

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

October 24, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 12.05.13 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), Daniel Seymour – Interim (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:

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of April 11, 2013 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:02 pm. The September 26, 2013 meeting notes were approved as presented with abstentions from Dr. Engelsen and Robert Nunez.			
OLD BUSINESS				
BP/AP 4240 Academic Renewal	BP/AP 4240 Academic Renewal (version which was included in this packet) was approved to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			

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AP 5130 Financial Aid –	A rewrite of AP 5130 was provided and reviewed. The BP and AP seem to have been combined by the Financial Aid Officers (FAO) and there is a need to separate the issues. Dr. Engelsen will return it to the FAO's to accomplish this task. This item will return to the December 5 meeting.	Obtain feedback from FAOs.	December 5	Karen Engelsen
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	BP/AP 5150 Extended Opportunity Programs and Services was approved as presented to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			
BP/AP 5410 Associated Student Elections	BP/AP 5410 Associated Student Elections was approved to move forward, as modified within the meeting, to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			
BP/AP 5420 Associated Students Finance	BP/AP 5420 Associated Students Finance was approved as presented to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.			
NEW BUSINESS				
BP/AP 5055 Enrollment Priorities (Registrars)	<p>Moorpark Academic Senate reviewed and provided their revised version of the administrative procedure. Dr. Endrijonas clarified new information from BOG on enrollment priorities and BOG fee waivers. There was discussion regarding good academic standing for foster youth, former foster youth, and having a solid appeals process for BOG fee waivers. Oxnard Academic Senate and Counselors reviewed AP 5055 Enrollment Priorities and were in agreement.</p> <p>All were in favor to move the procedure forward as is for the purpose of expediency to Cabinet, Consultation Council, and subsequently to the Board for full approval. This procedure will come</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	back for further revisions at a later date.			
Registration Priority Emails to Students (Karen Engelsen)	Approximately 40,000 emails were sent on October 5 to students. Deans of Student Services and Counselors requested copies of future registration priority emails sent to students. Dr. Carrasco-Nungaray will send suggested verbiage to Susan Bricker for future emails.			
Outstanding Business or Under Review by Other Workgroups	<ul style="list-style-type: none"> • 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 4240 Academic Renewal – this was approved at today’s meeting. • BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13 – Ms. Nusser to check on the next DCAS meeting date for inclusion in the agenda. • BP/AP 5300 Student Equity – need to wait on further information from State Chancellor’s Office regarding finalizing guidelines for student equity plans. • BP/AP 5500 Standards of Conduct – Ms. Nusser will send current version to Deans of Student Services and return with suggested changes. These all fall under 5500 (5300, 5520, 5530) • BP/AP 5520 Discipline Procedure – Ms. Nusser will send current version to Deans of Student Services and return with suggested changes. • BP/AP 5530 Student Rights and Grievances – Ms. Nusser will send current version to Deans of Student Services and return with suggested changes. 			
NEXT MEETING	Thursday, December 5, 2013 – 3:00 p.m. – DAC Lakin Boardroom			