

District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

August 27, 2015 – DAC Lakin Boardroom
3:00 p.m. – 5:00 p.m.

- Approval of April 9, 2015 Meeting Notes
- DTRW-SS – Selection of Co-Chair – Oscar Cobian and Workgroup
- DTRW-SS Calendar – Oscar Cobian and Workgroup

Old Business

- BP/AP 5520 and 5530 Written Rationale – Pat Ewins – The EVPs and DTRW-SS workgroup objected to changes made by the Board, which include not allowing representation by an attorney at hearings and profanity cannot be utilized to expel a student. These changes are live on BoardDocs as approved by the Board. A written statement of rationale is required to bring it back to the Board through Chancellor's Cabinet. Two proposals were presented at the March meeting and the Workgroup supported Proposal 2.
- Earlier Registration Dates for 2016

New Business

- Medical Withdrawal
- Future suggested agenda items

Next Meeting Date: September 10 – 3 pm – DAC Lakin Boardroom
Submission deadline: September 4, 2015 (Labor Day
Holiday is on September 7, 2015)

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

April 9, 2015 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT AUGUST 27, 2015 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:

Alex Kolesnik, Lucia Marquez

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of March 12, 2015 Meeting Notes	Dr. Bennett welcomed everyone to DTRW-SS and introductions were made for Rick Post, Interim EVP at Oxnard College. The meeting commenced at 3:03 pm. The March 12, 2015 meeting notes were approved with a minor change to members.			
OLD BUSINESS				
BP/AP 5520 and 5530 – Written Rationale Required	Ms. Ewins presented a revised version of the written rationale distributed at the March meeting. Ms. Ewins reviewed the revisions with the workgroup. Discussion ensued	Revise proposal document to reflect only		

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	<p>regarding Counter Proposals 1 & 2. There was consensus to support Counter Proposal 2, which will be presented at Cabinet, Policy Committee and subsequently to the full Board for approval of revision of these policies and procedures. Ms. Ewins will revise the document to reflect only Proposal 2 and will attend the Cabinet meeting to present this to the group.</p> <p>The Board approved this policy and procedure in September 2014; 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. 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.</p>	Proposal 2		
NEW BUSINESS				
Annual Committee Self-Appraisal Survey Review	Dr. Bennett reminded the workgroup to complete the Annual Committee Self-Appraisal survey by the deadline of March 19 at 5 pm. Discussion regarding the charge of the workgroup and ad hoc committees between DTRW-I and SS. Standard Operational Procedures/Practices will be brought to this workgroup. Future agenda items were discussed (see below).			
Meeting in August – earlier registration date	The EVPs have met regarding an earlier fall 2016 registration date and are working with			

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	<p>each campus' constituent group to address the impact of this issue. No date has been set as of yet. There was a suggestion to have all members review the curriculum prior to September and there was consensus to hold the first meeting in fall on August 27 at a campus location due to availability of the DAC Boardroom.</p> <p>There was discussion regarding policy/procedure review and whether the Workgroup can focus on curriculum in fall and policy and procedure in spring. In addition, there are overlapping policies and procedures between DTRW-I and DTRW-SS and there was a suggestion of adding ad hoc committees with DTRW-I and SS to include specific members on separate ad hoc committees. Issues that cannot be resolved between the two groups must go to Cabinet for final decisions.</p> <p>The membership and charge of the Workgroup will be reviewed and will go to Consultation Council for review or changes. Dr. Kama'ila will email Ms. Geisen with a list of requested revisions.</p>			
<p>BP/AP 5070 Attendance – Proposed Registrars</p>	<p>This item is to return in fall 2015.</p> <p>March: Ms. Bricker presented proposed BP/AP 5070 on behalf of the Registrars as a first reading. Suggestions were made for revisions to the administrative procedure. Ms. Bricker will incorporate the suggested revisions for review at the April DTRW-SS meeting.</p>	<p>Incorporate revisions made at meeting and send for submission for April</p>	<p>August 21</p>	<p>Susan Bricker</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
BP/AP 5075 Course Adds and Drops – Proposed Registrars	<p>This item is to return in fall 2015.</p> <p>March: Ms. Bricker presented proposed BP/AP 5075 on behalf of the Registrars as a first reading. Suggestions were made for revisions to the administrative procedure. Ms. Bricker will incorporate the suggested revisions for review at the April DTRW-SS meeting.</p>	<p>Incorporate revisions made at meeting and send for submission for April</p>	<p>August 21</p>	<p>Susan Bricker</p>
Status of Policy and Procedure	<ul style="list-style-type: none"> ➤ BP/AP 4050 Articulation – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • AP 4051 Articulation Between VCCCD and High School Institutions (tied to BP 4050) – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • AP 4235 Credit by Examination - moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5110 Counseling – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5120 Transfer Center – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5030 Fees – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5140 – Disabled Students – moved forward to Cabinet and Policy Committee for March and Board Agenda for April. • BP/AP 5300 Student Equity – moved forward to Cabinet and Policy Committee 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>for March and Board Agenda for April.</p> <ul style="list-style-type: none"> • BP/AP 5570 Student Credit Card Solicitations – passed review with DOC/DCAS – moved forward to Cabinet and Policy Committee for March, and pulled from Policy Committee, this item will return to DOC/DCAS for clarification regarding development of an administrative procedure as indicated in the Board policy. 			
<p>Future Suggested Agenda Items</p>	<ul style="list-style-type: none"> • Charge of Workgroup “Norming” • Standard Operational Procedures/Practices will be brought to this Workgroup. • Send call for items before August meeting a few weeks ahead. • Consent calendar to pass forward P/P to Board if no changes. • Less paper and project agendas on screen • Ad hoc committees for overlapping items between workgroups • Alignment of CID numbers for student’s benefits between curriculum and student services (ad hoc item) • Review CCLC p/p for items we do not have and are legally required. (Laurie to do research) • Mandatory student success classes for first time students (ad hoc committee?) • Norming student services/processes across campuses • 3SP • Fees for concurrently enrolled students – taught on high school campus with our faculty and amend the fees policy to exempt them from the health fee/and other 			

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	miscellaneous fees. <ul style="list-style-type: none"> • Change end time to 5 pm (changed from 4:30 pm) 			
NEXT MEETING	Thursday, August 27, 2015 – 3:00 p.m. – DAC Lakin Boardroom – Submission deadline August 21, 2015			

DRAFT

Handed out @ mtg 3/12/15

CCLC-5520 STUDENT DISCIPLINE PROCEDURE	AP 5520 STUDENT DISCIPLINE PROCEDURE Proposed by DTRW-SS	AP 5520 STUDENT DISCIPLINE PROCEDURE Changed and adopted October 14, 2014	AP 5520 STUDENT DISCIPLINE PROCEDURE Counter Proposal 1	AP 5520 STUDENT DISCIPLINE PROCEDURE Counter Proposal 2
	<p><i>Rational for the various changes:</i></p>	<p><i>This may have been changed from the committee recommendation so a student would not be denied the right to have an attorney to represent them.</i></p>	<p><i>This is a college process, conducted by educators, regarding the educational environment. It is not a legal proceeding. If a student exhausts this process without satisfaction they can then take it to the legal venue.</i></p>	<p><i>The student and the college personnel, without the aid of an advocate will represent themselves to the college committee/hearing panel.</i></p>
<p>The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice. Suggested language: except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. <u>If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing.</u> If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.]</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor <u>but not a licensed attorney.</u></p> <p>The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student and the college representative <u>and their non-attorney representatives</u> and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate.</p> <p>The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student and, the college representative <u>and their non-attorney representatives</u> and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. <u>If either party chooses to have an attorney act as their advocate that party will provide the college with 30 day's notice. If the student chooses to have an attorney act as their advocate the District will provide an attorney to advocate for the district employee and an attorney to assist the hearing panel.</u></p> <p>The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the student's advocate, the college representative and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate.</p> <p>Or</p> <p><u>Each party shall have the right to be accompanied by a single advisor who may advise the student throughout the proceedings but may not represent them nor speak on their behalf</u></p> <p>The student shall, in consultation with the college, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, <u>and their non-attorney representatives</u> required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>

CCLC--5530 STUDENT RIGHTS AND GRIEVANCES	AP 5530 STUDENT RIGHTS AND GRIEVANCES Proposed by DTRW-SS	AP 5530 STUDENT RIGHTS AND GRIEVANCES Adopted October 14, 2014	AP 5530 STUDENT RIGHTS AND GRIEVANCES Counter Proposal 1	AP 5530 STUDENT RIGHTS AND GRIEVANCES Counter Proposal 2
<p>Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than <i>[number]</i> days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the <i>[CEO's]</i> any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single <u>advisor but not a licensed attorney</u>. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.</p> <p>The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single <u>advocate</u>. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.</p> <p>The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate. <u>If either party chooses to have an attorney act as their advocate that party will provide the College Grievance Officer with 30 day's notice. If the student chooses to have an attorney act as their advocate the District will provide an attorney to advocate for the district employee and an attorney to assist the hearing panel.</u> The student shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the student's advocate, the college representative and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>	<p>Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be accompanied by a single advocate.</p> <p>Or</p> <p><u>Each party shall have the right to be accompanied by a single advisor who may advise the student throughout the proceedings but may not represent them nor speak on their behalf</u></p> <p>The student shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.</p> <p>Hearings shall be closed and confidential. No other persons except the student, the college representative, <u>and their non-attorney representatives</u> required translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present.</p>