**Ventura County Community College District**

**District Technical Review Workgroup (DTRW-SS)**

**Meeting Notes**

January 12, 2017 – DAC Lakin Boardroom – 3:00-5:00 p.m.

(2:30 p.m. – 4:00 p.m. – Meeting jointly with DTRW-I Workgroup)

**Members:**

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| **Chancellor’s Designee:**  | Oscar Cobian, Chair (OC)  |
|  **Co-Chair:** | Traci Allen, Co-Chair (MC) |
|  **Executive VP & VPs:**  | Julius Sokenu (MC), Damien Pena (VC), Linda Kama’ila (OC |
| **Academic Senate Presidents:**  | Nenagh Brown (MC),), Alex Kolesnik (VC), Diane Eberhardy (OC |
| **Deans/Asst. Deans:****Registrars:** | Howard Davis (MC), Leah Alarcon (OC)Dave Anter (MC), Joel Diaz (OC) , Arlene Reed (VC) |
| **Non-instructional Designees:**  | Graciela Casillas-Tortorelli (Counselor OC),  |
|  | Angelica Gonzales (Counselor VC) |
| **Financial Aid Reps:****Associated Student Government:**  | Kimberly Korinke (MC), Linda Faasua (OC), TBD (VC)Gaby Rodriguez (OC), ASG Rep Vacant (MC), ASG Rep Vacant (VC) |
| **Policy & Administrative Procedures:**  | Rick Post (Vice Chancellor Ed Services, DAC) |

**Absent:** Gaby Rodriguez (OC), Graciela Casillas-Tortorelli (OC)

**Guests:** Rick Trevino (VC), Jesus Vega (MC), Thao Brabander (VC), Shannon Davis (OC), Kim Hoffmans (VC)

**Recorder:**  Michelle Castelo

**Notes:**

| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
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| **Welcome & Approval of Meeting Notes:**December 8, 2016  | The joint meeting was called to order at 2:40 p.m. The December 8, 2016 meeting notes were reviewed & approved with minor corrections. |  |  |  |

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| **New Business:**  |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP/BP 4230 Grading & Academic Records Symbols** | Some discussion was had about keeping and changing various academic record symbols. It was decided that proposed changes would be made by Alex Kolesnik and submitted to Rick Post for review and submission.  | Draft proposed changes & submit to Rick Post |  | Alex Kolesnik |
| **AP/BP 4231 Grade Changes** | Edits were distributed and reviewed by the group. Some discussion followed. Linda Kamaila agreed to update the language and submit to Rick Post for review.  | Draft proposed changes & submit to Rick Post |  | Linda Kamaila |
| **AP/BP 4232 Pass/No Pass** | Some discussion was had about some of the language being unclear in two of the sections. It was recommended that the dash be included in the Pass/No-Pass language. Nenagh Brown agreed to make some corrections and submit to the admins for distribution to the groups for review.  | Make corrections & send to Admins.  |  | Nenagh Brown |
| **AP/BP 4235 Credit by Exam** | There is no change to the BP. Some suggestions for change regarding the AP were discussed. Thao Brabander agreed to make the changes and submit to the Admins for distribution to the group.  | Draft proposed changes & submit to Admins for distribution to the group |  | Thao Brabander |

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| **Old Business:**  |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP/BP 3500 Campus Safety**  | This has been forwarded to Dave El Fatal for submission and review.  |  |  |  |
| **AP/BP 3505 Emergency Response Plan** | This has been forwarded to Dave El Fatal for submission and review.  |  |  |  |
| **AP/BP 3520 Local Law Enforcement** | This has been forwarded to Dave El Fatal for submission and review.  |  |  |  |
| **AP/BP 3530 Weapons on Campus** | This has been forwarded to Dave El Fatal for submission and review.  |  |  |  |
| **NEXT MEETING** | February 9, 2017 – 3:00 p.m. – DAC Lakin Boardroom Submission Deadline: February 3, 2017 Joint Meeting Adjourned at 4:30 p.m.Meeting Adjourned at 4:40 p.m. |  |  |