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

**December 11, 2014 – DAC Lakin Boardroom**  
**3:00 p.m. – 4:30 p.m.**

- Approval of October 9, 2014 Meeting Notes

**Old Business**

- Presentation: Case for Revised VCCCD Credit by Exam Policy (BP/AP 4235) Providing Letter Grade Credit for High School Students under Articulation – Karen Nicolas/Kathy Schrader/Celine Park (guests)
- BP/AP 5030 Student Activity Fee – Student Advisors
- Update: Collecting Information on Sexual Identity (for future Equity plans) – Linda Kama’ila/Joel Diaz

**New Business**

- Choice Act – Section 702, In State Tuition for GI Bill - Registrars

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

The following item from DTRW-SS was approved by Chancellor’s Cabinet on September 22, 2014, moved forward to Policy Committee on October 15, 2014, and was pulled from the November 11 Board Meeting by Business Services due to the objection of adding the underlined area below (with the following change):

- BP/AP 5020 Non Resident Tuition – suggested revision: “The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual. and it shall reflect nonresident tuition in contiguous districts.” (underlined verbiage is the added area from the registrars and objected to by Business Services)



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**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.

Next Meeting Date: December 11, 2014 – 3 pm – DAC Lakin Boardroom  
Submission deadline: December 5, 2014