**Ventura County Community College District**

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

**Meeting Notes**

March 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) |
| **Student Activities Specialists:** | 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), Julius Sokenu (MC), Alex Kolesnik (VC)

**Guests:** Mike Rose, Software Development Director (DAC), Kim Hoffmans, VP (VC), Beatriz Herrera, Counselor (VC)

**Recorder:**  Michelle Castelo

| **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 3:10 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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| **Old Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP/BP 4231 Grade Changes** | The language for this AP/BP is still being modified and will come back for review at the April Meeting. | Update language | By next meeting | Linda Kamaila |
| **AP/BP 4235 Credit by Examination** | Additional changes were submitted just today but there wasn’t enough time to review. This will be reviewed at the April meeting. |  |  |  |
| **AP 4250 Probation** | A proposed draft was distributed and reviewed. It was agreed that this is still a work in progress and will come back for review in the Fall 2017. |  |  |  |
| **New Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **BP 2015 Student Member** | Proposed language was distributed and reviewed. Some discussion followed. Suggestions for revisions to the language were given. | Update & move forward |  | Rick Post |

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| **New Business: (Continued)** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP/BP 5030 Fees** | Bea Herrera mentioned that there was some confusion about why AP/BP 5030 was placed on the agenda today. Oscar mentioned that the rationale for placing AP/BP 5030 on the agenda was due to a previous discussion about the transition to early registration. There were concerns about payment options for students who may be impacted by paying for summer and fall at the same time. However, the language in the 5030 does not provide guidance on this issue. Some discussion followed regarding other AP/BPs that address this issue. Therefore, no changes were recommended. This AP/BP will not return for review in April.  Bea also mentioned that acceptance of late agenda items does not provide us with ample time for review and preparation. Committee members were asked to please send agenda items in by the Friday deadline in order to allow committee members ample time for review and preparation. |  |  |  |

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| **New Business: (Continued)** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Early Registration** | Rick mentioned that the early registration taskforce will start meeting to review policies for early registration (VPs, registrars, financial aid, counselors, etc.). Rick confirmed that early registration is supported by the three Presidents and David El Fattal who want the planning for early registration to move forward. This type of decision would require the support of the three colleges.  Bea Herrera voiced her opposition to early registration and wants the committee to consider the potential negative impact on students.  Oscar mentioned the State Chancellor’s Office is moving toward funding for guided pathways. This will include enrolling students in a full academic year (summer, fall, spring) and integrated services. It is essential to start developing the infrastructure to support this transition to guided pathways through early registration.  The committee had an expanded discussion on which APs would have to be reviewed/revised in the process of planning for early registration or would it need its own AP/BP? |  |  |  |

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| **New Business: (Continued)** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Early Registration**  *Continued* | Discussion of early registration considered the following:   * + - Operational changes related to the dates, this is a programming issue, how the automatic drop would occur.     - Some discussion regarding the $15 charge to set up a payment plan, this is due w/in 2 days, then we set the due dates for payment     - Committee discussed some the discussion points from a Counselor meeting at VC related to early registration. Traci reminded the committee these notes were not intended as official counselor meeting minutes; they are notes of the discussion. |  |  |  |
| **BP 3503 Animals on Campus** | To be addressed in April |  |  |  |
| **AP/BP Children on Campus** | To be addressed in April |  |  |  |
| **Next Meetings** | April 13, 2017 – DAC Lakin Boardroom  Submission Deadline: April 7, 2017  Meeting Adjourned at 4:12 pm |  |  |  |