District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

March 10, 2016 – DAC Lakin Boardroom
3:00 p.m. – 5:00 p.m.

- Approval of January 11, 2016 Meeting Notes

Old Business
- Census Date vs. Census Deadline Clarification – Banner Implementation Final Report – Pat Ewins
- 3SP Update – Rick Post
- New Transcript Ordering System (Parchment) – Registrars
- Hover Board/Drone (mechanical recreational devices) Catalog Verbiage – P. Ewins

New Business
- Student ID Cards – Oscar Cobian
- Future suggested agenda items (standing item)

Next Meeting Date: March 10 – 3 pm – DAC Lakin Boardroom
Submission deadline: March 4, 2016

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes
February 11, 2016 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.
MEETING NOTES PRIOR TO APPROVAL AT MARCH 10, 2016 DTRW-SS MEETING

Members:	Chancellor's Designee: Oscar Cobian, Chair (OC)
	Co-Chair: Trulie Thompson, Co-chair (MC)
	Executive Vice President and Vice Presidents: Lori Bennett (MC), Oscar Cobian (OC), Pat Ewins (Interim) (VC)
	Academic Senate Presidents: Linda Kama'ila (OC), Mary Rees (MC), Alex Kolesnik (VC)
	Deans/Assistant Dean of Student Services: Karen Engelsen/Assistant Dean (VC), Howard Davis, Dean (Interim) (MC)
	Registrars: Dave Anter (MC), Joel Diaz (OC), Arlene Reed, Registrar (VC)
	Non-instructional designee: Gabriela Casillas-Tortorelli (Counselor, OC), Trulie Thompson (Counselor, MC), Angelica Gonzalez (Counselor, VC)
	Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), ASG Rep vacant (VC)
	Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor's Cabinet Liaison/guest)
Absent:	Clare Geisen, Graciela Casillas-Tortorelli, Joel Diaz, Oscar Cobian
Guests:	Carmel Gutherz, Vice President, Ventura College ASG, Neeman Sheshebor, ASG Director of Budget/Finance, Moorpark College
Recorder:	Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of January 14, 2016 Meeting Notes	Trulie Thompson, Co-Chair, welcomed everyone to DTRW-SS. T. Thompson chaired the meeting for Oscar Cobian. The meeting commenced at 3:05 pm. Introductions were made for Carmel Gutherz, ASG Vice President, Ventura College and Neeman Sheshebor, ASG Director of Budget/Finance, Moorpark College. The January 14, 2016 meeting notes were			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	approved as presented with minor changes to attendance.			
GUEST PRESENTATION				
3 SP Requirements for Discussion	Carmel Gutherz, student, and Neeman Sheshebor provided information regarding SSSP initiatives from a student's perspective and indicated there are not enough counselors to see each student and students aren't always prepared to discuss educational plans when seeing a counselor. The students recommended a more comprehensive orientation indicating some students need more help than others. Other students have provided feedback that if their classes are not timed properly this can delay graduation in conjunction with trying to get classes that are already full. For example, if Calculus isn't taken the first year, it pushes back graduation and is hard to keep up with requirements and subsequently ensures they will have to take summer school. T. Thompson thanked the students for attending the meeting and providing their point of view. There was general discussion regarding how to alleviate the gaps in registration processes. Pathway videos were also discussed and suggested. Instructors could also be academic advisors which was a suggestion from L. Kama'ila.			
OLD BUSINESS				
Title IX Policies and Procedures – BP/AP 3430 Prohibition of Unlawful Harassment	There was no further feedback regarding BP/AP 3430 Prohibition of Unlawful Harassment. This item will move forward to Chancellor's Cabinet, Policy Committee, and	Send to Chancellor's Cabinet	March 1	Laurie Nusser

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and Discrimination	subsequently to the Board for full approval.			
Update to BP/AP 5050 – Student Success and Support Programs – Registrar/Financial Officers BOG issues – 3SP related	Further edits at the February meeting included: • Under the section of "Requirements of the Student Success and Support Program and Loss of Eligibility for the Board of Governors' Fee Waiver" at bullet point, add "changes in" economic status • Under same section, add comma in second to last sentence between "no enrollment" and "and special." • Under "Accommodations" delete "student responsibilities" and bold. This item will move forward to Chancellor's Cabinet, Policy Committee, and subsequently to the Board for full approval.	Send final version to Chancellor's Cabinet	March 1	Laurie Nusser
BP/AP 5070 Attendance – Proposed/Registrars	The Registrars provided a revised version of proposed AP 5070 Attendance which was reviewed by DTRW-I prior to the DTRW-SS meeting. The revised version included more detail regarding faculty responsibilities and procedures for maintaining accurate attendance records. There was discussion regarding the title verbiage on Section E and F in the procedure (positive attendance courses and variable, open entry/exit). DTRW-I recommended removing "variable unit" from the entire procedure. DTRW-SS was in concurrence with this suggestion.			
Priority Registration under 3SP	This item was tabled due to the absence of Rick Post, Vice Chancellor of Educational Services.			

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Report from ATAC regarding census deadline vs. census date	The census deadline was defined as the day before the state census deadline and will be implemented in Banner. Dave Fuhrmann, Associate Vice Chancellor of Information Technology, will verify the exact wording in Banner and this item will move forward to the Banner group. It was requested to add this topic to next agenda for report out on the final decision from the Banner implementation group.			
Student Activity Fee (opt-out option)	L. Bennett provided an update and indicated ASG came forward to support the fee and agreed to eliminate the pop up so the students can see what the fees are for and decide whether they want to participate. The pop up does not provide the monetary amount from which they are opting out. They do not want a check box, which will be removed and an informational PDF will be added. This issue was vetted at ATAC.			
NEW BUSINESS:				
BP/AP 5570 credit card solicitation	L. Kama'ila indicated the policy and procedure require review as the Board Policy is out of date and no Administrative Procedure exists and needs to be written.			
3SP Priority Registration – BP/AP 5055	L. Kama'ila indicated the Interim Chancellor would like to change the policy and procedure without going through the governance process. L. Bennett indicated supporting data should be provided if there are revisions to priority registration. L. Kama'ila provided data to R. Post who was absent at this meeting and, therefore, could not be discussed.			
New Transcript Ordering System	D. Anter indicated there will be a new transcript ordering system that will be			

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(Parchment)	implemented in the near future. Transcript ordering procedures are located in the front of the catalogs. Clarification is needed regarding the language and there are new procedures allowing students to come to the college to get transcripts. Transcript needs and fees were discussed. Research will be conducted and return to the next meeting. This will move forward to Banner Group and will return to this meeting for final outcome.			
Catalog Consistency	P. Ewins indicated policies/procedures are utilized for catalog updates and sometimes the information doesn't match because of the timing of approval of policy/procedure. P. Ewins suggested implementation of a specialist group that actually utilizes these policies/procedures to review the appendices across the District to ensure consistency.			
Hover Boards	K. Engelsen indicated hover boards are not covered in the college student services policies. P. Ewins indicated J. Diaz provided language addressing this issue saying that hover boards will be listed as recreational mechanical devices. This issue should be covered in the catalog. It was also suggested to add drones to the policy. L. Nusser will send the p/p to P. Ewins and she will research and bring back information. This item will return to next meeting for discussion.	Find appropriate p/p – send to P. Ewins Research issue and bring information to next DTRW-SS meeting	ASAP March 10	L. Nusser P. Ewins
Future Agenda Items	3SP Priority Registration - Final Decision – Report from ATAC/Banner group regarding census deadline vs. census date - New Transcript Ordering System (Parchment) - BP/AP 5570 Credit Card Solicitation			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
NEXT MEETING	Thursday, March 10, 2016 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline March 4, 2016			