

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

March 27, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 4.24.14 DTRW-SS MEETING

Members: Chancellor’s Designee: Erika Endrijonas, Chair (OC)
 Co-Chair: Victoria Lugo, Co-chair (VC)
 Executive Vice Presidents: Lori Bennett (MC), Erika Endrijonas (OC), Patrick Jefferson (VC)
 Academic Senate Presidents: Linda Kama’ila (OC), Mary Rees (MC), Peter Sezzi 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), Pam Kennedy Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor, VC)
 Associated Student Government: ASG Rep vacant (OC), vacant (MC), Robert Nunez (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Clare Geisen, Robert Nunez

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of February 27, 2014 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:03 pm. The February 27, 2014 meeting notes were approved as presented.			
OLD BUSINESS				
BP/AP 5030 – Student Activity Fee (Victoria Lugo/Student Activity Specialists)	There was discussion between the colleges and there has been no consensus as of yet regarding the Student Activity Fee. This item will return to the April meeting.	Add item to 4.24.14 agenda	4.18.14	Laurie Nusser
BP/AP 5150 Extended Opportunity Programs	Existing BP 5150 and proposed AP 5150 were reviewed by the workgroup and will now	Send BP/AP to Academic	ASAP	Laurie Nusser

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and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	be reviewed by the Academic Senates. Ms. Nusser will send them to the Academic Senate Presidents.	Senate Presidents		
BP/AP 5500 Standards of Conduct – no AP in BoardDocs	BP/AP 5500 have been reviewed and approved by both the Moorpark and Oxnard College Academic Senates, but the Ventura Academic Senate still has concerns about whether the policies should more explicitly include information about faculty rights with disruptive students. This item will return to the April meeting after further review by the Ventura Academic Senate. Dr. Endrijonas stated it is imperative this item goes forward in April, Policy Committee in May, and to the June Board Meeting for catalog deadline purposes.	Add to agenda at next Ventura Academic Senate Meeting Add item to 4.24.14 agenda	ASAP 4.18.14	Art Sandford Laurie Nusser
BP/AP 5520 Discipline Procedure – no BP in BoardDocs	BP/AP 5520 have been reviewed and approved by both the Moorpark and Oxnard College Academic Senates, but the Ventura Academic Senate still has concerns about whether the policies should more explicitly include information about faculty rights with disruptive students. This item will return to the April meeting after further review by the Ventura Academic Senate. Dr. Endrijonas stated it is imperative this item goes forward in April, Policy Committee in May, and to the June Board Meeting for catalog deadline purposes.	Add to agenda at next Ventura Academic Senate Meeting Add item to 4.24.14 agenda	ASAP 4.18.14	Art Sandford Laurie Nusser
BP/AP 5530 Student Rights and Grievances – no BP in BoardDocs	BP/AP 5530 have been reviewed and approved by both the Moorpark and Oxnard College Academic Senates, but the Ventura Academic Senate still has concerns about whether the policies should more explicitly include information about faculty rights with disruptive students. This item will return to the	Add to agenda at next Ventura Academic Senate Meeting	ASAP	Art Sandford

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	April meeting after further review by the Ventura Academic Senate. Dr. Endrijonas stated it is imperative this item goes forward in April, Policy Committee in May, and to the June Board Meeting for catalog deadline purposes.	Add item to 4.24.14 agenda	4.18.14	Laurie Nusser
New Drop Codes	The Registrars provided a handout indicating revised drop codes from the March 27 DTRW-SS meeting. The IT Department has reviewed the Banner issues and there are no technical issues for adding these codes. There was discussion regarding the verbiage and minor changes will be made prior to moving forward for implementation. This item will be revisited within 6 months to ensure capture of pertinent information.			
NEW BUSINESS				
BP/AP 5050 Matriculation	<p>A revised version of BP 5050 Matriculation was handed out at the meeting by the Registrars. The title of BP and AP 5050 Matriculation has been changed to "Student Success and Support Program."</p> <p>Revisions were made at the meeting and these versions will be sent to the Academic Senates by the Registrars with a copy to Ms. Nusser and will move forward to the May Policy Committee. (Sent to Academic Senates on 4.04.14 by Joel Diaz.)</p>			
AP 5055 Enrollment Priorities	There have been further changes at State level regarding loss of BOG fee waivers and appeals and, therefore, require further revisions to the VCCCD version of this administrative procedure. The Registrars reviewed and provided revised handouts for the new version of AP 5055.			

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	<p>The phrase “have an active educational plan and an informed program of study” will be removed from items 3-7 and the revised version will be sent to the Academic Senate Presidents by the Registrars with a copy to Ms. Nusser for version control. This will be sent early next week. (A newer revision was sent to the Academic Senates on 4.14.14 by Joel Diaz.)</p>	<p>Send revised version of changes made in meeting to Academic Senates</p>	<p>First week of April</p>	<p>Registrars</p>
<p>BP/AP 5300 Student Equity</p>	<p>Dr. Endrijonas mentioned that Scott Lay, Community College League of California, indicated the revised CCLC versions will be online in April. This will return to the fall DTRW-SS meeting.</p>			
<p>DTRW-SS Annual Survey</p>	<p>The survey will be distributed prior to the April meeting and Dr. Endrijonas requested everyone to take the survey at their earliest convenience.</p>			
<p>Tracking of BP/AP on hold or under review by other workgroups</p>	<ul style="list-style-type: none"> • BP/AP 4020 Program and Curriculum Development – will move forward to Chancellor’s Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval. • BP/AP 4022 Course Approval – will move forward to Chancellor’s Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval. • BP/AP 4050 Articulation – will move forward to Chancellor’s Cabinet, Policy, Consultation Council, and subsequently to the Board for full approval. • AP 4100 Graduation Requirements for Degrees and Certificates – under review at DTRW-I – on hold awaiting State information and clarification between the 			

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	<p>CSUs and Chancellor's office whether "C" is regarded as P/NP.</p> <ul style="list-style-type: none"> • BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DOC for further review regarding student accident insurance/sent to Academic Senates on 4.01.13; awaiting further input from DOC as of 12.05.13, 1.23.14, 2.27.14, 3.27.14. As of 3.27.14, this item is still under review with DOC. • BP/AP 5300 Student Equity – under review by DCAA/Academic Senates (sent to Academic Senates 4.01.13) tabled by DCAA for further review in order to wait for new state information from the Student Equity Taskforce – was to return to DCAA in fall and is now at DTRW-SS still awaiting state information. • BP/APs 5500 Standards of Conduct, 5520 Student Discipline Procedure, and 5530 Student Rights and Grievances were reviewed at the Ventura Academic Senate meeting and will be further reviewed at their next Academic Senate meeting. These items will return to the April 24 DTRW-I meeting. • BP/APs 3540 Sexual and Other Assaults on Campus and 3550 Drug Free Environment and Drug Prevention were sent to DCHR for review. Chief Beckley is reviewing BP/AP 3540. 			
NEXT MEETING	Thursday, April 24, 2014 – 3:00 p.m. – DAC Lakin Boardroom			