

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

December 10, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT JANUARY 14, 2015 DTRW-SS MEETING

Members: Chancellor’s Designee: Oscar Cobian, Chair (OC)
 Co-Chair: Traci Allen, Co-chair (VC)
 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), Vacant, Dean (MC)
 Registrars: Dave Anter (MC), Joel Diaz (OC), Celia Rodriguez, Assistant Registrar (VC)
 Non-instructional designee: Graciela Casillas-Tortorelli (Counselor, OC), Traci Allen (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: Karen Engelsen, Clare Geisen, Angelica Gonzalez, Graciela Casillas-Tortorelli

Guests: Rick Post, Interim Vice Chancellor, Educational Services

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of November 12, 2015 Meeting Notes	Oscar Cobian welcomed everyone to DTRW-SS. The meeting commenced at 3:12 pm. The November 12, 2015 meeting notes were approved as presented with a minor change to attendance.			
OLD BUSINESS				
BP/AP 5070 Attendance – Proposed/Registrars	“Section C2 FTE reporting” was discussed in the November meeting regarding in-service training courses in the areas of police, fire,			

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	<p>corrections, and other criminal justice occupations. These areas are specific to state law pertaining to people providing emergency services according to Ed Code.</p> <p>After research regarding this issue, it was decided the courses must be open to anyone meeting the requirements and the administrative procedure will not be revised.</p> <p>Ventura and Moorpark College Academic Senates have reviewed and approved BP/AP 5070. L. Nusser will verify whether Oxnard College has approved BP/AP 5070.</p>	<p>Verify approval by OC Academic Senate</p>	<p>January 8</p>	<p>Laurie Nusser</p>
<p>BP/AP 5075 Course Adds and Drops – Proposed/ Registrars</p>	<p>DTRW-I reviewed AP 5075 and these revisions were shared with DTRW-SS in the subsequent meeting. Further revisions included the following:</p> <ul style="list-style-type: none"> • Adding the phrase “if so, documentation must be attached” • Changing “after the census date” to “as of the census date” • Consultation with instructor was discussed and it was decided to use Title 5 language as follows: “after consultation with appropriate faculty, shall be recorded as a “W. (6) For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.” 	<p>Revise documents</p>	<p>ASAP</p>	<p>Laurie Nusser</p>

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BP/AP 5030 – Fees	This issue has been put on hold until AB 288 goes into effect which will clarify the matter of fees.			
Title IX Policies and Procedures – 2nd Reading BP/AP 3500 Campus Safety BP/AP 3510 Workplace Violence Plan BP/AP 3515 Reporting of Crimes BP/AP 3540 Sexual and Other Assaults	<p>The policies and procedures were reviewed by the group and the following were further requested revisions:</p> <ul style="list-style-type: none"> • The word “campus” will be replaced by “college” in all Title IX BP/APs. • Revise the first bullet in AP 3540 to delete “on campus.” • AP 3540 – Second paragraph PIO change “which” to “who.” Grammatical change. <p>Ventura and Moorpark College Academic Senates have reviewed and approved the Title IX policies and procedures. L. Nusser will verify whether Oxnard College have approved these policies and procedures. If the Oxnard College Academic Senate has reviewed and approved the policies and procedures, they will move forward to the next Policy Committee.</p> <p>BP/AP 3430 Prohibition of Harassment and Discrimination will be reviewed in the January DTRW-SS meeting. Implementation issues of the procedure were discussed.</p>			
BP/AP 4230 Grading	Sent to Academic Senates 12/8.			
BP/AP 5013 Students in the Military	Sent to Academic Senates 12/8.			
BP/AP 5020 Nonresident Tuition	Sent to Academic Senates 12/8.			
NEW BUSINESS:				

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Future Suggested Agenda Items	<ul style="list-style-type: none"> • AB 288 – add to agenda for next meeting • Update to BP/AP 5050 – Registrars – invite Financial Officers BOG issues – 3SP related • AP 3430 Prohibition of Harassment and Discrimination – Gary Maehara <p>It was noted that Trulie Thompson, Ventura College Counselor, will be the replacement for Traci Allen as Co-Chair for the balance of the academic year.</p>			
NEXT MEETING	Thursday, January 14, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline January 8, 2015			