

Ventura County Community College District

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

December 13, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 1.24.13 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: Daniel Chavez (VC), Clare Geisen (DAC), Jane Harmon (MC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of October 11 and November 8, 2012 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:08 pm. November meeting notes were approved with 3 abstentions from Dr. Endrijonas, Dr. Engelsen, and Ms. Ewins. The October meeting notes were approved with final changes.			
OLD BUSINESS				
AP 4100 Graduation Requirements for Degrees and Certificates	Ms. Davis provided a handout of a revised version of AP 4100, reviewed the new version of the administrative procedure, and explained the changes. There was discussion regarding reciprocity, transferability, double counting, US and foreign degrees, grades required, and requirements of	Send new version (dated 12.06.12) of AP 4100 to the Academic Senates	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	updating the procedure yearly. This procedure will be reviewed by the Academic Senates and then by DCAA. Ms. Davis will email them to Ms. Nusser and she will send them out to the Academic Senate Presidents.			
BP/AP 4240 – Academic Renewal	<p>Dr. Carrasco Nungaray provided handouts of academic renewal policies from Santa Monica College and Santa Barbara City College for review by the workgroup. It was agreed the counselors from each college would meet to review the proposal and craft a compromise. Dr. Carrasco Nungaray volunteered to be the contact person. Dr. Engelsen will provide the name of the participating Oxnard College counselor to Dr. Carrasco Nungaray, who will then coordinate a meeting with the counselors to meet before the January 24, 2013 DTRW-SS meeting.</p> <p>If there is no consensus amongst this workgroup, the policy/procedure will go to DCAA.</p>	Send 10.11.12 version of AP 4240 to deans of student services	ASAP	Laurie Nusser
Waivers from College to College (Pat Ewins)	There was discussion regarding the utilization of SARS notes for continuity between colleges for HUM waivers. This issue requires review by ATAC to ensure technology issues are addressed. Banner issues preclude the use of this tool per Ms. Bricker. There was discussion regarding various counseling scenarios. Dr. Harmon volunteered to take this issue to ATAC.	Agendize with ATAC	ASAP	Jane Harmon
<ul style="list-style-type: none"> • BP/AP 5013 Students in the Military (no BP/AP exists) • BP/AP 5015 Residence Determination (no AP exists) • BP/AP 5020 Nonresident Tuition 	The campuses will review the versions dated 10.11.12 and bring back comments January 24.	Review versions and bring back comments	January 24	All DTRW-SS members

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
(current BP/AP)				
Policy/Procedure Two-Year Review	<p>Ms. Geisen provided a policy/procedure tracking sheet for items which require review by March 2013 for accreditation purposes. Dr. Endrijonas will work with the group to disseminate. Dr. Endrijonas reviewed the document with the DTRW-SS group and indicated items already in progress.</p> <p>Dr. Endrijonas indicated the state's Department of Finance is starting to review this priority enrollment (AP 5055) and there is movement at the state level to add CalWorks legislatively into this procedure for priority enrollment.</p>			
NEXT MEETING	Thursday, January 24, 2012 – 3:00 p.m.			