

**District Technical Review Workgroup – Student Services (DTRW-SS)**  
**Meeting Notes**  
**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**October 12, 2017**  
**3:00 p.m. – 5:00 p.m.**

Agenda Item	Notes	Completion Timeline	Responsibility
<b>Review of Meeting Notes</b> <ul style="list-style-type: none"> <li>• April 13, 2017</li> </ul>	April 13, 2017 Notes were reviewed and approved.	October 12	Damien Peña
<b>Determine New Co-Chair</b>	Jesus Vega will serve as faculty Co-Chair.		Damien Peña
<b>Policy/Procedure Review Cycle Process</b>	B. Gilbertson will work with P. Blair on revising AP/BP's.		Damien Peña
<b>AP/BP 3440 - Service Animals</b>	Discussion regarding proposed AP/BP. It was proposed to add language regarding accommodations for students with allergies. R. Post will revise with language regarding allergies. Agreed to revisit in November and bring to Senate.	November 9	Rick Post
<b>BP 3503 - Animals on Campus</b>	Concern was expressed in current BP's exclusion of emotional support animals "comfort animals". Suggests removing some current language and revising to encompass ESA animals. O. Cobian will revise draft to bring back at next meeting.	November 9	Oscar Cobian

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<b>AP/BP 3504 - Children on Campus</b>	Group agreed to revise and bring back for First Reading after discussing with college staff. Child Development Center, EOPS and CalWorks will be contacted for recommendations.	November 9	Damien Peña
<b>AP 4100 - Graduation Requirements for Degrees and Certificates</b>	Reviewed and discussed proposed changes that were presented to group. Request for DTRW-I to look at proposed changes. Group would like collaborative efforts amongst DTRW-I and DTRW-SS to revise current AP. Concern expressed regarding ADT aspect. Counseling groups will discuss with their specific college and report back suggestions at next meeting. AP requires concurrent review by DTRW-I.	November 9	David Anter
<b>AP/BP 5010 - Admissions and Concurrent Enrollment</b>	Reviewed and discussed proposed changes to allow up to 11.99 units. Will bring back next meeting with final wording to then recommend on to Academic Senate. AP/BP requires concurrent review by DTRW-I.	November 9	Joel Diaz
<b>AP 5013 – Students in the Military</b>	Reviewed and discussed changes to comply with current law. Approved by DTRW-SS to bring to Cabinet.	October 12	Joel Diaz
<b>AP 5020 – Nonresident Tuition</b>	Proposed changes reviewed and discussed. Approved by DTRW-SS to bring to Cabinet.	October 12	Joel Diaz

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<b>AP/BP 5030 – Fees</b>	Proposed changes in administrative procedure were reviewed and discussed. Concerns expressed regarding liability in proposed exemption of health fees for CCAP students. Agreed to have Senates review AP/BP and report back at November meeting.	November 9	Rick Post
<b>AP 5070 – Attendance</b>	Bring back to group for discussion at next meeting.		David Anter
<b>AP 5075 – Course Adds and Drops</b>	Bring back to group for discussion at next meeting.		David Anter
<b>AP/BP 5570 Student Credit Card Solicitations</b>	Bring back to group for discussion at next meeting.		Kim Korinke
<b>Future Meeting Dates</b> <ul style="list-style-type: none"> <li>• November 9, 2017</li> <li>• December 14, 2017</li> </ul>	Discussion about collaborative meeting November 30 <sup>th</sup> with DTRW-I. Inquiries regarding function of proposed new DTRW-EM group.		