

Ventura County Community College District

Minutes of the District Council on Student Learning (DCSL) Committee

January 28, 2010 – DAC Multi-Purpose Room

3:00 p.m. – 4:30 p.m.

Present: Chancellor's Designee: Ramiro Sanchez (VC)
 Co-Chair: Peter Sezzi (VC)
 Jeff Baker (MC), Michael Bowen (VC), Susan Bricker (VC), Susan Cabral (OC), Kathy Colborn (MC), Erika Endrijonas (OC), Patricia Ewins (MC), Angelica Gonzales (VC), Pam Kennedy-Luna (MC), Ed Knudson (MC), Gwendolyn Lewis-Huddleston (OC), Victoria Lugo (VC), Shannon Ordonez (OC), Marie Panec (MC), Maureen Rauchfuss (MC)

Absent: Robert Cabral (OC), Barbara Cogert (VC), Kea Kanamu (VC-Student Rep),

Recorder: Linda Resendiz

Minutes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
|--|--|---|---------------------|--------------|
| Welcome and approval of 11/19/09 meeting minutes | Ramiro welcomed everyone to today's meeting. The meeting minutes from 11/19/09 were reviewed and approved as submitted. | | | |
| Discussion | | | | |
| <ul style="list-style-type: none"> • Audit Procedure – P. Ewins | There was a discussion if the district should continue to allow students to audit classes. Pat suggested that a signature line for the division dean be added to the form. It was recommended for the Academic Presidents to take the form back to their constituents for comment. | Item will be added as an update for next month's meeting. | | |
| Updates | | | | |
| <ul style="list-style-type: none"> • Early Alert Letter – M. Rauchfuss | A committee is in place. The first meeting will be on Tuesday of next week. The committee will be reviewing the early alert letter and process. | | | |

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| <ul style="list-style-type: none"> • Task Force on Comparable Courses – AOs & Registrars | <p>The AOs finished the comparable course list and provided it to the Registrars. The Registrars have begun to make changes and data technicians are doing the finishing touches. Please note, the courses listed on the list are comparable in content for repeatability purposes.</p> | <p>Take off update list;</p> | | |
| <ul style="list-style-type: none"> • FERPA Task Force – Registrars & E. Endrijonas) | <p>Task Force will report back at the next meeting.</p> | <p>Bring template and possible referrals.</p> | | |
| <ul style="list-style-type: none"> • Enforcement of Prerequisites - EVPs | <p>VC - Counseling and Department Chairs have been working on a process to inform students on how to challenge a prerequisite. This is a work in progress.</p> <p>OC - Have met with some departments who have expressed a desire that all prerequisites be enforced. There are still some issues that need to be clarified.</p> <p>Ramiro mentioned that he met with Bill Pierce regarding having banner drop a student automatically if the student does not meet the prerequisite. Bill will be bringing this topic up at next week's banner student workgroup meeting.</p> | | | |
| <ul style="list-style-type: none"> • Enrollment Priorities - Council | <p>Ramiro mentioned that a new process has been put in place for special admit high school students.</p> <p>VC - Victoria mentioned that she has received one complaint from a 9th-10th grade mom. She said that for the most part the parents don't like this process. She said it worked out better than anticipated.</p> <p>OC - Erika has received some complaints.</p> <p>MC – Kathy Coulborn mentioned that the process has worked well. They have had some parents write to the president. For students who wanted more units Pat took over.</p> | <p>This item will continue for further discussion.</p> | | |

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| <ul style="list-style-type: none"> • Mathematics Graduation Requirements (CLEP & IB) – R. Sanchez | <p>Ramiro mentioned that the corrected math competency was approved by the Board of Trustees.</p> | | | |
| <ul style="list-style-type: none"> • Single Reading on Curriculum by Board of Trustees – R. Sanchez | <p>Ramiro will send a correspondence to the Chancellor for review by Chancellor’s Cabinet to have one reading on all courses.</p> | | | |
| <ul style="list-style-type: none"> • Statue of Limitations on Grade Changes – Registrars • | <p>Work in process.</p> | | | |
| <ul style="list-style-type: none"> • Tech Prep/Credit by Exam Units – E. Knudson | <p>There was a discussion regarding a memo from the State Chancellor’s office on a student’s good standing. Ed mentioned that this impacts the CTE area.</p> | <p>Ed will bring draft language on this at next month’s meeting.</p> | | |
| <p>Recommendation to Amend Board Policy (BP’s)</p> | | | | |
| <ul style="list-style-type: none"> • BP 5030 Fees (fee for duplicate diplomas) | <p>Recommendation is for \$10.</p> | | | |

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| Recommendation to Amend Administrative Procedures (AP's) | | | | |
| <ul style="list-style-type: none"> • AP 4100 Graduation Requirements for Degrees and Certificates – A. Gonzales, D. Farris, and P. Sezzi | This item was tabled for the next meeting. | Peter will send Linda the correct version of AP 4100. | | |
| Updates on Administrative Procedures (AP) | | | | |
| <ul style="list-style-type: none"> • AP 4021 Program Discontinuance – M. Panec | <p>AP 4021-Gwen suggested that the task force see what has been approved in the past and review it with the new document that was drafted. Peter said that he has the document that was approved by the VC Academic Senate.</p> <p>Ramiro suggested that Peter send the document that he has to Jeff Baker and Robert Cabral for review.</p> | Linda will send the electronic copy that Gwen sent. | | |
| <ul style="list-style-type: none"> • AP 4026 Philosophy and Criteria for International Education – R. Sanchez | This item was tabled for the next meeting. | Peter has latest version of this AP and will send it to Linda. | | |
| <ul style="list-style-type: none"> • AP 5700 5701 Athletics Programs – P. Sezzi | This item was tabled for the next meeting. Should be AP 5701 Athletics Programs. | Peter will send latest version of AP to Linda. | | |

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| <ul style="list-style-type: none"> Proposed AP 4235 Procedure on Credit by Exam – <i>S. Bricker</i> | <p>This was placed on hold until credit by exam is resolved.</p> | | | |
| <ul style="list-style-type: none"> Proposed AP 5500 Standards of Conduct – <i>R. Sanchez</i> | <p>Ramiro talked to Patti Blair regarding the status of this AP. She said that the task force involved with this AP last spring sent the work to the Chancellor's office. The Chancellor's office in turn sent it an attorney for review and since has not provided any response. Ramiro will contact the associate in charge of this for a status.</p> | | | |
| <p>First Reading</p> <ul style="list-style-type: none"> AP 4104 Contract Education AP 4105 Distance Education AP 4106 Nursing Programs AP 4110 Honorary Degrees AP 4220 Standards of Scholarship AP 4222 Remedial Coursework AP 4225 Course | <p>Ramiro presented the third batch of AP's that should have gone forward last spring per an email by Pam Eddinger. Ramiro said he would like to recommend to get everyone involved in the review of these AP's and asked who would like to take lead on any of the AP's and report out at the next meeting;</p> <p>Peter Sezzi</p> <p>Peter Sezzi</p> <p>Angelica Gonzales</p> <p>Marie Panec</p> <p>Marie Panec</p> <p>Pat Ewin</p> <p>Registrars</p> | <p>Complete the review of the third batch of AP's between now and next month. Linda will send the last 8 AP's. Please let her know which one you want to review.</p> | | |

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| Repetitions <ul style="list-style-type: none"> • AP 4226 Multiple and Overlapping Enrollments | Victoria Lugo | | | |
| Next Meeting | Thursday, February 25, 2010 – 3:00 p.m. DAC | | | |