

Ventura County Community College District

2012-2013 Academic Year

District Council on Academic Affairs - DCAA

Meeting Notes

November 29, 2012 - 2:00 p.m. – DAC Lakin Boardroom

MEETING NOTES PRIOR TO APPROVAL AT 1.31.12 DCAA MEETING

Members: Chancellor's Designee: Jane Harmon (MC)
Faculty Co-Chair: Peter Sezzi (VC)
Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
Vice President, Business Services Designee: David Keebler (VC)
Academic Senate Presidents: Linda Kamaila (OC), Riley Dwyer (MC), Peter Sezzi (VC)
College Faculty Designees: Teresa Bonham (OC), Nenagh Brown (MC), Angelica Gonzales (VC)
Additional Faculty Designees: Jim Merrill (OC), Mary Rees (MC), Gloria Arevalo (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)
Student Government Representatives: Juan Smith (OC), Hamza Shah and Lanny Hernandez (MC), Daniel Chavez (VC)
Clare Geisen (DAC), Policy/Procedure, Chancellor's Liaison

Absent:

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Dr. Harmon called the meeting to order at 2:02 pm. Dr. Harmon requested a change in the order of the agenda to move the Consent Curriculum item to the front of the agenda.			
Approval of October 25, 2012 Meeting Notes	The minutes were approved with recommended changes and with abstention from Shannon Davis, Gloria Arevalo, and Beatriz Herrera (attending on behalf of Angelica Gonzalez).			
BoT Strategic Objective 1.A Discussion – Districtwide	Ms. Rees provided a status update on the General Education Subcommittee and			

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<p>General Education Subcommittee – Status Update</p> <p>Objective: Establish a General Education Subcommittee to develop ideas to improve commonality among courses at each college.</p>	<p>indicated the Subcommittee reviewed BP 4025 and AP 4025 Philosophy and Criteria for Associate Degree and General Education. The subcommittee discussed possible modifications to the AP to clarify current policy. The modifications will be reviewed at the December meeting and the modified AP will be forwarded to DCAA. Ms. Rees also spoke about the composition of the committee. There was discussion regarding procedures Districtwide relating to completion of GE Area F Ethnic Women’s Studies and comparable course listings.</p>			
<p>BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas/Jane Harmon) – incorporate AB 540 changes into policy/procedure</p>	<p>Dr. Endrijonas compared the current BP 5010 to the CCLC model policy and said they are essentially the same, including the use of the term “provisional or probationary” in the second bullet. Dr. Endrijonas indicated her interpretation of the second bullet point in the CCLC version is meant to provide a district an opportunity to assess a student’s readiness for college or ability to benefit if they do not meet the standard admissions criteria of being at least 18 with a high school diploma or GED and that by coupling “provisional and probation” together, it means that the college can ultimately determine after one or two semesters, whether a person should be allowed to continue as a fully admitted student if they do not well. It is possible that very few people actually fall into this category, especially with the changes to Financial Aid rules. It seems the fundamental problem with 5010 is that it’s trying to do two things at once: Admissions <u>and</u> Concurrent Enrollment and indicated the last piece is missing from our</p>	<p>Bring back for January agenda to for Moorpark’s feedback.</p>	<p>January 31</p>	<p>Laurie Nusser</p>

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	<p>AP title.</p> <p>Dr. Endrijonas also stated the Legal citation in the CCLC policy is only Education Code Section 76000 and the following phrase, which we will need to add to our AP and BP:</p> <p>U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.</p> <p>OCTOBER: Dr. Endrijonas stated BP 5010 didn't require any changes to our current Board policy and is compliant with the California Dream Act – AB 540.</p> <p>Ms. Nusser will pull the current CCLC version of BP 5010 and send it to Dr. Endrijonas for comparison regarding the second bullet point (admitting requirements for students) to ensure this item is equivalent to the CCLC version. Dr. Endrijonas will send it out to the Academic Senates for their review and comments.</p> <p>It was noted the administrative procedure legal references for AP 5010 are not current and Dr. Endrijonas will include the correct references for updating of this procedure. It was also noted at the October 25 DCAA meeting that Board policies and administrative procedures should have the same titles. The title changes will be reflected in the new draft.</p>			
Policies and administrative procedures – 2 year review	Dr. Harmon met with Clare Geisen to review the tracking sheet and determined which p/p			

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cycle required for accreditation (Clare Geisen/Jane Harmon/Peter Sezzi)	<p>requires review by DTRW-I or DTRW-SS. There was discussion regarding the timing of the DTRW-I and SS meetings. DTRW-I and SS will send the policies/procedures to Academic Senates after the meetings for their Senate meeting. There was also discussion regarding the timing of Academic Senate meetings to get feedback in time for the next DTRW meetings. The January meeting will be moved to January 31 (the fifth Thursday) to accommodate the policy and procedure review.</p> <p>The Academic Senates will now receive copies of the meeting notes from DTRW-I and SS.</p>			
Pre-requisites/Co-requisites New Title 5 Regulations AP 4260 (Peter Sezzi/Erika Endrijonas)	Mr. Sezzi will review the CCLC content review of these procedures, will send them to DTRW-I and the Academic Senates, and then to DCAA via email. Ms. Nusser will be copied on the emails.	<p>Pull current CCLC version of AP 4260 and send to Peter Sezzi.</p> <p>Send CCLC and VCCCD versions of AP 4260 to Academic Senates</p>		<p>Laurie Nusser</p> <p>Peter Sezzi</p>
DTRW-I Report (Ramiro Sanchez)	This is a new standing agenda item for DCAA. Mr. Sanchez provided an update from the November DTRW-I meeting and noted items that will come back to the group.			
DTRW-SS Report (Ramiro Sanchez)	This is a new standing agenda item for DCAA. Mr. Sanchez provided an update from the November DTRW-I meeting and noted items that will come back to the group.			
Consent Item College Curriculum Submissions	This is a new standing agenda item for DCAA. Future curriculum changes made after DTRW-I meetings will be sent to Ms. Nusser by the			

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	<p>curriculum techs for DCAA. The process for Board agenda curriculum submission was discussed and will now be added as an attachment to the agenda item as submitted to DCAA, unless there are changes at DCAA.</p> <p>Dr. Endrijonas asked if the new procedure consent of curriculum going to DCAA is to be included as a change in the Participatory Governance Handbook (PGH). The District Council on Accreditation and Planning (DCAP) has decided that the PGH will be reviewed on a yearly basis instead of a two year review.</p> <p>Outcome of DCAA Curriculum Review: Moorpark College: Recommendation: All items will go forward to the Board. Oxnard College: Recommendation: There was discussion regarding transferability issues for Film Studies. New math classes on October's submission went to the Board agenda and will need to be pulled for the December 11 Board meeting. These items were pulled as the math classes were replaced with Transitional Math I, II, instead of Transitional Math I, II, and III. Recommendation: All items will go forward to the Board. Ventura College: All items will go forward to the Board.</p> <p>There was discussion regarding suggested revisions to the Participatory Governance Handbook regarding curriculum submission through governance committees, which</p>			

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	include curriculum pass through DCAA on a consent calendar. Also, the charge was intended to promote broad-based dialogue. The charge should include program planning and Districtwide program planning. DCAA is to review curriculum from a District perspective. Example given: not duplicating expensive programs.			
Other Items	Ms. Rees raised a concern regarding the current District policy of offering math courses only two levels below college. There was a discussion regarding the policy and whether a District basic skills ad-hoc committee would be helpful. Ms. Rees will check to see if there is support for such a committee.			
Next Meeting Date:	January 24, 2013 – 2 pm			