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**District Technical Review Workgroup**  
**Student Services – DTRW-SS**  
**AGENDA**

**October 9, 2014 – DAC Lakin Boardroom**  
**3:00 p.m. – 4:30 p.m.**

- Approval of September 18, 2014 Meeting Notes

**Old Business**

- BP/AP 5300 Student Equity – Scott Lay, Community College League of California, indicated the revised CCLC versions will be online April 2014. This will return to the fall DTRW-SS meeting. A new version of AP 5300 was released by CCLC – to be reviewed by DTRW-SS. There is no VCCCD AP 5300 in BoardDocs and requires development.
- Basic Skills Course – Discussion/Patrick Jefferson (tabled from September meeting)
- Update on Status – Last Date of Attendance (LDA) Before Census – Dave Anter/Registrars - This issue was to return to the campuses. The EVPs were to convey the response of DTRW-SS to the deans, which will in turn notify the faculty. The academic senate presidents will convey the response to the Senates regarding the procedure. An all faculty email was recommended which will be presented as a retention issue.

**BP/AP Status Update:**

At the September meeting, DTRW-SS members were assigned to review the following policies and procedures to complete the two year review cycle:

- BP/AP 5110 Counseling – Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray
- BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray
- BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins
- BP/AP 5300 Student Equity – Linda Kama’ila
- BP/AP 5410 Associated Student Elections – Clare Geisen
- BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi
- BP/AP 5700 Athletics – Traci Allen, Tim Harrison

The following items from DTRW-SS were approved by Chancellor’s Cabinet on September 22, 2014, to move forward to Policy Committee on October 15, 2014:

- BP/AP 4100 from 9/18/14 DTRW-I – to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5010 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.
- BP/AP 5015 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.



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- BP/AP 5020 from 9/18/14 DTRW-SS -- to Cabinet 9/22/14, Policy Committee 10/15/14, and Board in November.

### **New Business**

- Case for Revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation – Dave Anter/Karen Nicolas (guest)
- Discussion of Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama'ila

### **Business on Hold or Under Review by Other Workgroups:**

- 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.
- BP/AP Distance Education - Develop New Policy/Procedure – Mary Rees – under review at DTRW-I
- BP/AP 5030 Student Activity Fee (Student Services) This item was returned (2.27.14 DTRW-SS) to the campuses for further vetting, support, and to obtain clarification regarding IT issues. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an overview of the proposal.
- Drop Fee Period – Patrick Jefferson – currently under review by ATAC
- Ticketing during first week of classes – Patrick Jefferson – currently under review by DOC/ATAC

Next Meeting Date: November 13, 2014 – 1 pm – DAC Lakin Boardroom  
Submission deadline: November 7, 2014

Ventura County Community College District

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

April 24, 2014 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 10.09.14 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), Carole Bogue (OC), Patrick Jefferson (VC)  
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Gloria Arevalo on behalf of Art Sandford (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), vacant (MC), Victoria Brown (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:**

Victoria Brown (ASVC), Marian Carrasco-Nungaray (VC), Pat Ewins (MC)

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of April 24, 2014 Meeting Notes</b>	<p>Dr. Bennett welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm.</p> <p>Introductions were made for all members.</p> <p>The April 24, 2014 meeting notes were approved with a minor change to Art Sandford’s title.</p>			
<b>OLD BUSINESS</b>				
<ul style="list-style-type: none"> <li>BP/AP 5500 Standards of Conduct (Steve Blum, Trustee,</li> </ul>	<p>Revised BP/AP 5500 will move forward to the Board agenda with Trustee Blum’s suggested changes of reordering the standards of</p>	<p>Add to October 14, 2014 Board</p>	<p>9.26.14</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>provided a new draft of BP/AP 5500 for review by the workgroup – included in agenda packet.)</p> <ul style="list-style-type: none"> <li>BP/AP 5520 – both pulled from 9.09.14 Board Meeting and sent back to DTRW-SS for further review. This item will return to the Board Agenda after review and changes.</li> </ul>	<p>student conduct to put like items together and adding the phrase “any other unlawful use of force or fear” under item 1.</p> <p>AP 5520 is inconsistent with AP 5530 regarding legal representation. AP 5520/5530 revisions were made in the meeting to provide consistency between the procedures, will be added to the Board Agenda for October, and will not need to return to the Policy Committee.</p>	<p>Agenda after making changes to BP 5500, AP 5520/5530</p>		
<p>BP/AP 5300 Student Equity – Scott Lay, Community College League of California (CCLC), indicated the revised CCLC versions will be online April 2014.</p>	<p>Parked in the BP/AP status update until further information is released from the CCLC.</p>			
<b>NEW BUSINESS</b>				
<p><b>DTRW-SS</b> – selection of Co-Chair – Lori Bennett</p>	<p>Graciela Casillas was selected as Co-Chair of DTRW-SS for the 2014-15 academic year.</p>			
<p><b>DTRW-SS Calendar – Lori Bennett and Workgroup</b></p>	<p>January 8 is a self-assigned flex day. This workgroup decided to move this date to January 22 with a submission deadline date of January 15. Consensus must be reached with both DTRW-SS and DTRW-S for these dates.</p>	<p>Send out revised calendar</p>	<p>Prior to next meeting on October 9</p>	<p>Laurie Nusser</p>
<p><b>BP/AP Status Update – Clare Geisen</b></p>	<p>Ms. Geisen provided a BP/AP status update handout and reviewed the outstanding items with DTRW-SS. The items on the summary list will be on all new agendas for updates.</p>	<p>Send out BP/AP documents to the assigned parties</p>	<p>ASAP</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>It was decided to assign review to DTRW-SS members for the following policies and procedures:</p> <p>BP/AP 5110 Counseling – Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray</p> <p>BP/AP 5120 Transfer Center - Gloria Arevalo, Graciela Casillas-Tortorelli, Marian Carrasco Nungaray</p> <p>BP/AP 5140 Disabled Students – Karen Engelsen, Pat Ewins</p> <p>BP/AP 5300 Student Equity – Linda Kama’ila</p> <p>BP/AP 5410 Associated Student Elections – Clare Geisen</p> <p>BP/AP 5570 Student Credit Card Solicitation – Mary Rees, Linda Kama’ila, Peter Sezzi</p> <p>BP/AP 5700 Athletics – Traci Allen, Tim Harrison</p>			
<p><b>Student Organization Advisors – Catalog Edit – Pat Ewins/Sharon Miller</b></p>	<p>Student Advisors would like the following sentence removed from the catalogs in Appendix IV – Rights and Responsibilities – Section B: Privileges of Student Organizations – item #B page #259 of the new 2014-14 Moorpark College: <i>“Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.”</i></p> <p>There was consensus from the DTRW-SS members to remove the statement from the next printed catalog and will be removed from the current online catalog.</p>			
<p><b>BP/AP 5010 Admissions and Concurrent Enrollment – Registrars Implementation of</b></p>	<p>A new draft of BP/AP 5010 was provided by the registrars for review. Some of the language was updated from the new CCLC templates to ensure they are in compliance with Senate Bills 141 and 150.</p>	<p>Add to Cabinet/Policy Committee Agendas</p>	<p>9.22.14</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Senate Bill 150 (Correa) and Senate Bill 141 (Lara) regarding nonresident tuition</b></p>	<p>SB 150 permits a district to exempt nonresident special part-time students from paying nonresident tuition. VCCCD currently exempts concurrently enrolled students from nonresident tuition if they are taking the course for high school credit only. When a student elects to receive high school credit only, they cannot use the course for college credit. If the student wants college credit, they must pay the nonresident tuition. Implementing this bill would allow certain student to also receive college credit and be exempt from nonresident tuition.</p> <p>SB 141 requires colleges to exempt US citizens who reside in a foreign country from paying nonresident tuition if they meet certain requirements. When a student is exempt for nonresident tuition for this purpose, apportionment can be claimed.</p> <p>It was recommended to move this item forward to Chancellor's Cabinet, Policy Committee, and to the Board for full approval.</p>			
<p><b>BP/AP 5015 Resident Determination – Registrars</b></p>	<p>A new draft of BP/AP 5015 was provided by the registrars for review. Some of the language was updated from the new CCLC templates to ensure they are in compliance with Senate Bills 141 and 150.</p> <p>It was recommended to move this item forward to Chancellor's Cabinet, Policy Committee, and to the Board for full approval.</p>	<p>Add to Cabinet/Policy Committee Agendas</p>	<p>9.22.14</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP/AP 5020 Non Residence Determination - Registrars</b>	<p>A new draft of BP/AP 5020 was provided by the registrars for review. Some of the language was updated from the new CCLC templates to ensure they are in compliance with Senate Bills 141 and 150.</p> <p>It was recommended to move this item forward to Chancellor's Cabinet, Policy Committee, and to the Board for full approval.</p>	Add to Cabinet/Policy Committee Agendas	September 22	Laurie Nusser
<b>BP/AP Distance Education - Develop New Policy/Procedure – Mary Rees</b>	Development of a Board policy and procedure will be reviewed by DTRW-I.	Add to DTRW-I agenda	October 3	Laurie Nusser
<b>Drop Fee Period – Patrick Jefferson – currently under review by DOC/ATAC per Cabinet</b>	There was consensus in agreement with this proposal to extend the drop fee period to seven days. This issue will be addressed at the Administrative Technical Administrative Council (ATAC) which will be presented by the Executive Vice Presidents (EVP).	Add to the next ATAC agenda	October ATAC Meeting	EVPs: Patrick Jefferson and Lori Bennett
<b>Ticketing during first week of classes – Patrick Jefferson – currently under review by DOC/ATAC per Cabinet</b>	Mr. Jefferson advocated abstaining from ticketing students the first week of classes and there was consensus among the DTRW-SS workgroup in agreement with this proposal. The EVPs will present this issue at District Operations Council (DOC) and ATAC.	Add to the next ATAC/DOC agendas	October ATAC/DOC Meeting	EVPs: Patrick Jefferson and Lori Bennett
<b>Basic Skills Course – Discussion/Patrick Jefferson</b>	This item was tabled until the October DTRW-SS meeting.	Add to October DTRW-SS Agenda	10.03.14	Laurie Nusser
<b>Last Date of Attendance (LDA) Before Census – Dave Anter/Registrars</b>	There was discussion regarding the last date of attendance (LDA), which was recorded before prior to census in 2013, creating issues with compensation from the State, financial aid refunds, dropped classes, and Banner.	Add to the October DTRW-SS Agenda	10.03.14	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>This issue will return to the campuses and the EVPs will convey the response of DTRW-SS to the deans, which will in turn notify the faculty. The academic senate presidents will convey the response to the Senates regarding the procedure. An all faculty email was recommended which will be presented as a retention issue.</p> <p>The LDA issue will return to the October DTRW-SS meeting.</p>			
<p><b>Business on Hold or Under Review by Other Workgroups</b></p>	<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ BP/AP 5030 Student Activity Fee (Student Services) This item was returned (2.27.14 DTRW-SS) to the campuses for further vetting, support, and to obtain clarification regarding IT issues. Dr. Engelsen requested Ventura College ASG students to visit Oxnard College to provide an overview of the proposal.</li> <li>➤ BP/AP 5300 Student Equity – Scott Lay, Community College League of California (CCLC), indicated the revised CCLC versions will be online April 2014. There are no new versions on the CCLC Policy/Procedure website as of 9.16.14</li> <li>➤ BP/AP Distance Education - Develop New Policy/Procedure – currently under review with DTRW-I.</li> </ul>			



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>NEXT MEETING</b>	Thursday, October 9, 2014 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline October 3, 2014			

DRAFT



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5300 STUDENT EQUITY
Number	BP 5300
Status	Active
Legal	Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220
Adopted	April 18, 2006

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

See Administrative Procedure 5300.



Book	Board Policies
Section	Chap 5 Student Services
Title	Student Equity
Number	BP 5300
Status	Active
Legal	<a href="#">Education Code Section 66030</a> <a href="#">Education Code Sections 66250 et seq.</a> <a href="#">Education Code Sections 72010 et seq.</a> <a href="#">Title 5 Section 54220</a>
Adopted	November 1, 2000

## BP 5300 Student Equity

### References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;  
 Title 5 Section 54220

**NOTE:** This policy is **legally required**.

The Board is committed to assuring student equity in educational programs and college services. The [ CEO ] shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

See Administrative Procedures [ # ]

[BP 5300 Student Equity.doc \(23 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA

Book	Administrative Procedures
Section	Chap 5 Student Services
Title	Student Equity
Number	AP 5300
Status	Active
Legal	<a href="#">Education Code Section 66030</a> <a href="#">Education Code Sections 66250 et seq.</a> <a href="#">Education Code Sections 72010 et seq.</a> <a href="#">Title 5 Section 54220</a>
Adopted	November 1, 2000
Last Revised	April 28, 2014

## AP 5300 Student Equity

### References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;  
Title 5 Section 54220

**NOTE:** *This procedure is **legally required**. Local practice may be inserted. The following legal minimums must be included.*

The District has a student equity plan. The plan is filed as required to the California Community Colleges Chancellor's Office, following approval by the Board.

**NOTE:** *Insert local administrative procedures or reference the District's Student Equity Plan. At a minimum the plan must address:*

- the active involvement of the groups on campus **local procedure**.
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research as to the extent of student equity.
- institutional barriers to equity.
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.

- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- sources of funds for the activities in the plan.
- a schedule and process for evaluation of progress towards the goals.
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

***NOTE: Districts may reference the student equity plan template available through the State Chancellor's Office.***

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the ***designate position***.

Revised 4/14

[AP 5300 Student Equity Rev. 4-28-14.docx \(19 KB\)](#)

Last Modified by Jane Wright on May 5, 2014

## Case for Revised VCCCD Credit by Exam Policy Providing Letter Grade Credit for High School Students under Articulation – October 2014

**Issue requiring resolution:** VCCCD is out of compliance with Title V for the issuance of articulated high school Credit By Exam. Title V requires letter grade credit to be awarded for Credit By Exam.

**Title V requirement:** Title V, division 6, Chapter 6, subchapter 1, article 5. Alternative Methods for Awarding Credit, §55050

*§ 55050. Credit by Examination.*

*(e) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.*

*(f) grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.*

**Current status of high school articulation in VCCCD:** High school students petitioning for credit for articulated classes receive transcripts with the designation "CRE" for Credit By Exam for their units of credit, and no letter grade. Current articulation agreements allow students receiving "A" or "A" and "B" grades in their high school classes to be able to petition for credit.

**Proposed change:** In addition to transcripts showing "CRE" for students receiving articulated Credit By Exam, transcripts would also show a letter grade. Students receiving passing grade high school credit - "A", "B" or "C" grades - would be able to petition for credit. Articulation agreements would be changed to reflect that students receiving "A", "B" or "C" grades could petition for credit.

**District Benefits :** District would be in compliance with Title V regulations. Higher numbers of high school students would be able to receive articulated Credit By Exam, which would be reflected in the VCCCD colleges' Student Success State reportable metrics (the State is linking the articulation tracking database (CATEMA) to Launchboard this fiscal year). Higher numbers of high school students would be entering VCCCD CTE Career Pathways.

**Student Benefits:** Students receiving articulated credit with letter grades on their transcripts would be able to transfer more easily to 4 year universities than with only the units of articulated credit and the "CRE" designation. Higher numbers of students would be able to petition to receive community college credit while in high school.