

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

December 5, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 1.23.13 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: Lori Bennett, Pat Ewins, Clare Geisen

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of October 24, 2013 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm. A moment of reflection was observed in commemoration of Nelson Mandela. The October 24, 2013 meeting notes were approved as presented.			
OLD BUSINESS				
BP/AP 4240 Academic Renewal	There was a conflict regarding versions presented at previous DTRW-SS and at Moorpark Academic Senate meetings. The Moorpark Academic Senate approved the version provided by Ms. Rees and	Add to Cabinet agenda	12.09.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>reviewed at the December DTRW-SS meeting. There was discussion regarding the interpretation of completed units required. This procedure will be monitored for future abuse of academic renewal.</p> <p>BP/AP 4240 Academic Renewal was approved to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.</p>			
AP 5130 Financial Aid –	<p>The Deans of Student Services requested more time for the Financial Aid Officers (FAOs) to review as the guidelines are changing at the current time and FAOs are currently at a conference which affects this policy and procedure.</p> <p>In October, 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 January 23 meeting.</p>	Obtain feedback from FAOs.	January 23	Karen Engelsen
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	Send to EOPS Coordinators to draft an administrative procedure in standard VCCCD format.	Send to EOPS Coordinators	ASAP	Karen Engelsen and Victoria Lugo
BP/AP 5210 Communicable Diseases	BP/AP 5210 were reviewed and approved to move forward to Cabinet, Policy Committee, Consultation Council, and subsequently to the Board for full approval.	Add to Cabinet agenda	December 9	Laurie Nusser
BP/AP 5500 Standards of Conduct	More time for review was requested by the Deans of Student Services as there are many changes required before new versions are sent forward. This item will return to the January 23 DTRW-SS meeting. Ms. Nusser will send the CCLC version to	Send CCLC version to Deans of Student Services	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	the Deans of Student Services. (sent 1.08.14)			
BP/AP 5520 Discipline Procedure	More time for review was requested by the Deans of Student Services as there are many changes required before new versions are sent forward. This item will return to the January 23 DTRW-SS meeting. Ms. Nusser will send the CCLC version to the Deans of Student Services. (sent 1.08.14)	Send CCLC version to Deans of Student Services	ASAP	Laurie Nusser
BP/AP 5530 Student Rights and Grievances	More time for review was requested by the Deans of Student Services as there are many changes required before new versions are sent forward. This item will return to the January 23 DTRW-SS meeting. Ms. Nusser will send the CCLC version to the Deans of Student Services. (sent 1.08.14)	Send CCLC version to Deans of Student Services	ASAP	Laurie Nusser
NEW BUSINESS				
New Drop Codes	The Registrars inquired if there was interest by all three colleges to pursue the issue of adding new drop codes to indicate reasons students are dropping classes. There was discussion and concern about faculty drops and Banner implementation. There will be further investigation into implementation and return on investment for this project.			
BP/AP 4225 Course Repetition	BP/AP 4225 Course Repetition was reviewed. The Articulation Officers and Registrars presented new versions of the Board policy and administrative procedure. Ms. Nusser will send the CCLC procedure to Dr. Endrijonas for comparison regarding repeatability and repetition. There was discussion regarding moving the repetition portion from 4227 to 4225. Ms. Nusser to send 4225 and 4227 to the Academic Senates for review.	Send CCLC version of BP/AP 4225 to Erika Endrijonas	ASAP	Laurie Nusser
BP/AP 4227 Course Repetition Absent Substandard Academic Work	BP/AP 4227 Course Repetition Absent Substandard Academic Work was reviewed. The Articulation Officers and Registrars presented new versions of the Board policy and administrative procedure. This is still under review by DTRW-I. Dr. Endrijonas will	Send CCLC version of BP/AP 4227 to Erika Endrijonas	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	coordinate changes with Shannon Davis, Articulation Officer, Oxnard College.			
CCLC Updates	<p>Dr. Endrijonas reviewed the latest policy and procedure updates released from the CCLC on November 18, 2013.</p> <p>The FAOs will receive BP/AP 5130 for review of updated CCLC version of this policy/procedure. The Deans of Student Services will receive BP/AP 5140 for review of updated CCLC version of this policy/procedure.</p>	Send BP/AP 5130 and 5140 to Deans of Student Services	ASAP	Laurie Nusser
Outstanding Business or Under Review by Other Workgroups	<ul style="list-style-type: none"> • DTRW-I – BP/AP 4020 Program and Curriculum Development & BP/AP 4022 Course Approval – The AO’s and EVP’s will return with suggested revisions for 4020 and 4022 to the January DTRW-I meeting to allow more time for review and revisions. • DTRW-I – 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 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DOC from DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13 – Ms. Nusser has forwarded (11.13) to the BP/AP to Business Services for inclusion in the next DCAS agenda on November 21 and was then moved from DCAS to DOC by request of Brian Fahnestock. • BP/AP 5300 Student Equity – need to wait on further information from State Chancellor’s Office regarding finalizing guidelines for student equity plans. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
NEXT MEETING	Thursday, January 23, 2014 – 3:00 p.m. – DAC Lakin Boardroom			