

Ventura County Community College District

**District Technical Review Workgroup – DTRW-SS (Formerly DCSL) Meeting Notes**

September 13, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 10.11.12 DTRW-SS MEETING**

**Members:**

Chancellor’s Designee: Erika Endrijonas, Chair, (OC)  
 Co-Chair: not designated at this meeting  
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)  
 Registrars: Joel Diaz (OC), Kathy Colburn (MC), Susan Bricker (VC)  
 Articulation Officers or non-instructional designee: Shannon Davis (Articulation Officer, OC), Pam Kennedy-Luna (Counselor, MC) (Letrisha Mai, attending on behalf of MC), Marian Carrasco Nungaray (Counselor VC) (Gloria Arevalo, attending on behalf of VC)  
 Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC) (Sharon Miller attending on behalf of Kimberly Eder) (MC), Daniel Chavez (VC)  
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

**Absent:**

Marian Carrasco Nungaray (Counselor VC), Kathy Colburn (Registrar, MC), Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest), Pam Kennedy-Luna (Counselor, VC)

**Recorder:**

Laurie Nelson-Nusser

**Notes:**

| Agenda Item  | Summary of Discussion  | Action (If Required)                          | Completion Timeline | Assigned to:                 |
|--|--|---|---------------------|------------------------------|
| <p><b>Welcome and Approval of April 12, 2012 Meeting Notes</b></p>         | <p>Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3 pm. Introductions were made for new members.</p> <p>The meeting notes were approved with changes to the Math Competency item and with abstention from Dr. Harmon, Letrisha Mai, and Gloria Arevalo.</p> |   |                     |                              |
| <p><b>OLD BUSINESS</b></p>   |  |   |                     |                              |
| <p><b>AP 4100 Graduation Requirements for Degrees and Certificates</b></p> | <p>AA-T and AS-T degrees were not included in AP 4100 and the Articulation Officers will make recommendations regarding this issue and bring back</p>  | <p>Bring back recommended language for AP</p> | <p>October 11</p>   | <p>Articulation Officers</p> |

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|--|---|--|---------------------------|---|
|  | to the next meeting.  | 4100   |                           |   |
| <b>BP/AP 4240</b>  | Ms. Bricker reviewed the existing policy and procedure against the Title 5 requirements and would like to simplify and revise it. Suggested language will be brought back to the October 11 meeting and Ms. Bricker will email Ms. Nusser the Title 5 language for distribution to DTRW-SS. Dr. Endrijonas requested a volunteer to work with Ms. Bricker and draft language to present at the next meeting for proposed changes.   | Email Title 5 language to Ms. Nusser for distribution to DTRW-SS. Revise language for board policy and procedure BP/AP 4240. | Sept 18<br><br>October 11 | Ms. Bricker<br><br>Ms. Bricker/Ms. Gonzales |
| <b>BP/AP 5010 Admissions and Concurrent Enrollment</b><br><b>Susan Bricker</b> | <p>The Academic Senates are no longer represented on DTRW-SS (formerly DCSL) and feedback is required from this group. This item will be sent forward to the DCAA agenda.</p> <p>BP: At the April DCSL meeting, Ms. Bricker stated the current Board Policy did not allow for minors and was added to the document. Previously, Ms. Geisen had provided the Community College League of California's (CCLC) policy to compare against our current BP/AP. The Registrars had provided recommended language and the Academic Senates requested to review it again.</p> <p>AP: Also at the April DCSL meeting, Ms. Bricker presented the changes to the administrative procedure. Number 2, second paragraph: this sentence will be removed. Ms. Bricker will send a clean copy of AP 5010 to Laurie Nusser. Ventura College Academic Senate requested further review of the administrative procedure, which will go back to the Senates for review and brought back to the September DCSL meeting with the Senates' comments.</p> | Add to the DCAA September 27, 2012 agenda  | September 27              | Laurie Nusser                               |
| <b>AP 5055 Enrollment Priorities</b>   | Dr. Endrijonas indicated VCCCD must incorporate the new language from proposed Title 5 changes to   |  |                           |   |

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|--|---|---|---------------------|---------------------------|
|  | <p>establish system level enrollment to AP 5055. The new requirements must be fully implemented by fall 2014 and VCCCD must adjust the policy/procedure.</p> <p>The Deans of Student Services will bring back recommendations for implementation of the new requirements, including the appeals process for high-unit majors and CalWORKS. Ms. Ewins suggested picking one issue at a time to implement. Probation and matriculation steps still need to be addressed. Guidelines from the California Community College Chancellor's Office (CCCCO) have not been released as of this meeting.</p> <p>Discussion ensued regarding the groups that should receive priority enrollment.</p> | Bring back recommendations for implementation of the new requirements for revision of AP 5055 | October 11          | Deans of Student Services |
| <b>Update on SB 1456 Student Success Act of 2012</b> | Dr. Endrijonas provided an updated copy of Senate Bill 1456 and noted the new items in the Bill for the group. The timing of BOGW and financial aid was discussed noting this could impact our student enrollment. Guidelines have not been released as of this meeting.  |   |                     |                           |
| <b>2011-2012 DTRW Annual Member Survey</b>           | Dr. Endrijonas reviewed the DTRW survey results with the DTRW-SS group. Membership of this committee has changed since the last academic year. Dr. Endrijonas asked for feedback for improvement on the workgroup. DTRW-SS discussed survey results and determined no changes were needed at this time.   |   |                     |                           |
| <b>NEW BUSINESS</b>                                  |   |   |                     |                           |
| <b>Waivers from College to College (Pat Ewins)</b>   | Ms. Ewins stated we need consistency in our development and implementation of waivers between colleges. Ms. Ewins provided an example of inconsistencies with waivers. Dr. Engelsen recommended providing SARS notes on students so all colleges would be able to see them on specific students. SARS is not sharable between campuses.   | Bring back waiver process on high-unit majors' rubric.  | October 11          | Deans of Student Services |

