

**Ventura County Community College District**  
**DCSL Meeting Minutes**  
**October 29, 2009**  
**3:00 p.m.–4:30 p.m. - DAC Multi-Purpose Room**

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

**Recorder:** Linda Resendiz

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and review of the agenda</b>	Ramiro welcomed everyone to today's meeting and thanked Dave Furhmann for attending today's meeting.			
<b>Approval of minutes from 9/24/09</b>	The meetings minutes for 9/24/09 were reviewed and approved with minor changes.			
<b>Old Business</b>	<p>The FERPA forms Michael Bowen obtained from other institutions were reviewed. The intent is to come up with one standard form for all campuses. Susan Bricker distributed the form that's being proposed by the district. A handout on a FERPA workshop was distributed.</p> <p>The district proposed form was reviewed. It was suggested to add what information can be released. It was also suggested to take out "purpose of release:" and to include the FERPA web address. This form will go through another revision with suggestions and brought back for review.</p>	Finalize district form for release of information.	December 2009	Registrars

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Discussion</b> <b>A. Dropping of students for non-payment of fees – D Fuhrman</b>	<p>Dave mentioned that the current system has been refined over the last few years. He mentioned that the calendar for the spring semester is being worked on and will be distributed to the business office and A &amp; R. He said that reminders are sent to students by email and mailer to home address as to when they have to pay their fees before they are dropped. Students now have an option to do a payment plan.</p> <p>Ramiro recommend that the Registrars continue to work with any additional resources or information and provide some recommendations.</p>			
<b>B. Enrollment priorities – EVPs</b>	<p>A draft form on enrollment priorities was distributed and reviewed by Ed Knudson.</p>	<p>Resend Ventura College's data to Ed.</p> <p>Email any comments or suggestions to Ed Knudson.</p>		<p>R. Sanchez</p> <p>Council</p>
<b>C. Comparable Courses</b>	<p>Work in progress; 2/3 of ways finished.</p>			
<b>D. Charge for duplicate diplomas</b>	<p>Kathy Colborn mentioned this was left over from last year. She said that; number of years ago there used to be a charge of \$10 for duplicate degrees. Registrars would like to see this charge being implemented again.</p> <p>It was recommended by the Registrars to charge students \$10 for duplicate diplomas after one has been received. There was consensus by the council for this.</p>	<p>Identify BP/AP to make change; Forward to chancellors cabinet;</p>		<p>R. Sanchez</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>E. AP 4235 – Procedure on credit by exam</b>	<p>It was discussed that at the April 23<sup>rd</sup> DCSL meeting this was approved to acknowledge CLEP in addition to credit by exam. No one knew where it went and if it still meets approval.</p> <p>After this is approved grids will be developed to show how it will be implemented. Implement in Spring 2010 for associate degrees.</p>	<p>Susan Bricker will make changes and send to Linda for distribution.</p>	<p>December 2009</p>	
<b>Updates</b> <b>A. Early Alert Letter – Maureen R.</b>	<p>Work in progress.</p>			
<b>B. CB 21 Recoding - EVPs</b>	<p>This is a project from the State Chancellors office on recoding all 3 colleges. Faculty and staff have been informed. John Cooney is the lead for the district and data techs are involved. At VC, faculty have completed all courses that are below level in math and English.</p>			
<b>C. Status of CLEP and IB – R. Sanchez</b>	<p>Ramiro is trying to locate what was on the agenda packet instead of having everything resubmitted again.</p>			
<b>D. Enforcement of prerequisites - EVPs</b>	<p>All three colleges are moving forward on enforcing prerequisites.</p>			
<b>Updates on Administrative Procedures (AP)</b> <b>A. AP 4021 – Program Discontinuance – M. Panec</b>	<p>Marie Panec is currently working on this.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>B. AP 4026 Philosophy and Criteria for International Education –R. Sanchez</b>	Ramiro connected with Scott Corbett. Scott said that he does have this on his list to do. He will send it to Ramiro b next week. Ramiro will then forward it prior to the next meeting.			
<b>C. AP 4100 Graduation Requirements for Degrees and Certificates – R. Sanchez</b>	<p>Additional degrees were discussed. This was updated due to Title 5 change and appears to be different from what was previously written. It was mentioned that the wording in the catalog needs to be reworded.</p> <p>Academic Senate President will take this back to their respective Senates for further review.</p>			
<b>Next Meeting/Future Agenda Items</b>	<p>Thursday, November 19, 2009 3:00 p.m. – DSC-Multi Purpose Room</p> <p>Future Agenda Items:</p> <ol style="list-style-type: none"> <li>1. AP 4100 (Action Item) to approve.</li> <li>2. AP 5701 Athletics Programs (Action Item)</li> <li>3. AP Student Grievance and Discipline</li> <li>4. Multi Term Registration (Discussion)</li> <li>5. Statute of Limitations on Grade Changes (Discussion)</li> </ol>			