

Ventura County Community College District

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

March 7, 2013 – Oxnard College President’s Conference Room

3:00 p.m. – 4:30 p.m.

MEETING NOTES APPROVED AT 4.11.13 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), Traci Allen, representing 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: Kimberly Eder, Clare Geisen, Jane Harmon, Pam Kennedy Luna, Gail Wirth-Currola

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of February 14, 2013 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:10 pm. The February 14, 2013 meeting notes were approved as presented with abstention from Jane Harmon and Clare Geisen.			
OLD BUSINESS				
AP 5130 Financial Aid – Victoria Lugo	Ms. Lugo provided feedback from the Ventura College Financial Aid Officers. This item will be carried over to the April 11 DTRW-SS meeting to await review by Oxnard and Moorpark Financial Aid Officers.	Send/review BP/AP 5130 Agendize for 4.11.13 DTRW-SS meeting	4.05.13 4.05.13	Karen Engelsen/Victoria Lugo/Financial Aid Officers Laurie Nusser
BP/AP 5150 Extended	Both Ventura College and Moorpark College EOPS	Review CCLC	4.05.13	EOPS

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.</p>	<p>Coordinators have reviewed the proposed CCLC Board policy version of BP 5150 Extended Opportunity Programs and Services (EOPS), however, Oxnard College EOPS was not able to review the policy prior to this meeting. This agenda item will be carried over to the April 11 DTRW-SS meeting to await review by Oxnard College EOPS. There is no existing Board policy or administrative procedure in BoardDocs and requires development.</p>	<p>AP 5150</p> <p>Agendize for 4.11.13 DTRW-SS meeting</p>	<p>4.05.13</p>	<p>Coordinators</p> <p>Laurie Nusser</p>
<p>BP/AP 5055 Priority Enrollment and Student Notification Letter</p>	<p>Dr. Carrasco Nungaray provided a handout titled “<i>Notice: Enrollment Priority Change Effective Fall 2014.</i>” Dr. Carrasco Nungaray explained the feedback received from counselors at Ventura College regarding priority enrollment. There was discussion regarding having separate forms between colleges. Dr. Endrijonas noted DTRW-SS is a review group and will make recommendations to DCAA regarding the student notification letter.</p> <p>The Board policy and procedure (BP/AP 5055) are currently under review at DCAA.</p> <p>The student notification letter is intended for currently enrolled students and does not include new students. There was discussion regarding students obtaining education plans prior to notification to students. The submission from Ms. Ewins titled “<i>Student Alert – Changes to Registration Priorities</i>” was reviewed. The group members preferred this document to the document provided by Ventura College. Dr. Carrasco Nungaray will send samples of specific student enrollment circumstances to Ms. Bricker regarding Banner implementation. Dr. Engelsen will work on a draft of the student alert notification per the request of Dr. Endrijonas. The document will go forward to DCAA in March. The final document will</p>	<p>Draft student alert notification and send to Laurie Nusser</p>	<p>3.22.13</p>	<p>Karen Engelsen</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	be sent out to students via portal announcement and email. The revised versions will be submitted to Ms. Nusser by 3/22.			
BP/AP 5500 Standards of Conduct	Mr. Chavez, Ventura College Associate Student Government representative, indicated students were objecting to inclusion of chewing tobacco, e-cigarettes, and nicotine products, and requested this to be reflected within the minutes. All were in agreement to move this policy and procedure forward to DCAA.	Add to DCAA agenda	3.22.13	Laurie Nusser
New Business				
BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (Registrars)	All were in agreement to move this policy and procedure forward to DCAA. Revised to reflect change of governing Board to Chancellor.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5040 Student Records and Directory Information (Registrars)	All were in agreement to move this policy and procedure forward to DCAA with revision to reflect change of governing Board to Chancellor and add student record definition.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5052 Open Enrollment (Registrars)	All were in agreement to move this policy and procedure forward to DCAA with revision from Ms. Bricker.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5200 Student Health Services (Victoria Lugo)	All were in agreement to move this policy and procedure forward to DCAA. Use Ms. Lugo's version per Dr. Endrijonas.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5205 Student Accident Insurance	All were in agreement to move this policy and procedure forward to DCAA. Use Ms. Lugo's version per Dr. Endrijonas.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5210 Communicable Diseases	All were in agreement to move this policy and procedure forward to DCAA.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5300 Student Equity	The Board policy will be revised to reflect "The Colleges of the District shall establish and implement a student equity plan that meets Title 5	Add to DCAA agenda	3.22.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	standards for such practice.” All were in agreement to move this policy and procedure forward to DCAA.			
BP/AP 5400 Associated Students Organizations	The Board policy was revised and the administrative procedure was approved as presented. All were in agreement to move this policy and procedure forward to DCAA.	Add to DCAA agenda	3.22.13	Laurie Nusser
BP/AP 5410 Associated Student Elections	This item will be returned to DTRW-SS regarding roles of students on the Board policy. The Deans of Student Services will review and return with revisions at the April 11 DTRW-SS meeting.	Add to 4.11.13 DTRW-SS agenda	4.05.13	Laurie Nusser
BP/AP 5420 Associated Students Finance	This item will be returned to DTRW-SS with revisions. The Deans of Student Services will review and return with revisions at the April 11 DTRW-SS meeting.	Add to 4.11.13 DTRW-SS agenda	4.05.13	Laurie Nusser
BP/AP 5520 Discipline Procedure	There is no Board policy and requires development. The administrative procedure was reviewed and minor revisions were made. This item will move forward to DCAA. Ms. Ewins will provide a Board policy before moving on to DCAA.	Add to DCAA agenda Develop policy prior to DCAA 3.28.13 meeting and send to Laurie Nusser	3.22.13 3.22.13	Laurie Nusser Pat Ewins
BP/AP 5530 Student Rights and Grievances	There is no Board policy in BoardDocs and requires development. Ms. Ewins will provide a Board policy before moving on to DCAA.	Add to DCAA agenda Develop policy prior to DCAA 3.28.13 meeting and send to Laurie Nusser	3.22.13 3.22.13	Laurie Nusser Pat Ewins
NEXT MEETING	Thursday, April 11, 2013 – 3:00 p.m. – DAC Lakin Boardroom			