

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS Meeting Notes**

January 15, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 2.12.15 DTRW-SS MEETING**

**Members:**

Chancellor’s Designee: Lori Bennett, Chair (OC)  
 Co-Chair: Graciela Casillas-Tortorelli, Co-chair (VC)  
 Executive Vice Presidents: Lori Bennett (MC), Raul Cardoza (OC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Alex Kolesnik (VC)  
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)  
 Registrars: Susan Bricker (VC), Joel Diaz (OC), Dave Anter (MC)  
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)  
 Associated Student Government: ASG Rep vacant (OC), ASG Rep vacant (MC), Lucia Marquez (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:**

Graciela Casillas-Tortorelli, Pat Ewins, Victoria Lugo, Lucia Marquez

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of November 13 and December 11, 2014 Meeting Notes</b>	<p>Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm. Introductions were made for new members.</p> <p>The November 13, 2014 and December 11, 2014 meeting notes were approved as presented with a change to attendance for November.</p>			
<b>OLD BUSINESS</b>				
<b>BP/AP 5520 and 5530</b>	Pat Ewins was absent for this meeting and this item was tabled. Ms. Nusser will send an action item email as a reminder to Ms. Ewins.	Develop a written rationale	2.06.15	Pat Ewins

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	<p>In November, this item was discussed. The Board approved this policy and procedure in September; however, the EVPs and DTRW-SS workgroup object to the changes made at the Board meeting, which includes not allowing representation by an attorney at hearings and use of profanity, cannot be used to expel a student. These changes are live on BoardDocs as approved by the Board. This Board policy and administrative procedure needs a rework. A written statement of rationale is required to bring it back to the Board through Chancellor's Cabinet. The previous version is published in the catalog and requires an addendum to match the current policy and procedure approved by the Board. Ms. Ewins will revise the current procedures and return with new versions to the December meeting.</p>			
<p><b>BP 2105 Election of Student Member</b> – no changes/reaffirm  <b>AP 2105 Election of Student Member</b> – minor change to align AP title to BP title  <b>BP 5410 Associated Students Elections</b> – added language regarding “Student Election Standard Operating Practices” to align Associated Students elections with Student Trustee elections. All use the</p>	<p>Ms. Geisen presented revisions made to BP/AP 2105 Election of Student Member and the Student Election Standard Operating Practices Manual for Student Trustee and Associated Students Elections.</p> <p>BP/AP 2105 and BP 5410 will go forward to Cabinet, Policy Committee, and to the Board for final approval.</p>			

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<p>same operating practices manual.</p> <p><b>Student Election Standard Operating Practices Manual for Student Trustee and Associated Students Elections</b> – see featured changes in packet.</p>				
<p><b>BP/AP 5120 Transfer Center</b></p>	<p>This item was originally assigned for review to Gloria Arevalo, Graciela Casillas-Tortorelli, and Marian Carrasco Nungaray. Counselors cannot come to agreement regarding responsibilities. In January, since this item was agendized as a status update, it was not included in the agenda packet. This item will return to the February meeting with latest version.</p>	<p>Add latest version to February agenda packet</p>	<p>2.06.15</p>	<p>Laurie Nusser</p>
<p><b>BP/AP 5140 Disabled Students – Mary Rees</b></p>	<p>Oxnard and Moorpark College Academic Senates are in consensus for approval on BP/AP 5140. Ventura College Academic Senate requested more time for review for first and second readings. Ventura College DSPS has recommended changes and they will coordinate incorporating their revisions through the Academic Senate. Mr. Kolesnik will send them to the other Senates with a copy to Ms. Nusser after Ventura College makes their changes. There will be a final review in February.</p>	<p>Send Ventura College DSPS recommended changes to MC and OC Academic Senates</p>	<p>ASAP</p>	<p>Alex Kolesnik</p>
<p><b>AP 4051 Articulation Between VCCCD and High School Institutions tied to BP 4050</b></p>	<p>This item was also under review at the January DTRW-I meeting, which was held preceding the DTRW-SS meeting. Revisions were made during the DTRW-I meeting and reviewed at DTRW-SS. This item and will go</p>	<p>Review at Curriculum Committees and Academic Senates</p>	<p>ASAP</p>	<p>Academic Senate Presidents</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	to the Curriculum Committees and Academic Senates for final review. This item will return to the February DTRW-I and SS meetings.			
<b>AP 4235 Credit by Examination</b>	<p>This item was also under review at the January DTRW-I meeting, which was held preceding the DTRW-SS meeting. Revisions were made during both meetings and reviewed at DTRW-SS. This item will go to the Curriculum Committees and Academic Senates for final review. This item will return to the February DTRW-I and SS meetings.</p> <p>The second bullet will be removed under Credits Recorded for Credit by Examination (locally administered test), and will reference BP/AP 4050/4051.</p>	<p>Review at Curriculum Committees and Academic Senates</p> <p>Add to February agenda</p>	<p>ASAP</p> <p>2.06.15</p>	<p>Academic Senate Presidents</p> <p>Laurie Nusser</p>
<b>BP/AP 5300 Student Equity – Mary Rees</b>	Revisions to BP 5300 were made during the meeting. The BP has changes and the AP is proposed. Ms. Nusser will incorporate the revisions and send them out to the Academic Senates as action items. This item will return to the February meeting.	Send action item email	ASAP	Laurie Nusser
<b>NEW BUSINESS</b>				
<b>Review of waitlist policies and first week registration policies – Linda Kama’ila/Karen Engelsen</b>	There was discussion regarding waitlist and first week registration policies. It was decided this is a college governance issue and there are no formal policies regarding waitlist and first week registration.			
<b>Transcript Issues/Guidelines and Best Practices – Karen Engelsen</b>	Dr. Engelsen sought clarification regarding whether counselors can open official sealed transcripts as each college has different practices. It was decided this is a college governance issue and will be handled on campus.			

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<b>Dual Summer/Fall Registration Dates</b>	There was consensus by the workgroup of allowing dual summer/fall registration for 2015.			
<b>BP/AP Status Update</b>	<ul style="list-style-type: none"> <li>• <b>BP/AP 5110 Counseling</b> – originally assigned to Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray – all Senates have different versions, which need to be combined. Suggestions were made for further revisions during the meeting and a sub group will work to blend documents together. The sub group of Dr. Nungaray-Carrasco, Ms. Allen, and Ms. Rees will revise the documents and send to Ms. Nusser for distribution to the workgroup. It will go to the Oxnard Academic Senate and come back to DTRW-SS in January for final review. In the January meeting, Dr. Carrasco-Nungaray requested more time for review and requested to table this item.</li> <li>• <b>BP/AP 5570 Student Credit Card Solicitation</b> – originally assigned to Mary Rees, Linda Kama'ila, and the Ventura Academic Senate. Mary Rees conducted research and could not find any other colleges with this policy. This policy and procedure will move to DOC/DCAS for their February meetings.</li> </ul>	Add to DOC/DCAS agendas	ASAP	Laurie Nusser
<b>Business on Hold or Under Review by Other Workgroups</b>	➤ BP/AP 4050 Articulation (Articulation Officers) – approved by DTRW-SS 3.27.14, moved forward to 4.14.14 Chancellor's Cabinet, returned by Chancellor's Cabinet to 4.24.14 DTRW-I to clarify questions regarding administrative procedure – returned to 9.18.14 DTRW-I meeting – still under review at DTRW-I and SS.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> <li>➤ BP/AP 5030 Student Activity Fee – this policy and procedure are currently under review with DOC and DCAS.</li> <li>➤ BP/AP Distance Education 4105 – Develop New Policy/Procedure – currently under review with DTRW-I and added to DTRW-SS</li> </ul>			
<b>NEXT MEETING</b>	Thursday, February 12, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline February 6, 2014			