**Ventura County Community College District**

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

**Meeting Notes**

February 9, 2017 – DAC Lakin Boardroom

3:00 p.m. – 5:00 p.m.

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| **Members: Chancellor’s Designee:** | Oscar Cobian, Chair (OC) |
| **Co-Chair:** | Traci Allen, Co-Chair (MC) |
| **Executive VP & VPs:** | Julius Sokenu (MC), Oscar Cobian (OC), Damien Pena (VC), Linda Kama’ila (OC), |
| **Academic Senate Presidents:** | Nenagh Brown (MC), Diane Eberhardy (OC), Alex Kolesnik (VC) |
| **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) |
| **Associated Student Government:** | Gaby Rodriguez (OC), ASG Rep Vacant (MC), ASG Rep Vacant (VC) |
| **Policy & Administrative Procedures:**  **Financial Aid Representatives:** | Rick Post (Vice Chancellor Ed Services, DAC)  Linda Faasua (OC), Kim Korinke (MC), Alma Rodriguez (VC) |

**Absent:** Gaby Rodriguez (OC), Linda Kama’ila (OC), Damien Pena (VC), Julius Sokenu (MC)

**Guests:** Rick Trevino, Student Success Supervisor (VC), Jesus Vega, Student Success Supervisor (MC), Trulie Thompson, Counselor (MC), Mike Rose, Software Development Director (DAC), Kim Hoffmans, VP (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** | The meeting was called to order at 3:08 p.m.  The January 12, 2017 meeting notes were reviewed & approved with one minor correction. | Make correction | By next meeting | M. Castelo |

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| **New Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP/BP 4250 Probation** | Traci Allen reported that all three schools met last week to review the language and agreed there would be no change to the language right now. Revisions are being discussed as well as registration holds for students on probation. Counseling chairs, Registrars and Financial Aid will meet & come back with recommendations. | Set up meeting w/ Counseling chairs, Registrars & Financial Aid | By next meeting | Traci Allen |
| **Early Registration**  *\*added to the agenda during the meeting* | Early registration changes were approved and moved forward for approval. |  |  |  |

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| **Old Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP/BP 4230 Grading & Academic Records Systems** | Some changes to the language were reviewed and approved by DTRW-I. Some discussion followed and all were in favor of the proposed changes. Rick Post will move it forward for approval. | Submit for approval | By next meeting | Rick Post |
| **AP/BP 4231 Grade Changes** | Linda Kamaila is working on the changes. This will be on the agenda for the March meeting. | Work on changes | By next meeting | Linda Kamaila |
| **AP/BP 4232 Pass/No Pass** | Updates were discussed and approved. Nenagh Brown will make changes to the hard copy and submit to Rick Post to move forward. | Work on changes and submit to Rick Post | By next meeting | Nenagh Brown |
| **AP/BP 4235 Credit by Examination** | Edits were made but no copy is available for review today. DTRW-I has already agreed to the changes. Thao Brabander will bring an edited version for review at the next meeting. | Bring edited copy for review | By next meeting | Thao Brabander |
| **NEXT MEETING** | April 13, 2017 – DAC Lakin Boardroom (w/ DTRW-I)  Submission Deadline: April 7, 2017  Meeting Adjourned at 4:12 p.m. | |  |  |