

Ventura County Community College District

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

February 14, 2013 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

**MEETING NOTES APPROVED AT 3.07.13 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), Gail Wirth-Currola (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)  
 David Farris (Guest, VC Counselor)

**Absent:** Kimberly Eder, Clare Geisen, Jane Harmon

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of January 24, 2013 Meeting Notes</b>	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm.  The January 24, 2013 meeting notes were approved as presented with abstentions from Susan Bricker, Joel Diaz, Gail Wirth-Gurrola, and Karen Engelsen.			
<b>OLD BUSINESS</b>				
<b>AP 4100 Graduation Requirements for Degrees and Certificates</b>	This policy/procedure is currently under review by the Academic Senates and DCAA.			
<b>BP/AP 4240 – Academic Renewal</b>	This policy/procedure is currently under review by the Academic Senates and DCAA.			

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<b>Waivers from College to College (Pat Ewins)</b>	<p>Dr. Harmon was not present to provide a report from the Administrative Technology Advisory Committee (ATAC) on this issue, however, Dr. Endrijonas stated there was discussion at ATAC to get web-based licenses for SARS to enable communication between the colleges.</p>			
<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><b>BP/AP 5013</b>  <b>BP 5013:</b> There was a motion from Ms. Bricker to approve BP 5013 as presented, Ms. Davis seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for approval.  <b>AP 5013:</b> Dr. Carrasco Nungaray moved to remove the sentence which states “<i>The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.</i>”, and deletion of “<i>for here</i>” in the 5<sup>th</sup> paragraph. Mr. Sanchez seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for information.</p> <p><b>BP/AP 5015 Residence Determination</b> (no AP exists)  <b>BP 5015:</b> Mr. Sanchez motioned to approve the Board Policy as presented, Ms. Davis seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently Board approval.  <b>Proposed AP with revisions:</b> Ms. Lugo motioned to approve the proposed Administrative Procedure, Mr. Sanchez seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for information.</p> <p><b>BP/AP 5020 Nonresident Tuition</b> (current BP/AP)  <b>BP 5020:</b> Ms. Ewins motioned to approve the Board Policy as presented, Mr. Diaz seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently Board approval.  <b>AP 5020:</b> Dr. Carrasco Nungaray motioned to</p>	<p>Make edits and agendize for 2.28.13 DCAA meeting</p>	<p>2.22.13</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	approve the Administrative Procedure as presented, Ms. Bricker seconded, all in favor. This will move forward to DCAA, Cabinet, and subsequently to the full Board for information.			
<b>New Business</b>				
<b>AP 5130 Financial Aid – Victoria Lugo</b>	Ms. Lugo stated she was assigned to BP/AP 5100 through 5500. Ms. Lugo submitted a draft of AP 5130 Financial Aid and provided an overview of the changes. Financial Aid Officers will review and bring back comments to DTRW-SS in March.	Review BP/AP 5130  Agendize for 3.07.13 DTRW-SS meeting	2.28.13  3.01.13	Financial Aid Officers  Laurie Nusser
<b>BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.</b>	Ms. Lugo provided a handout of CCLC AP 5150, which will be taken back to the EOPS Directors and will return with comments to the March DTRW-SS meeting.	Review CCLC AP 5150 Agendize for 3.07.13 DTRW-SS meeting	2.28.13  3.01.13	EOPS Coordinators Laurie Nusser
<b>BP/AP 5055 Priority Enrollment and Student Notification Letter</b>	Dr. Endrijonas clarified the ongoing discussions between DTRW-SS and DCAA regarding status of AP 5055. Notification to students must be completed by spring 2013. This procedure must be implemented by fall 2014.  Dr. Carrasco Nungaray requested time for the colleges' counselor groups to review the Enrollment Priority Change Notice Student Notification letter. This item will come back to the March DTRW-SS with comments from those groups. This notification will be sent to currently enrolled students via portal announcement and email. Ms. Bricker commented on Banner implementation and the importance of notifying IT in time for implementation.	Agendize notification letter for 3.07.13 DTRW-SS meeting	3.01.13	Laurie Nusser
<b>BP/AP 5500 Standards of Conduct</b>	Ms. Ewins provided a VCCCD/CCLC comparison standards of conduct document, explained the changes to the document, which will be reviewed by the administrators of student services. The no medical marijuana notice poster example will be sent to the	Send no medical marijuana notice poster to DTRW-SS.	As soon as possible	Ms. Ewins

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	<p>DTRW-SS group by Ms. Ewins, which is currently utilized by the Ventura College campus.</p> <p>Ms. Ewins will make revisions to the Standards of Conduct comparison document made at this meeting, send out to the DTRW-SS group for review at the campuses, and the revised version will go forward to DCAA.</p>	<p>Make revisions, send to campus constituents, send revised version to Ms. Nusser for inclusion in the 2.28.13 DCAA agenda</p>	<p>2.22.13</p>	<p>Ms. Ewins</p>
<p><b>NEXT MEETING</b></p>	<p>Thursday, March 7, 2013 – 3:00 p.m. – Oxnard College, President’s Conference Room</p>			