

Ventura County Community College District

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

October 11, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 11.08.12 DTRW-SS MEETING

Members: Chancellor’s Designee: Erika Endrijonas, Chair (OC)
 Co-Chair: Victoria Lugo, Co-chair (VC)
 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), Marian Carrasco Nungaray (Counselor VC), Gloria Arevalo (Articulation Officer, VC/guest)
 Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC), Daniel Chavez (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Daniel Chavez (VC), Kathy Colburn (Registrar, MC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of September 13, 2012 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:04 pm. Introductions were made for a Kimberly Eder, the ASG representative for Moorpark College. The September 13, 2012 meeting notes were approved with abstention from Karen Engelsen, Kimberly Eder, and Marian Carrasco Nungaray.			
Selection of Co-chair	Dr. Endrijonas called for a nomination of a DTRW-SS Co-chair and Victoria Lugo was designated as the Co-chair.			
OLD BUSINESS				
AP 4100 Graduation Requirements for	The Articulation Officers have reviewed AP 4100 but would like to review guidelines of AA-T and AS-T	Bring back recommended	November 8	Articulation Officers

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Degrees and Certificates	degrees and also for review of where VCCCD stands statewide. This item will be tabled until the next meeting on November 8, 2012.	language for AP 4100		
BP/AP 4240 – Academic Renewal	Ms. Bricker provided an overview of the recommended language of the draft of AP 4240. This item will come back to DTRW-SS on November 8 after allowing review of the draft at college level. After recommendations from DTRW-SS, the procedure will go forward to DCAA, Academic Senates, Chancellor’s Cabinet, Policy Committee, and then finally for Board approval.	Bring back changes to DTRW-SS for recommendations to DCAA	November 8	Susan Bricker/ Angelica Gonzales
AP 5055 Enrollment Priorities	<p>A handout provided by Dr. Endrijonas, which was obtained from the State Chancellor’s office, labeled “Priority Enrollment Concept in the Proposed Title 5, Section 58108 Regulation” was reviewed regarding priority groups. All Title 5 changes must be implemented by fall 2014. Process of notification to students regarding losing priority registration must be in place by spring 2013.</p> <p>The current procedure will stay in place and will return after guidelines are released from the State Chancellor’s office. There was discussion regarding Cabinet’s prior decision of disapproving priority registration for athletes and it was determined if there is evidence of athletes being blocked from registering then Cabinet would reconsider this issue. Ms. Geisen will check for documentation regarding the Cabinet decision.</p> <p>Banner implementation for priority registration was discussed as to whether it is possible for students to be classified by groups as priority enrollment students. The deans of Student Services will continue to work on BP/AP 5055 and will return with implementation recommendations to DTRW-SS after the guidelines have been released.</p>	Continue to work on Banner implementation recommendations.	By release date of state guidelines.	Deans of Student Services

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Waivers from College to College (Pat Ewins)	<p>Ms. Ewins reviewed the Moorpark College “Spring 2013 High Unit Majors (HUM) Waiver Request” and “Spring 2013 Registration Waiver Process” forms. The goal is to have a consistent process across the colleges.</p> <p>Ms. Bricker stated DegreeWorks may be able to handle the technology challenge to track students between colleges. The Deans of Student Services will work on the issue and it was determined SARS notes should be utilized at all colleges. Ventura College does not use SARS notes and handles notes manually. Dr. Endrijonas clarified this is not an issue of academic freedom. Ms. Carrasco Nungaray would like to take this issue back to the Ventura College Counseling Department for their recommendations and also raised the issue of increased workload for the Counseling Department.</p>	<p>Review SARS notes issue with Ventura College Counseling Department</p>	<p>November 8</p>	<p>Marian Carrasco Nungaray</p>
<ul style="list-style-type: none"> • BP/AP 5013 Students in the Military (no BP/AP exists) • BP/AP 5015 Residence Determination (no BP exists) • BP/AP 5020 Nonresident Tuition (current BP/AP) 	<p>Revised versions were distributed and the group was asked to send any recommendations or revisions to Ms. Bricker and Mr. Diaz. Ms. Bricker will work with the other registrars to incorporate suggestions for revisions. These items will come back to the next meeting. Ms. Nusser will send out the current electronic versions to everyone. This will go forward to DCAA after revisions are recommended by DTRW-SS.</p>	<p>Bring back recommended language for BP/AP 5013, 5015, and 5020.</p> <p>Send out current versions of APs</p>	<p>November 8</p> <p>November 5</p>	<p>Registrars</p> <p>Laurie Nusser</p>
Other Business	<p>Ms. Geisen provided the VCCCD Policy/Procedure Tracking sheet for review of DTRW-I. Gray shaded areas require review. Dr. Endrijonas and Ms. Rees will review it for designation to DTRW-I or DTRW-SS review.</p>	<p>Review for committee designation of review.</p>		
NEXT MEETING	<p>Thursday, November 8, 2012 – 3:00 p.m.</p>			