

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

January 23, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 2.27.14 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), 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: Graciela Casillas-Tortorelli, Robert Nunez

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of December 5, 2013 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:05 pm. The December 5, 2013 meeting notes were approved as presented.			
OLD BUSINESS				
AP 5130 Financial Aid	A revised version of AP 5130 Financial Aid was hand carried by the Deans of Student Services to this meeting, which was reviewed by the Financial Aid Officers prior to review by DTRW-SS. This item was recommended to move forward to Chancellor’s Cabinet/Administrative Council, Policy Committee,	Add to Administrative Council Agenda for February 3 meeting	February 3	Laurie Nusser

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	Consultation Council, and subsequently to the Board for full approval.			
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	The Deans of Student Services will return with a VCCCD version of the Administrative Procedure derived from the CCLC version to the February meeting.	Deans of Students Services to draft an administrative procedure in conjunction with the EOPS Coordinators	Submit new draft to Laurie Nusser by 2.21.14	Karen Engelsen Pat Ewins Victoria Lugo
BP/AP 5500 Standards of Conduct – no AP in BoardDocs	New versions of BP/AP 5500 Standards of Conduct were hand carried to the January meeting by the Deans of Students Services and reviewed by the workgroup. Revisions were made during the meeting and these new versions will go to the Academic Senates for review. Ms. Nusser will distribute to the Senate Presidents. (sent 1.31.14)	Distribute new versions of BP/AP 5500 to Academic Senate Presidents	ASAP	Laurie Nusser
BP/AP 5520 Discipline Procedure – no BP in BoardDocs	New versions of BP/AP 5520 Discipline Procedure were hand carried to the January meeting by the Deans of Students Services and reviewed by the workgroup. Revisions were made during the meeting and these new versions will go to the Academic Senates for review. Ms. Nusser will distribute to the Senate Presidents. (sent 1.31.14)	Distribute new versions of BP/AP 5520 to Academic Senate Presidents	ASAP	Laurie Nusser
BP/AP 5530 Student Rights and Grievances – no BP in BoardDocs	New versions of BP/AP 5530 Student Rights and Grievances were hand carried to the January meeting by the Deans of Students Services and reviewed by the workgroup. Revisions were made during the meeting and these new versions will go to the Academic Senates for review. Ms. Nusser will distribute to the Senate Presidents. (sent 1.31.14)	Distribute new versions of BP/AP 5530 to Academic Senate Presidents	ASAP	Laurie Nusser
NEW BUSINESS				
New Drop Codes	The Registrars presented a list of 21 possible Drop Codes for review. While the committee was supportive of having students indicate a reason for dropping a course, it seemed as though 21 codes			

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	<p>would be overwhelming. Prior to the February meeting, the committee was asked to forward their "Top 5" and "Bottom 5" drop code reasons to the Registrars so that a more manageable number of options can be determined.</p> <p>There was discussion regarding condensing the list to 5 or 6 categories. The Registrars will send the document out to the group and receive feedback electronically from the DTRW-SS members with the top five and bottom five, which will be brought back to the February meeting.</p>	Send drop code document to all DTRW-SS members	ASAP	Laurie Nusser/Registrars
Development of Repeatability Form (Mary Rees)	Ms. Rees inquired whether there should be a Districtwide form to be utilized between all colleges. Ms. Bricker indicated this is already in development by the Registrars.			
BP 3540 Sexual and Other Assaults on Campus (BP in BoardDocs – need to develop an administrative procedure)	Dr. Endrijonas requested the Deans of Student Services to obtain feedback from the Health Center Coordinators to develop an administrative procedure. Ms. Nusser will send to the Deans and they will work with the Health Center Coordinators. (sent 1.31.14)	Send to Deans of Student Services Obtain feedback from Health Center Coordinators	ASAP Submit to Laurie Nusser by 2.21.14	Laurie Nusser Karen Engelsen Pat Ewins Victoria Lugo
BP 3550 Drug Free Environment and Drug Prevention Program (BP in BoardDocs – need to develop an administrative procedure)	Dr. Endrijonas requested the Deans of Student Services to obtain feedback from the Health Center Coordinators to develop an administrative procedure. Ms. Nusser will send to the Deans and they will work with the Health Center Coordinators. (sent 1.31.14)	Send to Deans of Student Services Obtain feedback from Health Center Coordinators	ASAP Submit to Laurie Nusser by 2.21.14	Laurie Nusser Karen Engelsen Pat Ewins Victoria Lugo
BP/AP 4225 Course Repetition BP/AP 4227 Course Repetition Absent Substandard Academic	This will return to the February meeting. Handout copies were provided of revised 4225/4227 along with the CCLC versions of the administrative procedures with direction to the group to review and return with feedback to the February meeting. The Academic Senates have not approved as of			

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Work	<p>yet but will return to the February meeting with their comments. (sent 1.31.14)</p> <p>In December, the Registrars provided updated versions of AP 4225 Course Repetition and AP 4227 Course Repetition Absent Substandard Academic Work for the January 23, 2014 DTRW-SS group, which were reviewed in December by DTRW-I and the Academic Senates requested further review. Ms. Nusser sent those versions on January 14 to the Academic Senate Presidents; however, updated versions were hand carried into the 1.23.14 DTRW-SS meeting by the Registrars and further updates were sent after the meeting on 1.24.14. Ms. Nusser will send the latest updated versions to the Academic Senate Presidents (sent 1.31.14).</p>	<p>Send new versions to Academic Senate Presidents</p> <p>Return with feedback from Academic Senates</p>	<p>ASAP</p> <p>2.27.14</p>	<p>Laurie Nusser</p> <p>Mary Rees Art Sandford Linda Kama'ila</p>
Outstanding Business or Under Review by Other Workgroups	<ul style="list-style-type: none"> • DTRW-I – BP/AP 4020 Program and Curriculum Development & BP/AP 4022 Course Approval – The AO's and EVP's will return with suggested revisions for 4020 and 4022 to the January DTRW-I meeting to allow more time for review and revisions. • DTRW-I – BP/AP 4022 Course Approval – this is currently under review by DTRW-I and will come to DTRW-SS for student services issues. • BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DOC from DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13 – Ms. Nusser has forwarded (11.13) to the BP/AP to Business Services for inclusion in the next DCAS agenda on November 21 and was then moved from DCAS to DOC by request of Brian 			

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	Fahnestock. <ul style="list-style-type: none"> • BP/AP 5300 Student Equity – need to wait on further information from State Chancellor’s Office regarding finalizing guidelines for student equity plans. 			
NEXT MEETING	Thursday, March 27, 2014 – 3:00 p.m. – DAC Lakin Boardroom			