

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

September 10, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**MEETING NOTES PRIOR TO APPROVAL AT NOVEMBER 12, 2015 DTRW-SS MEETING (October 8 meeting canceled)**

**Members:** Chancellor’s Designee: Oscar Cobian, Chair (OC)  
 Co-Chair: Traci Allen, Co-chair (VC)  
 Executive Vice President and Vice Presidents: Lori Bennett (MC), Oscar Cobian (OC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)  
 Deans/Assistant Dean of Student Services: Karen Engelsen/Assistant Dean (VC), Pat Ewins, Dean (MC)  
 Registrars: Dave Anter (MC), Joel Diaz (OC), Celia Rodriguez, Assistant Registrar (VC)  
 Non-instructional designee: Marnie Melendez (Counselor, OC), Traci Allen (Counselor, MC), Angelica Gonzalez (Counselor, VC)  
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), ASG Rep vacant (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:** Karen Engelsen, Pat Ewins, Celia Rodriguez

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of August 27, 2015 Meeting Notes</b>	Oscar Cobian welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm.  The August 27, 2015 meeting notes were approved with a minor change to abstention.			
<b>OLD BUSINESS</b>				
<b>BP/AP 5070 Attendance – Proposed/Registrars</b>	J. Diaz presented the proposed version of BP and AP 5070 Attendance. Census day vs. census deadlines and communicating this information to faculty was discussed. Suggested revisions were made to the administrative procedure. The revised version	Make recommended revisions  Distribute to DTRW-I and	October 2  October 2	Registrars  Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	will be reviewed at the October DTRW-SS and DTRW-I meetings. The new versions of this policy and procedure will be distributed to DTRW-I and DTRW-SS workgroups. J. Diaz will make the recommended revisions and submit to Ms. Nusser for distribution.	SS		
<b>BP/AP 5075 Course Adds and Drops – Proposed/ Registrars</b>	J. Diaz presented the proposed version of BP and AP 5075 Course Adds and Drops. Suggested revisions were made to the administrative procedure. The revised version will be reviewed at the October DTRW-SS and DTRW-I meetings. The new versions of this policy and procedure will be distributed to DTRW-I and DTRW-SS workgroups. J. Diaz will make the recommended revisions and submit to Ms. Nusser for distribution.	Make recommended revisions  DTRW-I and SS	October 2  October 2	Registrars  Laurie Nusser
<b>Admission of Minors – MOU</b>	The MOU for Admission of Minors forms was reviewed. There was discussion regarding parents' requirement of attending night classes with their minor child and revising or striking the 3 bullet points under item 2 to clarify parents' responsibilities. The revised document will be posted on the Colleges' websites.			
<b>NEW BUSINESS</b>				
<b>Title IX Update</b>	O. Cobian indicated he attended a conference call on Title IX and there has been a new Districtwide workgroup formed to address Title IX updates. There is a meeting scheduled for next week. This will be a standing item on the DTRW-SS agenda for regular updates.	Add to October Agenda	October 2	Laurie Nusser
<b>ASG Policies and Procedures – 5400/5410/5420 – Linda Kama'ila</b>	L. Kama'ila provided an overview of the need to review these policies and procedures. Due to time constraints this item was tabled to the October meeting. BP/AP 5420 will not return	Add to October Agenda	October 2	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	to the agenda (finance).			
<b>Future Suggested Agenda Items</b>	There were no new items requested.			
<b>NEXT MEETING</b>	Thursday, October 8, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline October 2, 2015			