<p><i>The student and the college personnel, without the aid of an advocate will represent themselves to the college committee/hearing panel.</i></p> <p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate.</p> <p>Or</p> <p><u>Each party shall have the right to be accompanied by a single advisor who may advise the student throughout the proceedings but may not represent them nor speak on their behalf</u></p> <p>The student shall, in consultation with the college, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, and their non-attorney representatives <u>required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</u></p>

<p>CCLC--5530 STUDENT RIGHTS AND GRIEVANCES</p>	<p>AP 5530 STUDENT RIGHTS AND GRIEVANCES Proposed by DTRW-SS</p>	<p>AP 5530 STUDENT RIGHTS AND GRIEVANCES Adopted October 14, 2014</p>	<p>AP 5530 STUDENT RIGHTS AND GRIEVANCES Counter Proposal 1</p>	<p>AP 5530 STUDENT RIGHTS AND GRIEVANCES Counter Proposal 2</p>
<p>Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than [number] days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the [CEO's] any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.</p> <p>The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.</p> <p>The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. If either party chooses to have an attorney act as their advocate that party will provide the College Grievance Officer with 30 days notice. If the student chooses to have an attorney act as their advocate the District will provide an attorney to advocate for the district employee and an attorney to assist the hearing panel. The student shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the student's advocate, the college representative and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. Or</p> <p>Each party shall have the right to be accompanied by a single advisor who may advise the student throughout the proceedings but may not represent them nor speak on their behalf</p> <p>The student shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, and their not-attorney representatives required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>

Q1 1. How often did the committee meet?

Answered: 13 Skipped: 0

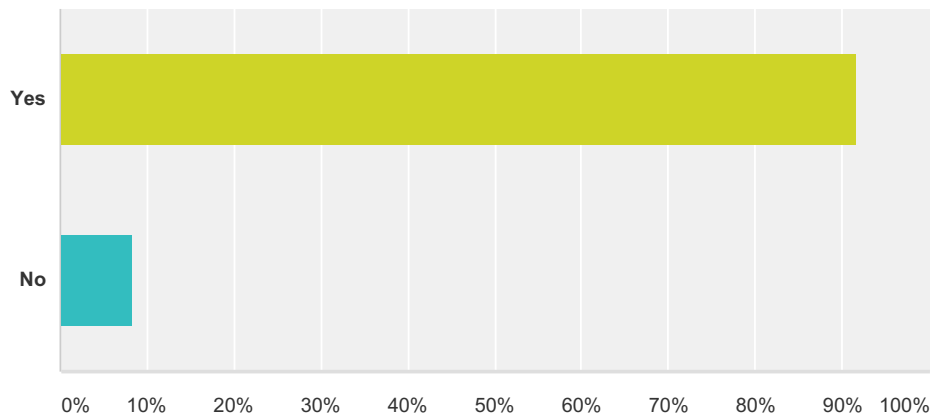


Answer Choices	Responses
Weekly	0.00% 0
Bi-weekly	0.00% 0
Monthly	100.00% 13
As needed	0.00% 0
Total	13

#	Should it meet more frequently? Less frequently? If so, why?	Date
1	Same.	3/20/2015 8:53 AM
2	Monthly is good.	3/16/2015 9:31 PM
3	Monthly is a good interval to bring items to the agenda and to implement old agenda items from previous meetings.	3/16/2015 9:57 AM
4	no	3/12/2015 1:49 PM
5	yes	3/12/2015 11:12 AM
6	Monthly is fine.	3/10/2015 9:19 AM
7	Monthly is fine, I think members understand that we could and would meet more frequently if a need arose.	3/5/2015 2:06 PM
8	Potentially more frequently due to the backlog of APs that have yet to work their way through this technical review committee.	3/5/2015 1:34 PM

Q2 2. Does the committee charge reflect the business of the committee? (Charge provided below.)"The District Technical Review Workgroup (DTRW-SS) is an advisory group to Cabinet and the District Consultation Council. It is responsible for the review and development of Board policies, administrative procedures and standard operating practices in the student support area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees. It may also serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact students District-wide."

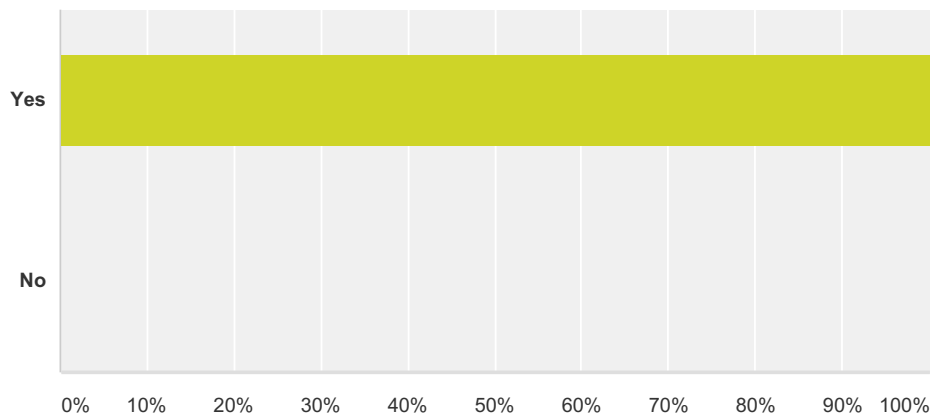
Answered: 12 Skipped: 1



Answer Choices	Responses
Yes	91.67% 11
No	8.33% 1
Total	12

Q3 3. Is the committee environment conducive to open discussion of relevant issues?

Answered: 12 Skipped: 1

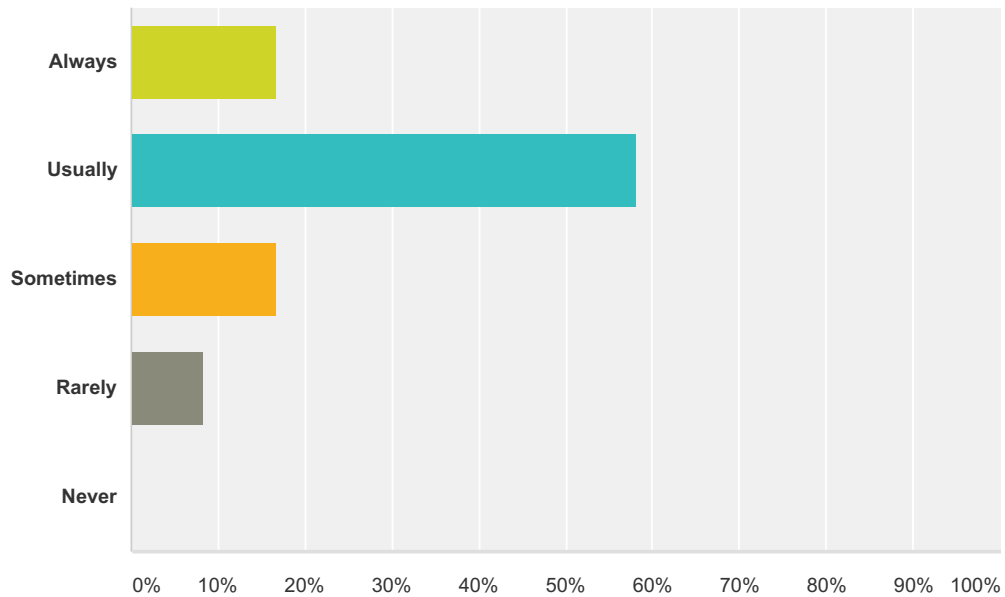


Answer Choices	Responses
Yes	100.00% 12
No	0.00% 0
Total	12

#	If "no," please explain your response.	Date
1	Our agenda seems a little heavy on policies and procedures; we can benefit from more discussion about standard operational practices.	3/16/2015 9:31 PM
2	Yet is appears that members are allowed to advocate for their own departments and no concern is raised about conflict of interest.	3/5/2015 1:34 PM

Q4 4. Are the issues brought to the committee effectively addressed in a timely manner?

Answered: 12 Skipped: 1

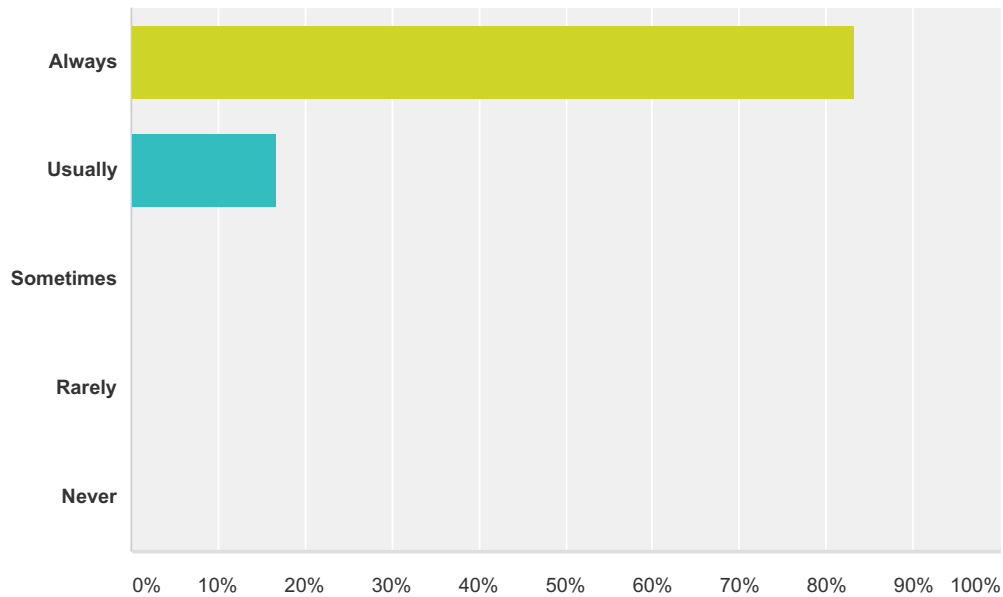


Answer Choices	Responses
Always	16.67% 2
Usually	58.33% 7
Sometimes	16.67% 2
Rarely	8.33% 1
Never	0.00% 0
Total	12

#	Please explain your response.	Date
1	The committed representation covers all the stake holders who are very knowledgeable and personally interested in the agenda topics. There is no hesitancy for the membership to express their opinions or concerns, especially because many, if not all, the agenda topics are highly relevant and timely.	3/16/2015 9:57 AM
2	We have experienced delays this year in getting information to and feedback from the appropriate constituent groups on campus. This can cause serious delays in the implementation of policies and practices.	3/5/2015 2:06 PM
3	There are instances when homework between meetings does not get done.	3/5/2015 1:34 PM

Q5 5. Are the committee's agendas posted and accessible in an easy and timely manner?

Answered: 12 Skipped: 1

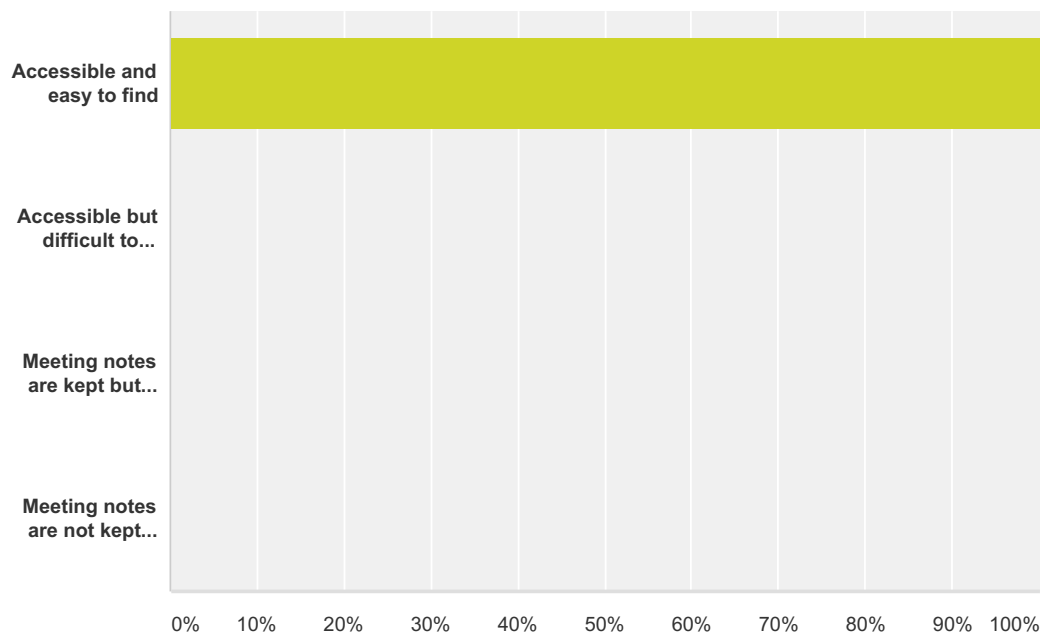


Answer Choices	Responses
Always	83.33% 10
Usually	16.67% 2
Sometimes	0.00% 0
Rarely	0.00% 0
Never	0.00% 0
Total	12

#	Please explain your response.	Date
1	Meeting notices, agendas, and minutes are always sent consistently before the committee meets.	3/16/2015 9:57 AM
2	We always receive them via email and are available online prior to our meeting.	3/10/2015 9:19 AM

Q6 6. Are the committee meeting notes readily accessible?

Answered: 12 Skipped: 1

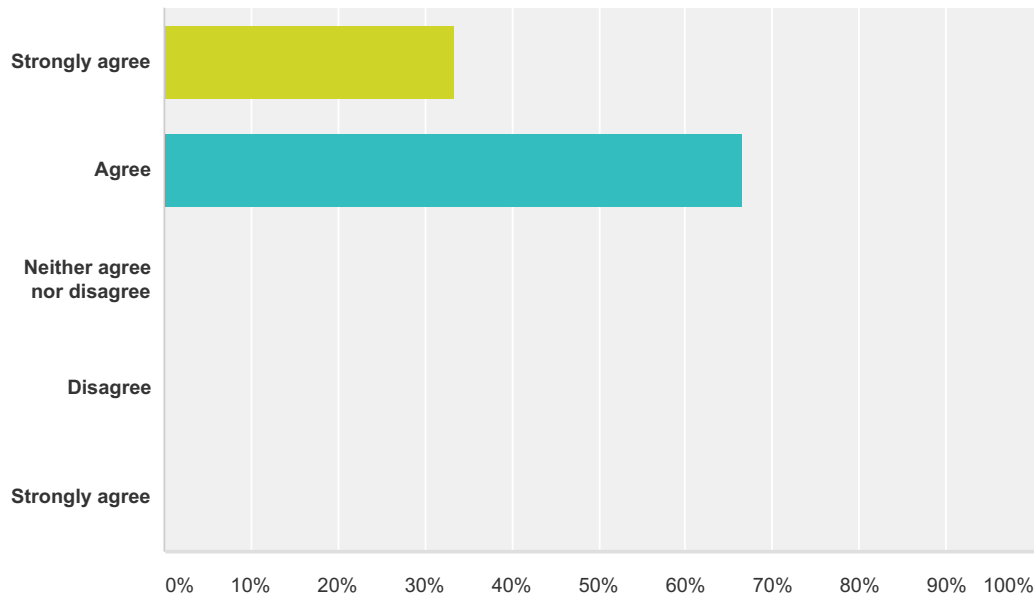


Answer Choices	Responses
Accessible and easy to find	100.00% 12
Accessible but difficult to find	0.00% 0
Meeting notes are kept but not posted	0.00% 0
Meeting notes are not kept (that I am aware of)	0.00% 0
Total	12

#	Please explain your response.	Date
1	We have a very good recorder of the minutes which always seem to describe the salient points of our conversations and discussions. As mentioned, they are sent via email to the membership.	3/16/2015 9:57 AM

Q7 7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Answered: 12 Skipped: 1



Answer Choices	Responses	
Strongly agree	33.33%	4
Agree	66.67%	8
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly agree	0.00%	0
Total		12

#	Please explain your response.	Date
1	All the right folks, who are knowledgeable of the agenda topics and other folks who need to implement our decisions, are always present. Their personal and professional comments are taken seriously by the other committee members and leads to an open and trusting environment.	3/16/2015 9:57 AM

Q8 8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Answered: 7 Skipped: 6

#	Responses	Date
1	None.	3/20/2015 8:53 AM
2	Good team, well led. It might be helpful to do a SWOT analysis to identify operational challenges that can effectively be addressed from a district perspective.	3/16/2015 9:31 PM
3	The committee functions very well. The only problem I can identify is that there are on occasion too many agenda items that we cannot always give each one of them enough time to fully discuss them. We trust the district staff gets the thrusts of our comments so that they can implement policy to meet our needs.	3/16/2015 9:57 AM
4	When policy's are taken back tot he academic senate from each campus and they cannot agree. There needs to be a better process in place to address gridlock	3/12/2015 1:49 PM
5	None. We have the proper representation from each campus.	3/10/2015 9:19 AM
6	1. DTRW-SS members need to know Academic Senate, district Cabinet, Consultation, Planning meeting schedules, set and adhere to deadlines for feedback. Items need to move forward, and groups/colleges that have not provided feedback in a timely fashion can address them via their representatives at Cabinet, etc. 2. Members must commit to taking issues/items to their constituent groups and bringing feedback to the next DTRW-SS meeting. 3. Members should consider accepting feedback via email and reviewing/discussing it at the next DTRW-SS meeting, could save time. 4. Issues coming from DTRW-SS should be given priority by constituent groups in recognition of the	3/5/2015 2:06 PM
7	-Develop guidance on avoiding conflict of interest -Consider use of overhead projector for draft documents to save paper! -Consider adding district senior programmer to the meeting...since this is "Technical" review. - Consider adding Financial Aid rep since this is "Technical" review for student services	3/5/2015 1:34 PM

Q9 9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Answered: 4 Skipped: 9

#	Responses	Date
1	None.	3/20/2015 8:53 AM
2	Consistent course numbering, # credits - especially challenging for students who complete their general education at several colleges. Effectiveness of DegreeWorks district-wide - especially for students who attend different colleges and/or transfer credits from other institutions. Issues that effect students, especially those who take classes throughout the District.	3/16/2015 9:31 PM
3	Because sometimes we have many more agenda items that other months, perhaps we can schedule a longer meeting to all the committee more time to fully discuss and reach consensus on some of the more complicated and/or sensitive items.	3/16/2015 9:57 AM
4	1. Thorough review of CCLC resources to make sure we have all required board policies and administrative procedures in place that are legally mandated. Policy and procedure requirements exist throughout Ed Code and Title V, and we may be missing a few. 2. Thorough and early determination of the registration calendars for next year, to allow for dissemination to colleges and high schools for planning purposes.	3/5/2015 2:06 PM