

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

April 9, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT AUGUST 27, 2015 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:

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 March 12, 2015 Meeting Notes	Dr. Bennett welcomed everyone to DTRW-SS and introductions were made for Rick Post, Interim EVP at Oxnard College. The meeting commenced at 3:03 pm. The March 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 distributed at the March meeting. Ms. Ewins reviewed the revisions with the workgroup. Discussion ensued	Revise proposal document to reflect only		

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	<p>regarding Counter Proposals 1 & 2. There was consensus to support Counter Proposal 2, which will be presented at Cabinet, Policy Committee and subsequently to the full Board for approval of revision of these policies and procedures. Ms. Ewins will revise the document to reflect only Proposal 2 and will attend the Cabinet meeting to present this to the group.</p> <p>The Board approved this policy and procedure in September 2014; 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>	Proposal 2		
NEW BUSINESS				
Annual Committee Self-Appraisal Survey Review	Dr. Bennett reminded the workgroup to complete the Annual Committee Self-Appraisal survey by the deadline of March 19 at 5 pm. Discussion regarding the charge of the workgroup and ad hoc committees between DTRW-I and SS. Standard Operational Procedures/Practices will be brought to this workgroup. Future agenda items were discussed (see below).			
Meeting in August – earlier registration date	The EVPs have met regarding an earlier fall 2016 registration date and are working with			

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	<p>each campus' constituent group to address the impact of this issue. No date has been set as of yet. There was a suggestion to have all members review the curriculum prior to September and there was consensus to hold the first meeting in fall on August 27 at a campus location due to availability of the DAC Boardroom.</p> <p>There was discussion regarding policy/procedure review and whether the Workgroup can focus on curriculum in fall and policy and procedure in spring. In addition, there are overlapping policies and procedures between DTRW-I and DTRW-SS and there was a suggestion of adding ad hoc committees with DTRW-I and SS to include specific members on separate ad hoc committees. Issues that cannot be resolved between the two groups must go to Cabinet for final decisions.</p> <p>The membership and charge of the Workgroup will be reviewed and will go to Consultation Council for review or changes. Dr. Kama'ila will email Ms. Geisen with a list of requested revisions.</p>			
<p>BP/AP 5070 Attendance – Proposed Registrars</p>	<p>This item is to return in fall 2015.</p> <p>March: 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.</p>	<p>Incorporate revisions made at meeting and send for submission for April</p>	<p>August 21</p>	<p>Susan Bricker</p>

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BP/AP 5075 Course Adds and Drops – Proposed Registrars	<p>This item is to return in fall 2015.</p> <p>March: 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.</p>	<p>Incorporate revisions made at meeting and send for submission for April</p>	<p>August 21</p>	<p>Susan Bricker</p>
Status of Policy and Procedure	<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 			

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	<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. 			
<p>Future Suggested Agenda Items</p>	<ul style="list-style-type: none"> • Charge of Workgroup “Norming” • Standard Operational Procedures/Practices will be brought to this Workgroup. • Send call for items before August meeting a few weeks ahead. • Consent calendar to pass forward P/P to Board if no changes. • Less paper and project agendas on screen • Ad hoc committees for overlapping items between workgroups • Alignment of CID numbers for student’s benefits between curriculum and student services (ad hoc item) • Review CCLC p/p for items we do not have and are legally required. (Laurie to do research) • Mandatory student success classes for first time students (ad hoc committee?) • Norming student services/processes across campuses • 3SP • Fees for concurrently enrolled students – taught on high school campus with our faculty and amend the fees policy to exempt them from the health fee/and other 			

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	miscellaneous fees. <ul style="list-style-type: none"> • Change end time to 5 pm (changed from 4:30 pm) 			
NEXT MEETING	Thursday, August 27, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline August 21, 2015			