



District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

October 11, 2012 – Lakin Board Room
3:00 p.m. – 4:30 p.m.

- **Approval of September 13, 2012 Meeting Notes**
- **Selection of Co-chair**
- **Old Business**
 - AP 4100 Graduation Requirements for Degrees and Certificates – bring back recommended language for AP 4100 to include AA-T and AS-T degrees (Articulation Officers)
 - BP/AP 4240 Academic Renewal (draft attached) – brought back to clarify Title 5 updates (Susan Bricker and Angelica Gonzales)
 - AP 5055 Early Registration – Bring back recommendations for implementation of the new requirements for revision of AP 5055 (Deans of Student Services)
 - Waivers from college to college - Bring back waiver process on high-unit majors' rubric (Deans of Student Services)
 - AP 5013 Students in the Military (no BP/AP exists) – bring back proposed language (Registrars)
 - AP 5015 Residence Determination (no BP exists) - bring back proposed language (Registrars)
 - BP/AP 5020 Nonresident Tuition - bring back proposed language (Registrars)
- **New Business**
 - There were no submissions for new business

Next Meeting Date: November 8, 2012, 3 pm

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>Welcome and Approval of April 12, 2012 Meeting Notes</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>OLD BUSINESS</p>				
<p>AP 4100 Graduation Requirements for Degrees and Certificates</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>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	to the next meeting.	4100		
BP/AP 4240	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 October 11	Ms. Bricker Ms. Bricker/Ms. Gonzales
BP/AP 5010 Admissions and Concurrent Enrollment Susan Bricker	<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
AP 5055 Enrollment Priorities	Dr. Endrijonas indicated VCCCD must incorporate the new language from proposed Title 5 changes to			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<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
Update on SB 1456 Student Success Act of 2012	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.			
2011-2012 DTRW Annual Member Survey	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.			
NEW BUSINESS				
Waivers from College to College (Pat Ewins)	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



Book VCCCD Board Policy Manual
Section Chapter 4 Academic Affairs
Title BP 4240 ACADEMIC RENEWAL
Number BP 4240
Status Active
Legal [Title 5, Section 55044](#)
Adopted June 23, 2009
Last Reviewed October 11, 2011

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall, in consultation with the Academic Senates, establish procedures that provide for academic renewal.

See [Administrative Procedure 4240](#).

Last Modified by Laurie Nusser on October 14, 2011

AP 4240 Academic Renewal

Reference:

Title 5 Section ~~55044~~ 55046

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

Academic Renewal Options

A student may petition to disregard a maximum of 24 semester units of any courses with less than a "C" or equivalent grade. ~~once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:~~

- ~~Disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or~~
- ~~Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.~~

Eligibility

To qualify for academic renewal, students must do all of the following:

- ~~The student has completed Complete at least 12 units in residence in the colleges of the VCCCD~~
- ~~The student has submitted Submit transcripts of all college work~~
- ~~The student has waited two Wait for two terms years since after the course work to be disregarded was is completed (summer intersession may be counted as a term)~~
- ~~The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA. Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:~~
 - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
 - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
 - Completing at least 20 semester units with a minimum 2.0 cumulative GPA
- The colleges of the VCCCD will honor similar actions by other accredited colleges and universities in determining grade point averages and credits.

Petition Process

The petition form for this purpose, is "Petition for Academic Renewal" , is initiated by the student through a Counseling appointment.

Recording of Academic Renewal:

Once the Petition of for Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal actions are permanent and irreversible.

DTRW-SS 10.11.12 – revisions by Susan Bricker

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.