

Ventura County Community College District

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

November 08, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

**FINAL MEETING NOTES APPROVED AT 12.13.12 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)  
 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:** Erika Endrijonas, Chair (OC), Clare Geisen (DAC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Welcome and Approval of October 11, 2012 Meeting Notes</b></p>	<p>Mr. Ramirez welcomed everyone to DTRW-SS. The meeting commenced at 3:08 pm. Dr. Endrijonas was absent as she was attending the CSSO Conference and Mr. Sanchez chaired the meeting in her stead.</p> <p>The revised draft of the October 11, 2012 meeting notes will be reviewed and approved at the next meeting as there was discussion regarding accuracy of the HUM Waiver and AP 5055 agenda items in the notes.</p>			
<p><b>OLD BUSINESS</b></p>				
<p><b>AP 4100 Graduation Requirements for Degrees and Certificates</b></p>	<p>The Articulation Officers indicated this item is still under review. They are currently reworking the whole document and addressing other issues in the</p>	<p>Bring back recommended language for AP</p>	<p>December 13</p>	<p>Articulation Officers</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	procedure which require review. This item will remain in progress and will return for the December meeting.	4100		
<b>BP/AP 4240 – Academic Renewal</b>	<p>Ms. Bricker provided a revised version of AP 4240 which had input from the DTRW-SS members at the meeting. Discussion ensued regarding the changes to the administrative procedure. Other colleges' models of the administrative procedure were also reviewed when developing the revisions. The 12-month waiting period was also discussed. There was discussion whether the Academic Senates require review of the administrative procedure and whether they can send it back or if it was considered an information only item for DCAA.</p> <p>The workgroup agreed to take these versions to their appropriate constituent groups and return their feedback to Laurie Nusser via email by December 3, 2012. The review will be done electronically and will not wait for the next DTRW-SS meeting in December.</p>	<p>Send out the revisions.</p> <p>Send back recommended revisions to Laurie Nusser.</p>	<p>ASAP</p> <p>December 3</p>	<p>Laurie Nusser</p> <p>All DTRW-SS members</p>
<b>Waivers from College to College (Pat Ewins)</b>	This item is still in progress and will return for the December 13 meeting.	Add to December agenda	December 13	Laurie Nusser
<ul style="list-style-type: none"> <li>• <b>BP/AP 5013 Students in the Military</b> (no BP/AP exists)</li> <li>• <b>BP/AP 5015 Residence Determination</b> (no AP exists)</li> <li>• <b>BP/AP 5020 Nonresident Tuition</b> (current BP/AP)</li> </ul>	<p>All items are tabled until December as there has been no feedback from the DTRW-SS workgroup as it may be possible the constituent groups did not have a chance to review the revisions to BP/AP 5013, 5015, and 5020. Ms. Bricker provided explanation of 5013, 5015, 5020 for DTRW-SS members to share with their constituents at college level for new feedback.</p> <p>The workgroup agreed to take these versions to their appropriate constituent groups and return their feedback to Laurie Nusser via email by December 3, 2012. The review will be done electronically and will not wait for the next DTRW-SS meeting in December.</p>	Send back recommended revisions to Laurie Nusser.	December 3	All DTRW-SS members
<b>Other Business Policy/Procedure Two-</b>	Ms. Nusser stated there is a November 29 meeting scheduled with the DCAA Chair (Jane Harmon) and	Review for committee	November 29	Clare Geisen/Jane

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Year Review</b>	Co-Chair (Peter Sezzi) with Clare Geisen for review of the VCCCD Policy/Procedure Tracking sheet to assign review of each policy/procedure in Chapters 4 and 5 to the appropriate DTRW workgroup.	designation of review.		Harmon/Peter Sezzi
<b>NEXT MEETING</b>	Thursday, December 13, 2012 – 3:00 p.m.			