**Ventura County Community College District**

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

**Meeting Notes**

October 13, 2016 – DAC Lakin Boardroom

3:00 p.m. – 5:00 p.m.

**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) |
| **Academic Senate Presidents:** | Nenagh Brown (MC), Linda Kama’ila (OC), Alex Kolesnik (VC) |
| **Deans/Asst. Deans:**  **Registrars:** | Howard Davis (MC), Leah Alarcon (OC), Karen Engelsen (VC)  Dave Anter (MC), Joel Diaz (OC) , Arlene Reed (VC) |
| **Non-instructional Designees:** | Traci Allen (Counselor MC), 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:** | Rick Post (Vice Chancellor Ed Services, DAC) |

**Absent:** Gaby Rodriguez (OC)

**Guests:** Rick Trevino, Student Success Supervisor (VC), Mike Rose, Director of Development (DAC)

**Recorder:**  Michelle Castelo

**Notes:**

| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| --- | --- | --- | --- | --- |
| **Welcome & Approval of Meeting Notes:**  Sept. 8, 2016 | Dr. Cobian, welcomed everyone to DTRW-SS. The meeting commenced at 3:10 p.m.  The September 8, 2016 meeting notes were reviewed & approved with one minor correction of guest information. | Correct guest information | By next meeting | M. Castelo |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Old Business:** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Review Policy/ Procedure List** | Oscar Cobian and Kim Hoffmans met to review/determine which AP/BPs overlap with DTRW-I. An updated list was distributed and reviewed. Items highlighted in yellow on the form are the ones currently up for review. Academic Senate requested to receive a prioritized list so they can review as well. Oscar agreed to develop a prioritized schedule for review.  Suggestions for priority included:  AP/BP 3500 Campus Safety  AP/BP 3503 Animals on Campus  AP/BP 3504 Children on Campus | Develop a prioritized schedule of AP/BP’s up for review. | By next meeting | Oscar Cobian |
| **BP/AP 3500 Campus Safety Update:**  Rick Post  Oscar Cobian | It was suggested that there be a link to each of the Campus Safety Plans posted on the VCCCD website. It was agreed that a reminder will be sent out for each campus to e-mail their links directly to Rick Post. | Email a reminder to members to send links to Campus Safety Plans to Rick Post | By next week | Michelle Castelo |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Old Business: (Continued)** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Review of Membership** | At the September meeting, there was some discussion regarding whether or not we should include Financial Aid Officers as attendees. Oscar Cobian followed up with Financial Aid (FA) officers from each college and each said yes, they are interested in being part of DTRW-SS. The committee voted to add them as members and the vote was unanimously approved.  Any revisions up for consideration will be included as a revision to the Decision-making document and emailed to the board for review. Changes will then go through Academic Senate and DCAP for recommendations and approval.  It was suggested that the language in the Decision-making document be changed as follows: Instead of Dean of Student Services, the language would be changed to “CSSO and/or Designee”. Some discussion followed that if we include ‘and/or’, then they would get two votes. All agreed that two votes would be okay. The committee voted and unanimously approved this change. | Follow up w/ FA Officers to see if they want to be added as a guest or as a required attendee.  Update the Decision Making Document | By next meeting  By next meeting | Oscar Cobian  Oscar Cobian |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Old Business: (Continued)** | | | | |
| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **AP 5055 Enrollment Priorities:**  Registrars | At the September meeting, it was proposed that FYE Students be able to receive 2nd Priority Registration dates if they complete all 3SP requirements. This is already being done at some colleges & benefits 2nd semester athletes. Some discussion followed & it was decided that the registrars would come up w/ some language and bring it back to the group for review under AP 5055 Enrollment Priorities.  The registrars distributed a handout with the redlined changes for review. Discussion followed. It was agreed that all changes will go back to the three colleges for further review. |  |  |  |
| **AP 5075:**  Rick Post | AP 5075 went to the Board of Trustees for approval without the needed corrections and was approved ‘as is’. It is now being resubmitted with the correct language. A redlined handout with the corrections was distributed and reviewed. All were in favor of the changes. |  |  |  |
| **AP 4235: Credit by Exam** | A handout was distributed for review of changes on page 3, bullet 2. The word “Exemption” will be replaced with “Unless specifically excluded”. This change was unanimously approved. | Sent to DTRW-I for review. | By next meeting | Oscar Cobian |
| **NEXT MEETING** | November 10, 2016 – 3:00 p.m. – DAC Lakin Boardroom Submission Deadline: November 4, 2016  Meeting Adjourned at 4:25 p.m. | |  |  |